

**OFFICE OF THE CITY ATTORNEY  
CONFLICT OF INTEREST CODE  
DESIGNATED POSITIONS  
APPENDIX A**

<b>POSITION</b>	<b>DUTIES</b>	<b>CATEGORY</b>
City Attorney	Chief legal advisor of and attorney for the City and all departments and offices thereof as specified in San Diego City Charter Section 40.	Files 700 Form (Statutory Requirement - Gov't Code § 87200)
Assistant City Attorney (Civil Advisory Division Mayoral Departments, Council Relations and Specialized Services)	Under administrative direction, to provide legal counsel to the City Council, Mayor and City Departments; and to assist the City Attorney in planning, directing and coordinating the work of the division in the City Attorney's office; and to perform related work.	1
Assistant City Attorney (Civil Litigation Division)	Under administrative direction, prosecute or defend civil lawsuits in which the City is a party; and to assist the City Attorney in planning, directing and coordinating the work of the division in the City Attorney's office; and to perform related work.	1
Assistant City Attorney (Criminal and Community Justice Divisions)	Under administrative direction, to oversee the operations of the Criminal Division; prosecute cases that the community has identified as important to quality of life; and to assist the City Attorney in planning, directing and coordinating the work of the division in the City Attorney's office; and to perform related work.	1
Assistant City Attorney (Executive Operations)	Under administrative direction, oversee the administration of the office in the areas of day-to-day operations, budget, accounting, information technology, contract management, as well as human resources, labor relations, policy development, and related legal issues and special litigation for all City of San Diego departments.	1

<b>POSITION</b>	<b>DUTIES</b>	<b>CATEGORY</b>
All Deputy City Attorneys in Civil Advisory and Litigation Divisions, and in Nuisance Abatement Unit of Community Justice Division	Perform duties as assigned by the City Attorney.	1
The Attorney who sits with the Funds Commission in the place of the City Attorney		Files 700 Form (Statutory and Regulatory Requirement - Gov't Code § 87200; 2 Cal. Code of Regs. § 18720)
All other Deputy City Attorneys in Criminal Division	Perform duties as assigned by the City Attorney.	2
All other Deputy City Attorneys in Community Justice Division	Perform duties as assigned by the City Attorney.	2
Chief of Staff (Deputy Director)	Under administrative direction, to assist the City Attorney in developing policy and managing the department, and to perform related work.	2
Executive Director, Family Justice Center	Oversees the operations of FJC, including service delivery, programs, policy, budget, grants, training, supervising staff, community outreach and marketing; serves as a liaison to other City officials and departments, community partners, steering committee; and to perform related work.	1
Operations Manager, Family Justice Center (Program Coordinator)	Under administrative direction, oversees the day-to-day operations of the FJC and supervises staff. Serves as a liaison with community partners; and to perform related work.	2

<b>POSITION</b>	<b>DUTIES</b>	<b>CATEGORY</b>
Office Administrator, Family Justice Center (Program Coordinator)	Under administrative direction, assists the Operations Manager with the day-to-day operations of the FJC. Serves as a liaison with community partners, volunteers and community members.	2
Director of Communications (Assistant for Community Outreach)	Under administrative direction, to assist the City Attorney and Chief of Staff with the duties related to community outreach including public relations and communications for the office of the City Attorney, and to perform related work.	2
Assistant for Community Outreach	Under administrative direction, to assist the Chief of Staff and Director of Communications with the duties related to community outreach including public relations, communication/website updates and diversity.	2
Sr. Public Information Officer	Under administrative direction, to assist the Chief of Staff and Director of Communications with duties related to community outreach including public relations, and community relations to enhance community-based partnerships. Investigating citizen complaints and assisting in the response to their resolution.	2
Sr. Administrator, Executive Operations (Principal Assistant to the City Attorney)	Under direction, to assist the City Attorney and Assistant City Attorneys in the administration of the office in all areas of executive operation, including budget, personnel, HR issues, IT, policy development, and organization effectiveness; and to perform related work.	2
Program Manager & Program Coordinator	Under direction, to assist the City Attorney, Assistant City Attorneys and managers in the administration of the office in the areas of personnel, HR, recruiting, employee relations, policy development, performance management, and organization effectiveness; and to perform related work.	2

<b>POSITION</b>	<b>DUTIES</b>	<b>CATEGORY</b>
Confidential Executive Assistant to the City Attorney (Confidential Secretary)	Acts as confidential secretary/executive assistant to the City Attorney, fields and maintains all requests for meetings and appointments of the City Attorney, provides administrative support and input on administrative issues and performs related work.	2
Legal Technology Manager (Program Manager)	Under direction, supervise and administer the technology needs of the office including oversight of the Criminal and Civil Division Case Management Systems and DOJ systems.	2
Supervising Management Analyst	Analyzes need for and/or recommends purchase or lease of equipment, supplies, service contracts and other purchases and service agreements for the department. Acts as project manager and authorizes activities, supplies and/or equipment as needed on a special project basis.	2
Senior Management Analyst	Under direction, analyzes need for and/or recommends purchase or lease of equipment, supplies, service contracts and other purchases for the division. Performs difficult and complex budgetary, fiscal, organizational and administrative studies and assignments; and performs related work.	2
Principal City Attorney Investigator	Under direction, to plan, assign, supervise and coordinate a wide variety of pre-trial investigations for City liability and other cases; to conduct special investigations; and to perform related work.	3
Senior City Attorney Investigator	Under direction, to perform the more difficult and complex pre-trial investigations for City liability and other cases going to trial; to perform sensitive and complex special investigations and projects; to supervise litigation investigators; and to perform related work.	3
City Attorney Investigator	Under direction, to perform a wide variety of investigations for City liability and other cases going to trial; to conduct special investigations; and to perform related work.	3

