

Office of Ethics & Integrity



Office of Ethics & Integrity



Mission Statement

To carry-out and support the Mayor's vision, mission, and values by strengthening the City's ethical climate so that honor is cherished, personal integrity and ethical courage are the cultural norms, and all employees are supported and encouraged to use their judgment and initiative in the conduct of ethical practices in the workplace. Through these practices, the workplace will become more customer service oriented, motivated, and satisfying; and public trust will be restored.

Department Description

The Office of Ethics and Integrity (OEI) has jurisdiction over all employees in departments under the direction of the Mayor and provides leadership and guidance to employees regarding the City's ethics-related rules and regulations (i.e., Administrative Regulations, Council Policies, Personnel Regulations, etc). The office is separate and apart from the City's Ethics Commission, which focuses on clarifying and enforcing governmental ethics laws (i.e., Ethics Ordinance, Election Campaign Control Ordinance, and Municipal Lobbying Ordinance) for elected officials, unclassified staff, and appointed members of boards and commissions.

In addition to providing ethics training and resources for classified and unclassified staff, OEI oversees an employee hotline where employees can confidentially report waste, fraud, abuse, or other unethical behavior.

OEI is home to the City's Diversity Commitment, which is dedicated to creating an environment where differences are valued and all City employees are a productive part of a high-performing team delivering services to the community.

OEI also houses the activities of the Human Relations Commission and Citizens' Review Board on Police Practices. Due to Citywide reorganization, this office will also oversee the City's Disability Services and ADA Policy functions.

Service Efforts and Accomplishments

Since opening its doors in January 2006, the Office of Ethics and Integrity (OEI) has been building the foundation of a comprehensive ethics program.

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Service Efforts and Accomplishments

In September 2006, OEI launched the City's first Ethics Culture Survey to understand employees' views of City ethics, standards, and behaviors. The voluntary and confidential survey was offered to all City employees in departments under the direction of the Mayor and yielded an overall response rate of 31 percent.

It is because leaders set the tone of the organization, that the Office of Ethics and Integrity began its ethics training program with two Executive Leadership Ethics Roundtable sessions. This training focused on development of a culture that values open and honest discussions among employees about ethical issues and decision-making without concern of adverse consequences.

In early 2007, OEI conducted a two-part training for unclassified staff, with managers discussing barriers to open and honest communication at the City and devising strategies to rebuild employee trust.

OEI has conducted a number of ad hoc ethics training sessions for departments and small groups, including the City's Capital Improvement Program Project Management Academy, library clerks and assistants, and Supervisors Academy.

The office has identified a vendor to develop computer-based compliance training that will be provided to all employees.

The City's Employee Hotline received and processed 180 complaints during calendar year 2006.

Diversity Commitment

In Fiscal Year 2007, more than 180 employees attended Diversity University to learn about inclusion and cultural competency, communicating effectively across differences, and using dialogue to build understanding.

In Fiscal Year 2007, diversity training at Supervisor's Academy provided more than 125 City employees with tools to address cultural influences on teamwork, communication, and conflict.

Diversity Commitment staff also conducted a training for 200 Lifeguards on the City's Sexual Harassment Policy and how to foster a work environment that values diversity.

Human Relations Commission (HRC)

HRC staff facilitated several meetings of the Encanto Planning Group in order to increase participation and ensure productive discussion and dialogue.

More than 1,500 people from across the County attended the HRC's 18th Annual Martin Luther King, Jr. All People's Breakfast in January 2006.

The HRC Chair and Commissioners helped establish a Hate Crimes Reward Fund to assist in gathering information after hate crimes.

The Commission educated more than 150 Border Patrol agents during Black History Month in February 2006.

HRC helped establish programming for the Jacobs International Teen Leadership Institute. The institute brings 50 Christian, Jewish, and Muslim high school students from the U.S. and Gaza City to San Diego for education and leadership development in the context of interacting with other cultures.

Citizens' Review Board on Police Practices (CRB)

The primary responsibility of the CRB is to review and evaluate the investigations of citizen complaints, officer involved shootings, and deaths in custody conducted by San Diego Police Department (SDPD) Internal Affairs Unit.

