

CITY TREASURER CONFLICT OF INTEREST CODE

APPENDIX A DESIGNATED POSITIONS, DUTIES, AND CATEGORIES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
OFFICE OF THE CITY TREASURER		
City Treasurer	Receive, disperse, have custody of, invest and account for all City monies; administer tax Ordinances; assist in management of SPSP/401K and other trust funds; collect amounts owed to the City.	1 ~ Statutory Requirement ~ Gov't Code Section 87200
Chief Investment Officer	Invest the operating and capital improvement funds, including the pooled investments, of the City and its agencies in marketable securities; selects vendors, corporations or financial institutions that provide services to the City for banking, cash management, financial and technology services or products and execute wire transfers.	1 ~ Statutory Requirement ~ Gov't Code Section 87200
Deputy Director	Assist City Treasurer in receiving, dispersing and accounting for all City monies; administration of tax Ordinances, management of trust funds and systems administration.	1 ~ Statutory Requirement ~ Gov't Code Section 87200
Investment Officer	Invest City's pooled investments; analyze City's daily cash position and forecast cashflow requirements. Administer City's banking contracts and execute wire transfers.	1 ~ Statutory Requirement ~ Gov't Code Section 87200
Program Manager/Program Coordinator/Principal Accountant	Under administrative direction, plan, develop and manage Citywide programs, processes and services.	1 ~ Statutory Requirement ~ Gov't Code Section 87200

Information Systems Analyst IV	Perform systems administrator functions for department. Perform project management responsibilities in accordance with the City's Department of Information Technology guidelines to procure and/or develop and implement information systems.	2
Accountant IV	Direct accounting and auditing activities to fulfill the duties of the City Treasurer; review investment accounting and monthly investment reports; conduct bank reconciliations and maintain related procedures.	2
Program Supervisor	Under direction, supervise and direct activities for a program in the Office of the City Treasurer, including Parking Administration, Delinquent Accounts, Business Tax, and Lobby Operations.	2
Supervising Management Analyst	Under direction, perform budgetary, fiscal, organizational and project management functions; perform complex Citywide revenue analyses and forecasts; oversee administration functions for department.	2
Investment Assistant	Under direction, enter wire template transfers, contact custodial bank regarding settlement of trades daily cash reconciliation, input trades into portfolio accounting system, and confirm correct pricing on monthly bank analysis. Track daily revenues/expenditures on spreadsheet, generate investment reports, reconcile the custodial bank's holding report with the portfolio accounting system holding report, and assist on banking projects.	2

CONSULTANTS/NEW POSITIONS

Refer to Disclosure Category section 3 (Appendix B) for Consultants/ New Positions

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**APPENDIX B
DISCLOSURE CATEGORIES**

Category 1	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>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.</p>
Category 2	<p>Investments and business positions in a firm or business entity that supplies goods or services to the City, 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 that is granted authority by the City to use City facilities.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, 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 that is granted authority by the City to use City facilities.</p> <p>Interests 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.</p>
Category 3	<p>Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation:</p> <p style="padding-left: 40px;">The City Treasurer 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 City Treasurer’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>