<b>POSITION</b>	<b>DUTIES</b>	<b>CATEGORY</b>
Principal Paralegal	Under direction, to plan, assign, supervise, and direct through subordinate supervisors, a variety of paralegal duties; to perform the more difficult, complex, and sensitive paralegal projects; and to perform related work.	3
Senior Paralegal	Under direction, to train, supervise and review the work of subordinate Paralegals within a work unit; to perform the more difficult, complex and sensitive paralegal duties; and to perform related work.	3
Paralegal	Under direction, to assist Deputy City Attorneys by performing routine paralegal duties in the City Attorney's office; and to perform related work.	3
Librarian III (Law Librarian)	Under direction, to organize and maintain division libraries, including acquisitions from law publishers and legal information suppliers, records management and indexing, litigation support, and managing in-house training in legal research and database searching, and acting as in-house automation consultant; and to perform related work.	3
Information Systems Analyst III	Under direction, serves as the departmental representative and liaison between department and San Diego Data Processing Corporation, the court system, and other law enforcement agencies; trains and supervises the work of subordinate information systems staff; develops and implements complex automated information systems; and performs related work.	2
Information Systems Analyst II	Under direction, at the journey level, to serve as the departmental representative and liaison between a City department and the San Diego Data Processing Corporation or private computer vendors in the development, testing, implementation, and modification of complex automated information systems; and to perform related work.	3
Associate Management Analyst	Under direction, at the journey level, to perform difficult and complex budgetary, fiscal, organizational and administrative studies and assignments; to prepare, administer and analyze operating budget; and to perform related work.	3

POSITION	DUTIES	CATEGORY
Senior Legal Interns	Perform duties as assigned by the City Attorney.	2
Consultants/New Positions	<p>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:</p> <p>A Deputy City Attorney who is head of a unit, Assistant City Attorney or City Attorney 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 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 Deputy City Attorney who is head of a unit, Assistant City Attorney or City Attorney’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.</p>	4

<p>The City Attorney has determined that the following consultants are subject to the City Attorney Conflict of Interest Code and to file disclosure forms:</p>	
<p>X Attorneys on retainer who serve in a staff capacity and who provide legal services on an ongoing basis. The scope of disclosure will be determined at the time of formation of the contract.</p>	

The City Attorney has determined that the following categories of consultants are not subject to the City Attorney's Conflict of Interest Code and shall not be required to file economic disclosure forms:

- X Attorneys who volunteer services to the City Attorney.
- X Attorneys who provide limited duties for specific litigation or special projects.
- X Expert witnesses
- X Consultants who provide expertise in limited areas for specific litigation or special projects.

**OFFICE OF THE CITY ATTORNEY  
CONFLICT OF INTEREST CODE  
DISCLOSURE CATEGORIES  
APPENDIX B**

As used in Appendix B, “the City” means the City of San Diego itself as well as all entities for which the Office of the City Attorney provides legal services.

Category 1:

- (a) Investments and business positions in any business entity located in or doing business with the City.
- (b) Income and gifts from sources located in or doing business with the City.
- (c) 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:

- (a) Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, that is a defendant in a law enforcement action being prosecuted on behalf of the City of San Diego or People of California by the City Attorney’s Office, or is granted authority by the City to use City facilities.
- (b) Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, that is a defendant in a law enforcement action being prosecuted on behalf of the City of San Diego or People of California by the City Attorney’s Office, or is granted authority by the City to use City facilities.
- (c) Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, that is a defendant in a law enforcement action being prosecuted on behalf of the City of San Diego or People of California by the City Attorney’s Office, or is granted authority by the City to use City facilities.



Category 3:

Investments or business positions in any business entity, income and gifts from any person or business entity, interests in real property held jointly or in common with any person or business entity.

For purposes of this category, any person or business entity means one which reasonably foreseeably will be the subject of an investigation by the City, is an adverse party to the City in a legal proceeding, that is a defendant in a law enforcement action being prosecuted on behalf of the City of San Diego or People of California by the City Attorney's Office, or is contracting with, or selling goods or services to, the City.

Category 4: 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:

As required, A Deputy City Attorney who is head of a unit, Assistant City Attorney, or City Attorney 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 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 Deputy City Attorney who is head of a unit, Assistant City Attorney, or City Attorney'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.