The CRB has also been assigned the task of administering the Appeals Hearing Process for appeals to decisions regarding police-regulated businesses.

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Service Efforts and Accomplishments

Citizens' Review Board members participated in a number of training sessions, including training on the history and responsibilities of the CRB; legal issues including the Brown Act and relationship with the City Attorney; SDPD organization and operations and Internal Affairs operations. The Citizens' Review Board also trained and made presentations for SDPD officers and members of the community regarding the Board and its processes.

Budget Dollars at Work

In calendar year 2006:

- Employee Hotline accepted 180 reports
- 150 Border Patrol agents trained by the Human Relations Commission during Black History Month
- 125 staff members participated in the Diversity Commitment's Diversity University
- 100 staff members participated in diversity training at Supervisor's Academy
- 86 citizen complaints received by the Citizens' Review Board
- 70 appeals hearings conducted by the Citizens' Review Board
- 7 shooting reviews conducted by the Citizens' Review Board

Department Summary

Office of Ethics & Integrity				
	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL	FY 2007-2008 CHANGE
Positions	0.00	7.00	14.00	7.00
Personnel Expense	\$ -	\$ 790,191	\$ 1,587,760	\$ 797,569
Non-Personnel Expense	\$ -	\$ 404,492	\$ 812,777	\$ 408,285
TOTAL	\$ -	\$ 1,194,683	\$ 2,400,537	\$ 1,205,854

Department Staffing

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
GENERAL FUND			
Office Of Ethics & Integrity			
ADA	0.00	0.00	5.00
Citizen's Review Board	0.00	2.00	2.00
Diversity	0.00	1.50	1.00
Ethics	0.00	1.50	4.00
Human Relations Commission	0.00	2.00	2.00
Total	0.00	7.00	14.00
CDBG ADMINISTRATION			
CDBG Disability Services			
CDBG Disability Services	4.20	4.20	0.00
Total	4.20	4.20	0.00

Office of Ethics & Integrity

Department Expenditures

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
GENERAL FUND			
Office Of Ethics & Integrity			
ADA	\$ -	\$ -	\$ 944,098
Citizen's Review Board	\$ -	\$ 273,007	\$ 271,445
Diversity	\$ -	\$ 483,220	\$ 423,501
Ethics	\$ -	\$ 151,382	\$ 498,275
Human Relations Commission	\$ -	\$ 283,959	\$ 280,448
Office of Ethics & Integrity	\$ -	\$ 3,115	\$ (17,230)
Total	\$ -	\$ 1,194,683	\$ 2,400,537
CDBG ADMINISTRATION			
CDBG Disability Services			
CDBG Disability Services	\$ 377,287	\$ 406,744	\$ -
Total	\$ 377,287	\$ 406,744	\$ -

Significant Budget Adjustments

GENERAL FUND

Office Of Ethics & Integrity	Positions	Cost	Revenue
Salary and Benefit Adjustments	0.00	\$ (21,936)	\$ 0
Adjustments to reflect the annualization of the Fiscal Year 2007 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
Disability Services Program Transfer	5.00	\$ 956,116	\$ 375,365
Transfer of 1.00 Disability Services Coordinator, 1.00 Project Officer II, 1.00 Associate Management Analyst, 1.00 Construction Estimator, and 1.00 Administrative Aide II and associated non-personnel expenditures related to the Disability Services Program to the Office of Ethics and Integrity.			
Office of the Chief Operating Officer Transfer	2.00	\$ 321,618	\$ 0
Transfer of 1.00 Deputy Chief and 1.00 Executive Secretary from the Office of the Chief Operating Officer to the Office of Ethics and Integrity due to restructuring.			
Increase to Retiree Health Care-Other Post-Employment Benefits (OPEB)	0.00	\$ 30,325	\$ 0
Addition of funds to be applied towards the total liability for retiree health care.			

Office of Ethics & Integrity

Significant Budget Adjustments

GENERAL FUND

Office Of Ethics & Integrity	Positions	Cost	Revenue
Non-Discretionary	0.00 \$	(6,944) \$	0
Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.			
Support for Information Technology	0.00 \$	(13,737) \$	0
Funding is allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			
Vacancy Savings	0.00 \$	(59,588) \$	0
Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2008 due to personnel transition and salary differentials for new employees.			

