

OFFICE OF THE MAYOR

CONFLICT OF INTEREST CODE

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
Chief of Staff	Assists the Mayor and the Chief Operating Officer in developing policy and managing the City, as required.	1
Deputy Chief of Staff	Assists the Mayor and Chief of Staff with the day-to-day operations of the Mayor’s Office and managing the City, as necessary.	1
Executive Assistant to the Chief of Staff	Manages and administers activities on behalf of the Chief of Staff; manages the Chief of Staff’s calendar and scheduling of appointments, phone calls, and correspondence; and coordinates itineraries and travel arrangements, as needed.	1
Director of Policy	Supervises the Mayor’s policy team; ;and is responsible for the development and implementation of the Mayor’s policies and priorities for the City . Represents and advises the Mayor, where appropriate, on policy matters.	1
Deputy Director of Policy & Council Affairs	Assists the Director of Policy with the development and implementation of the Mayor’s policies and priorities for the City; acts as the Mayor’s primary liaison to the City Council; provides Citywide docket coordination and management; represents and advises the Mayor, where appropriate, on policy matters.	1

Policy Advisor	Represents and advises the Mayor, where appropriate, on policy matters.	1
Director of Communications	Serves as the primary media spokesperson for the Mayor; supervises the Mayor's communications team and liaises with the Communications Department to ensure collaboration and continuity in external and internal communication; provides strategic guidance to the Mayor and Mayor's Office on communications with the public and media.	1
Director of Community Engagement	Manages the community outreach strategy, staff and operations to assist the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building; communicates the Mayor's policies and priorities in the community and at community meetings; serves as a representative of the Mayor, where appropriate, on community issues.	1
Community Representative	Assists the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building; communicates the Mayor's policies and priorities in the community and at community meetings; and serves as a representative of the Mayor, where appropriate, on community issues.	1
Press Secretary	Acts as a liaison between the Mayor and members of the media; prepares and distributes press releases and organizes press conferences; serves as a spokesperson for the Mayor, where appropriate.	1
Senior Advisor for Resiliency and Economic Recovery	Represents and advises the Mayor, where appropriate, on policy matters pertaining to economic development.	1
Scheduler	Maintains daily, weekly, monthly, and long-term calendars for the Mayor; fields and reviews meeting/event requests; schedules events, meetings, engagements and appearances; and ensures logistics for appointments are coordinated.	1
Executive Assistant to the Mayor	Manages the Mayor's day-to-day schedule and logistics; assists with the Mayor's correspondence; manages tracking and reporting of gifts received; coordinates itineraries and	1

	travel arrangements, as needed.	
Consultant/New Positions	<p>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:</p> <p>The Chief of Staff 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 comply fully with the disclosure requirements described in this section. Such 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 Chief of Staff’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>	3

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. All reportable investments and business positions in any firm 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.
- b. All reportable investments, business positions, and income from sources located in or doing business in the City of San Diego.
- c. 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.
- d. 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, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- e. All reportable income and gifts from sources located in or doing business with the City.
- f. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2:

- 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. 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.

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 Chief of Staff 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 comply fully with the disclosure requirements described in this section. Such 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 Chief of Staff'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.