

**HOMELESSNESS STRATEGIES AND SOLUTIONS DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES, AND CATEGORIES**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	<ul style="list-style-type: none">• Direct the Homelessness Strategies and Solutions Department in its planning, developing, and overseeing a comprehensive network of Citywide programs that provide immediate assistance and long-term solutions to meet the needs of those experiencing homelessness• Serve as the lead for the City’s planning for, developing, and performing oversight of homelessness-related programs and services and working closely with local, state, and federal agencies, community stakeholders, and others to decrease unsheltered homelessness in the City and improve delivery of services to those experiencing homelessness.• Participate in Meet and Confer discussions with labor organizations and management, as needed.• Present recommendations and report on the results of initiatives and programs to the Mayor’s Office, City Council, labor organizations, and public.• Prepare budgets and approve expenditures.	1
Deputy Director	<ul style="list-style-type: none">• Partners with the Director in the leadership and management of all strategies, activities and elements of the Department of Homelessness Strategies and Solutions.• Provides direct oversight of contracts and financial tracking.<ul style="list-style-type: none">• Supervises the Program Manager, Program Coordinator and Assistant Deputy Director Positions responsible for the administration of funding and contracts and program development and implementation for services and programs.• Formulate recommendations for improvement for consideration by the Mayor and City Council.	1

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Assistant Deputy Director	<ul style="list-style-type: none"> • Manages department budget development, monitoring and forecasting. • Provides oversight of procurement and contracting for department activities. • Formulate recommendations for improvement for consideration by the Mayor and City Council. • Supervises Fiscal Operations and Performance Monitoring and Compliance Program Managers. 	1
Program Manager	<ul style="list-style-type: none"> • Manage Homelessness Strategies and Solutions Department programs and/ or program budgets and contracts. • Formulate recommendations for improvement for consideration by the Mayor and City Council. • Work in collaboration with other departments, vendors, and operators to ensure accurate and efficient monitoring of programs, data collection, contract implementation, and reporting of outcomes • Formulate, analyze, and review program operations and develop and implement recommendations to increase efficiency and effectiveness; • Undertake special assignments, including participation in internal or external working groups and committees, as assigned. 	1
Program Coordinator	<ul style="list-style-type: none"> • Assist Program Managers and the Director in the Department's planning, developing, and overseeing a comprehensive network of Citywide programs that provide immediate assistance and long-term solutions to meet the needs of those experiencing homelessness. • Assist in formulating recommendations for improvement for consideration by the Mayor and City Council. • Undertake special assignments, including participation in internal or external working groups and committees, as assigned. 	2

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<u>Position</u>	<u>Duties</u>	<u>Category</u>
Consultant/ New Position	<ul style="list-style-type: none">• Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code as described in Appendix B.	3

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APPENDIX B DISCLOSURE CATEGORIES

CATEGORY 1

1. All reportable investments, business positions, and income (including gifts) from any firm or business entity located in or doing business with the City of San Diego.
2. All reportable 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.
3. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
4. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2

1. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
2. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
3. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding or is granted authority by the City of San Diego to use City facilities.

CATEGORY 3

Consultants/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 may determine in writing that a particular consultant/new position, although a “designated person,” 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/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director’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.