CDBG ADMINISTRATION

CDBG Disability Services	Positions	Cost	Revenue
Salary and Benefit Adjustments	0.00 \$	(5,661) \$	0
Adjustments to reflect the annualization of the Fiscal Year 2007 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
Reduction in Non Personnel Expense	0.00 \$	(51) \$	0
Reduction in non-personnel expenditures related to the Mayor's Five Year Plan position reductions.			
Savings from Business Process Reengineering (BPR) and/or the Five-Year Financial Outlook	(4.20) \$	(401,032) \$	0
Expenditure adjustments in personnel and non-personnel expenses as a result of position reductions and BPR.			

Expenditures by Category

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
PERSONNEL			
Salaries & Wages	\$ 241,723	\$ 801,314	\$ 1,057,957
Fringe Benefits	\$ 135,451	\$ 395,570	\$ 529,803
SUBTOTAL PERSONNEL	\$ 377,174	\$ 1,196,884	\$ 1,587,760
NON-PERSONNEL			
Supplies & Services	\$ 113	\$ 369,774	\$ 782,604
Information Technology	\$ -	\$ 14,379	\$ 10,322
Energy/Utilities	\$ -	\$ 5,930	\$ 5,391

Office of Ethics & Integrity

Expenditures by Category

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
NON-PERSONNEL			
Equipment Outlay	\$ -	\$ 14,460	\$ 14,460
SUBTOTAL NON-PERSONNEL	\$ 113	\$ 404,543	\$ 812,777
TOTAL	\$ 377,287	\$ 1,601,427	\$ 2,400,537

Revenues by Category

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
GENERAL FUND			
Charges for Current Services	\$ -	\$ -	\$ 375,365
Transfers from Other Funds	\$ -	\$ 484,101	\$ 484,101
TOTAL	\$ -	\$ 484,101	\$ 859,466

Salary Schedule

GENERAL FUND

Office Of Ethics & Integrity

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>	<i>Salary</i>	<i>Total</i>
1100	Accountant III	1.00	1.00	\$ 71,390	\$ 71,390
1107	Administrative Aide II	0.00	1.00	\$ 50,686	\$ 50,686
1218	Assoc Management Analyst	0.00	1.00	\$ 64,539	\$ 64,539
1601	Construction Estimator	0.00	1.00	\$ 65,184	\$ 65,184
1612	Org Effectiveness Specialist III	1.00	1.00	\$ 71,648	\$ 71,648
1752	Project Officer II	0.00	1.00	\$ 91,809	\$ 91,809
1876	Executive Secretary	2.00	3.00	\$ 52,009	\$ 156,027
2153	Deputy Chief	0.00	1.00	\$ 150,010	\$ 150,010
2164	Assistant Deputy Chief	1.00	1.00	\$ 70,012	\$ 70,012
2262	Disability Services Coord	0.00	1.00	\$ 85,001	\$ 85,001
2268	Executive Director	2.00	2.00	\$ 97,488	\$ 194,976
	Vacancy Factor Adjustment	0.00	0.00	\$ -	\$ (50,179)
	Ex Perf Pay-Unclassified	0.00	0.00	\$ -	\$ 1,671
	Overtime Budgeted	0.00	0.00	\$ -	\$ 3,137
	Temporary Help	0.00	0.00	\$ -	\$ 32,046
	Total	7.00	14.00		\$ 1,057,957

CDBG ADMINISTRATION

CDBG Disability Services

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>	<i>Salary</i>	<i>Total</i>
1218	Assoc Management Analyst	1.00	0.00	\$ -	\$ -
1601	Construction Estimator	1.00	0.00	\$ -	\$ -

Office of Ethics & Integrity

Salary Schedule

CDBG ADMINISTRATION

CDBG Disability Services

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>		<i>Salary</i>	<i>Total</i>
1746	Word Processing Operator	1.00	0.00	\$	- \$	-
2214	Deputy Director	0.20	0.00	\$	- \$	-
2262	Disability Services Coord	1.00	0.00	\$	- \$	-
	Total	4.20	0.00		\$	-

OFFICE OF ETHICS & INTEGRITY TOTAL 11.20 **14.00** \$ **1,057,957**

