

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

POSITION	DUTIES	CATEGORY
City Attorney	Chief legal advisor and attorney for the City and all departments and offices 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, provides legal counsel to the City Council, Mayor, and City Departments, assists the City Attorney in planning, directing, and coordinating the work of the division in the City Attorney's office, and performs related work.	1
Assistant City Attorney (Civil Litigation Division)	Under administrative direction, prosecutes or defends civil lawsuits in which the City is a party, assists the City Attorney in planning, directing, and coordinating the work of the division in the City Attorney's office and performs related work.	1
Assistant City Attorney (Criminal and Community Justice Divisions)	Under administrative direction, oversees the operations of the Criminal Division, prosecutes cases identified by the community as important to quality of life, assists the City Attorney in planning, directing, and coordinating the work of the division in the City Attorney's office, and performs related work.	1
Assistant City Attorney (Executive Operations)	Under administrative direction, oversees the administration of the office in the areas of day-to-day operations, budget, accounting, information technology, contract management, human resources, labor relations, policy development, and related legal issues and special litigation for all City of San Diego departments.	1

POSITION	DUTIES	CATEGORY
All Deputy City Attorneys in the Civil Advisory and Litigation Divisions, and in the Nuisance Abatement Unit of the Community Justice Division	Performs 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 the Criminal Division	Performs duties as assigned by the City Attorney.	2
All other Deputy City Attorneys in the Community Justice Division	Performs duties as assigned by the City Attorney.	2
Chief of Policy and Engagement (Deputy Director)	Under administrative direction, assists the City Attorney in developing and managing the department's policy agenda and legislative priorities, and performs related work.	2
Executive Director, Your Safe Place – A Family Justice Center (YSP)	Oversees the operations of YSP, 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 committees, and performs related work.	1
Operations Manager, Your Safe Place – A Family Justice Center (YSP) (Program Coordinator)	Under administrative direction, oversees the day-to-day operations of YSP, and supervises staff, serves as a liaison with community partners, and performs related work.	2
Office Administrator, Your Safe Place – A Family Justice Center (YSP) (Program Coordinator)	Under administrative direction, assists the Operations Manager with the day-to-day operations of YSP. Serves as a liaison with community partners, volunteers, and community members.	2

POSITION	DUTIES	CATEGORY
Director of Communications (Assistant for Community Outreach)	Under administrative direction, assists the City Attorney with duties related to community outreach including public relations and communications for the office of the City Attorney, and performs related work.	2
Assistant for Community Outreach, Your Safe Place – A Family Justice Center (YSP)	Under administrative direction, assists the Executive director of YSP with duties related to community outreach including public relations, communication/website updates, and diversity.	2
Sr. Administrator, Executive Operations (Principal Assistant to the City Attorney)	Under direction, assists the City Attorney and Assistant City Attorneys in the administration of the office in all areas of executive operations, including budget, personnel, HR issues, IT, policy development, and organization effectiveness, and performs related work.	2
Program Manager & Program Coordinator	Under direction, assists 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 performs related work.	2
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, supervises and administers 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

POSITION	DUTIES	CATEGORY
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, plans, assigns, supervises, and coordinates a wide variety of pre-trial investigations for City liability and other cases, conducts special investigations, analyzes data, and prepares recommendations and reports, and performs related work.	3
Senior City Attorney Investigator	Under direction, performs the more difficult and complex pre-trial investigations for City liability and other cases going to trial, performs sensitive and complex special investigations and projects, supervises investigators, analyzes data, and prepares recommendations and reports, and performs related work.	3
City Attorney Investigator II	Under direction, performs a wide variety of investigations for City liability and other cases going to trial, conducts special investigations, analyzes data, and prepares recommendations and reports, and performs related work.	3
City Attorney Investigator I	Under direction, performs a wide variety of investigations for City liability and other cases going to trial, assists investigators with analyzing data and preparing reports, and performs related work.	3
City Attorney Investigator Trainee	Under direction, at the journey level, assists with investigations for City liability and other cases, assists investigators with analyzing data and preparing reports, and performs related work.	3

POSITION	DUTIES	CATEGORY
Principal Paralegal	Under direction, plans, assigns, supervises, and directs through subordinate supervisors, a variety of paralegal duties, performs the more difficult, complex, and sensitive paralegal projects, and performs related work.	3
Senior Paralegal	Under direction, trains, supervises, and reviews the work of subordinate Paralegals within a work unit, performs the more difficult, complex, and sensitive paralegal duties, and performs related work.	3
Paralegal	Under direction, assists Deputy City Attorneys by performing routine paralegal duties in the City Attorney's office, and performs related work.	3
Librarian III (Law Librarian)	Under direction, organizes and maintains division libraries, including acquisitions from law publishers and legal information suppliers, handles records management and indexing, provides litigation support, and manages and coordinates in-house legal research training, and performs related work.	3
Information Systems Analyst III	Under direction, serves as the departmental representative and liaison between the department and the City's Department of Information and Technology, 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, serves as the departmental representative and liaison between the department and the City's Department of Information and Technology or private computer vendors in the development, testing, implementation, and modification of complex automated information systems, and performs related work.	3

POSITION	DUTIES	CATEGORY
Associate Management Analyst	Under direction, at the journey level, performs difficult and complex budgetary, fiscal, organizational, and administrative studies and assignments, prepares, administers, and analyzes operating budgets, and performs related work.	3
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 is not required to fully comply with the disclosure requirements in this section. The written determination shall include a description of the duties of the consultant or new position 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 must 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> <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 are not required to file economic disclosure forms:</p> <p>X Attorneys who volunteer services to the City Attorney</p> <p>X Attorneys who provide limited duties for specific litigation or special projects</p> <p>X Expert witnesses</p> <p>X Consultants who provide expertise in limited areas for specific litigation or special projects</p>		

**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 is not required to fully comply with the disclosure requirements in this section. The written determination shall include a description of the duties of the consultant or new position 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.