APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

POSITION	DUTIES	CATEGORY
Director of Finance and City Comptroller	Directs the Department of Finance in administering the annual budget, developing multi-year financial plans, issuing and managing debt, accounting and financial reporting, and maintaining financial internal controls.	1
Assistant Director / Chief Accountant	Directs the development and management of: • Department policies and procedures • City's Proposed and Adopted operating and Capital Improvements Program budgets • City's multi-year financial plan • Analysis and monitoring of revenues and expenses • Budgetary adjustments • Fiscal analysis for meet and confer activities • Budgeting and financial systems • Fiscal control over all City assets • Timely financial reporting • Auditing activities • Accounting activities • Structuring and issuance of short and long term financings for General Fund, Enterprises, and Special Districts credits, the lease purchase program, and the Infrastructure and Public Utilities Loan Program • Provision of consultations for economic development/former redevelopment agency credit analyses • Implementation of financing policies and internal procedures • Levy of special taxes and assessments • Oversight of formal post issuance compliance and reporting functions	1

DEPARTMENT OF FINANCE
CONFLICT OF INTEREST CODE

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

FINANCIAL PLANNING DIVISION &
EXTERNAL FINANCIAL REPORTING DIVISION

POSITION	DUTIES	CATEGORY
Financial Operations Manager	Manages the development of: • Department policies and procedures • City's Proposed and Adopted operating and Capital Improvements Program • City's multi-year financial plan • Analysis and monitoring of revenues and expenses • Budgetary adjustments • Fiscal analysis for meet and confer activities Manages: • Budgeting and financial systems • Fiscal control over all City assets • Timely financial reporting • Auditing activities • Accounting activities	
Principal Accountant	Under administrative direction: • Prepares the City's Proposed and Adopted operating and CIP budgets; coordinates the budgeting systems; performs budgetary, fiscal, organizational, and project management functions. • Prepares a wide variety of complex financial analyses; develops short-and long-range revenue projections; assists in developing the City's multi-year financial plan. • Prepares budgetary and fiscal analysis; prepares quarterly financial reports to Council; oversees budgetary adjustments; and oversees analysis and monitoring of revenues and expenses. • Prepares and monitors the personnel expense operating budget; conducts fiscal analysis for the meet and confer process; oversees position attributes in City's personnel system. • Responsible for the budgeting and funds management IT systems as well as reporting systems for internal and external users; coordinates the training of department and citywide staff on fiscal functions. • Responsible for general accounting, internal controls, financial systems, accounts payable and payroll activities.	2

DEPARTMENT OF FINANCE
CONFLICT OF INTEREST CODE

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

DEBT MANAGEMENT DIVISION

POSITION	DUTIES	CATEGORY
Financial Operations Manager	Manages a range of activities and programs, including: • Structuring, development and issuance of short and long term financings, including bonds, capital leases, and loans, for General Fund, Enterprises and/or Special Districts credits • Development and implementation of financing plans, financing policies, and internal procedures • Levy of special taxes and assessments • Post debt issuance compliance and reporting activities	1
Financing Coordinator	• Plans, assigns, performs, and supervises the work of a team of professional staff • Implements short and long term financing plans • Conducts financing processes • Performs, coordinates, and monitors various post debt issuance compliance activities, including processing payments and levy of special taxes and assessments • Supervises and participates in the solicitation of consultants for specific financing projects/functions • Prepares and supervises financial analyses	1
Finance Analyst III	As assigned, assists in: • Implementing financing plans • Performing short and long term financing processes • Performing and monitoring various post debt issuance compliance activities, including processing payments and levy of special taxes and assessments • Developing appropriate quantitative models for analyses and forecasts • Developing requests for proposals for consultants for specific financing projects/functions and managing the contracts • Conducting a variety of financial analyses	2

DEPARTMENT OF FINANCE
CONFLICT OF INTEREST CODE

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

CONSULTANTS

POSITION	DUTIES	CATEGORY
Consultants/New Positions	The Director of Finance and City Comptroller shall determine in writing whether a consultant/new position shall be required to disclose economic interests in one or more categories listed in Appendix B. The Director of Finance and City Comptroller may determine that a particular consultant/new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus will be required to disclose economic interests in fewer than all categories. The Director of Finance and City Comptroller's written determination shall include a description of the consultant's/new position's duties and, based upon that description, a statement of the extent of the consultant's/new position's disclosure requirements. The Director of Finance and City Comptroller'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.	3

DEPARTMENT OF FINANCE
CONFLICT OF INTEREST CODE

APPENDIX B
DISCLOSURE CATEGORIES

CATEGORY 1: Investments and business positions in any business entity located in or doing business with the City of San Diego.

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

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

Certain officials specified in government Code Section 87200 in positions responsible for administration of city government are require by law to file Statement of Economic Interest Form 700, or its successor.

CATEGORY 2: All reportable investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.

All reportable interest in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City, or owned or used by any person that supplies goods or services to the City of San Diego, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.

All reportable income including any gifts from any person or business entity that supplies goods or services to the City of San Diego, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.

CATEGORY 3: Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Director of Finance and City Comptroller 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 Director of Finance and City Comptroller determination is a public

APPENDIX B
DISCLOSURE CATEGORIES

record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.