

**OFFICE OF RACE AND EQUITY  
CONFLICT OF INTEREST CODE**

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

<b><u>Position</u></b>	<b><u>Duties</u></b>	<b><u>Category</u></b>
Director (Chief Race and Equity Officer)	<ul style="list-style-type: none"><li>• Direct the Office of Race and Equity.</li><li>• Serve as the lead for the City’s management and performance of initiatives that eliminate systemic racism and other barriers to fair and just distribution of resources, access, and opportunity in the City.</li><li>• Manage the City’s performance using a variety of tools, such as key performance indicators, Tactical Equity Plans, competitive bidding, strategic planning, open data, analytics, internal performance reviews, training and education, and feedback instruments.</li><li>• Administer and provide overarching oversight to ensure the Operationalizing Equity model will provide a comprehensive approach to address systematic gaps or disparities through cultivating opportunities to strengthen policies, practices, and city services within each department.</li><li>• Present recommendations and report on the results of initiatives and programs to the Mayor’s Office, Chief Operating Officer (COO) City Council, labor organizations, and the public.</li><li>• Establish and administer the Community Equity Fund to meet the intent of the office, including the development of Citywide policies and procedures for use of those funds.</li><li>• Prepare budgets and approve expenditures.</li><li>• <b>Budget Equity:</b> Manage the Budget Equity Tool process and integration into each annual Fiscal Year Budget cycle.</li><li>• Manage the overall strategy, development and operational structure that guides the Office of Race and Equity, which includes Administrative Regulations, Ordinance, and official memorandums within the primary focus areas:</li></ul>	1

	<p>1. <b>Learning and Development:</b> Design and facilitate trainings on racial equity and inclusion with a</p>	
--	--	--

	<p>curriculum that contextualizes historic oppression, systemic racism, and implicit/explicit biases to provide City Departments with tools to build equitable outcomes.</p> <ol style="list-style-type: none"> <li><b>Equity-Centered Coaching (ECC):</b> In partnership with the Performance &amp; Analytics Department (PandA), the Department of Race and Equity will provide ECC to drive an inquiry-driven approach that leads to action and strategy development by providing support to City Departments to execute tailored Tactical Equity Plans.</li> <li><b>Inclusive Community Engagement:</b> The Department of Race and Equity will partner with each City Department to cultivate an intentional approach to inclusive engagement by creating a space for community members to contribute their lived experience and ideas to transform local government policies, programs, and budget decisions. Inclusive Community Engagement includes an allocated investment to organizations through a Community Equity Fund to produce equitable outcomes to address structural neglect and institutional racism.</li> </ol>	
Program Manager	<ul style="list-style-type: none"> <li>• Manage Office of Race and Equity programs.</li> <li>• Provide guidance to city departments to integrate the Operationalizing Equity model to provide a comprehensive approach to address systematic gaps or disparities through cultivating opportunities to strengthen policies, practices, and city services within each department.</li> <li>• Manages the Office of Race and Equity Administrative Regulations and function for the primary focus areas (noted above): <ol style="list-style-type: none"> <li><b>Learning and Development</b></li> <li><b>Equity-Centered Coaching (ECC)</b></li> <li><b>Inclusive Community Engagement</b></li> </ol> </li> <li>• Maintain information gathering to track learning and Development session and Tactical Equity Plans action steps.</li> <li>• Direct studies and research, establish and facilitate internal or external working groups and meetings, and conduct analysis.</li> <li>• Operate the Community Equity Fund and manage funding portfolio for each selected organization.</li> </ul>	1

<p>Program Coordinator</p>	<ul style="list-style-type: none"> <li>• Provide guidance to city departments to integrate the Operationalizing Equity model to provide a comprehensive approach to address systematic gaps or disparities through cultivating opportunities to strengthen policies, practices, and city services within each department.</li> <li>• Deliver and execute programs in the primary focus areas (noted above):               <ol style="list-style-type: none"> <li>1. <b>Learning and Development</b></li> <li>2. <b>Equity-Centered Coaching (ECC)</b></li> <li>3. <b>Inclusive Community Engagement</b></li> </ol> </li> <li>• Maintain information gathering to track learning and Development session and Tactical Equity Plans action steps.</li> </ul>	<p>2</p>
----------------------------	--	----------

**OFFICE OF RACE AND EQUITY  
CONFLICT OF INTEREST CODE**

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

<b><u>Position</u></b>	<b><u>Duties</u></b>	<b><u>Category</u></b>
Consultant/ New Position	<ul style="list-style-type: none"><li>• Perform consulting or staff services in support of programs managed by the Office of Race and Equity.</li></ul>	3

**OFFICE OF RACE AND EQUITY  
CONFLICT OF INTEREST CODE**

**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 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/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.