CONFLICT OF INTEREST CODE FOR THE CITY COUNCIL DEPARTMENTS, COUNCIL ADMINISTRATION, AND OFFICE OF INDEPENDENT BUDGET ANALYST

APPENDIX A

Position	Duties	Category
Executive Assistant	Acts as principal assistant to the Councilmember with administrative responsibilities for the operation of the Council office. Performs research and analysis of issues and makes recommendations thereon. Provides staff support to the Councilmember as required.	1
Council Representatives I and II	Responsible for constituent services. Represents the Councilmember before community groups and other organizations. Performs research and analysis of issues and makes recommendations thereon.	1
Program Coordinator(s)	Will assist all City Council offices on public communication matters and will serve as liaison between the Council Administration Department, City Council communication staff, and the City's Communications Department. Will assist with the development and implementation of City Council communication policies, develop a strategy for communicating Council Work Plan priorities to the public and develop Council Policies to support City Council's communication efforts.	1
	Reporting to the Independent Budget Analyst, provides equity analyses of the City's policies and processes, including identifying and tracking disparities, gaps, and deficiencies. Provides equity-centered coaching and learning and development sessions for departments and the Council; works with City Departments on the Budget Equity Impact Statement process; and works on the development of departmental Tactical Equity Plans to address inequity and eliminate institutional racism.	1
Program Manager(s)	Administers IT-related policies and recommends changes; develops and implements IT-related contracts and contract management. Reviews issues brought before the appropriate Standing City Council Committee; reviews policy and procedures	1

	and municipal codes related to the Standing Committees and makes recommended revisions or develops new procedures as needed.	
	Will serve as City Council's liaison to the City's Government Affairs Department and will make recommendations on pending and proposed federal and state legislation to assist the City Council with decision-making; serve as a representative of the Council President or City Council before organizations and agencies on the City Council's role or position on federal or state legislative matters; develop procedures to identify state, federal, and local intergovernmental policy priorities for inclusion into the annual legislative platform and Council President's Work Plan for the City Council; and review, update, and develop Council Policies relating to government affairs.	1
	Reporting to the Independent Budget Analyst, provides equity analyses of the City's policies and processes, including identifying and tracking disparities, gaps, and deficiencies. Provides equity-centered coaching and learning and development sessions for departments and the Council; works with City Departments on the Budget Equity Impact Statement process; and works on the development of departmental Tactical Equity Plans to address inequity and eliminate institutional racism. Supervises and provides guidance to Program Coordinators and manages program area plans.	1
Independent Budget Analyst	Acts as principal legislative and budgetary resource to the City Council as a whole by providing fiscal and legislative analyses. Makes recommendations regarding proposals brought by the Mayor and executive departments. Assists Council in drafting legislation. Makes presentations to Council and provides review and analyses on all budgeting proposals and the City's annual budget process. Represents the City Council in the labor negotiations process.	1
Deputy Director(s), Independent Budget Analyst	Reporting to the Independent Budget Analyst, oversees Budget/Legislative Analysts and operations of the Office of the IBA. Performs research and analysis of	1

	issues and makes recommendations thereon.	
	Reporting to the Independent Budget Analyst, oversees staff and operations of the Division of Race & Equity within the Office of the IBA. Provides equity analyses of the City's policies and processes, including identifying and tracking disparities, gaps, and deficiencies. Provides oversight of equity-centered coaching and learning and development sessions for departments and the Council; manages the Division's Budget Equity Impact Statement process; and oversees and assists with development of departmental Tactical Equity Plans to address inequity and eliminate institutional racism.	1
Budget/Legislative Analyst I & II	Reporting to the Independent Budget Analyst, performs research and analysis of issues and makes recommendations consistent with the duties of the Independent Budget Analyst.	1
Consultant/New Positions (Category to be determined on a case-by-case basis)	Consultant and new positions shall be included in the list of designated employees and shall disclose pursuant to the disclosure category in the code subject to the following limitation: The Councilmember may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Councilmember's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. The following classifications are not subject to this Conflict of Interest Code and shall not be required to file economic disclosure forms: 1. Uncompensated Interns 2. Hourly employees (interns) who do not fall into one of the categories listed above and who are not permanent employees	

CONFLICT OF INTEREST CODE FOR THE CITY COUNCIL DEPARTMENTS, COUNCIL ADMINISTRATION, AND OFFICE OF INDEPENDENT BUDGET ANALYST

APPENDIX B

As used in Appendix B, "the City" means the City of San Diego.

Category 1: Investments and business positions in any business entity located in or doing business with the City.

Income and gifts from sources located in or doing business with the City.

Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.

Category 2: Consultants and new positions shall be included in the list of designated employees and shall (As required) disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Councilmember may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Councilmember's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.