

**RISK MANAGEMENT DEPARTMENT
CONFLICT OF INTEREST CODE**

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>Positions</u>	<u>Duties</u>	<u>Category</u>
Risk Management Director	Direct, provide oversight and manage the Risk Management Department. Recommend policies and courses of action to the Mayor, Chief Financial Officer, Executive Team and Department Directors. Supervise the Department's Deputy Directors who provide oversight and administrative operations support to the Public Liability, Loss Recovery, Workers' Compensation, Long-Term Disability, Employee's Benefits and Commercial Insurance programs. Stay up-to-date on various laws and local, state and federal policies and legislation affecting administration of the Risk Management programs.	1
Deputy Director	Assist the Risk Management Director in administrative operations of the Risk Management Department and serve as support and back up on designated enforcement pertaining to City policies and State mandates and laws; also oversees special projects and tasks such as response and follow up to internal and external audits. Develop and administer department policies and programs. Administer policy guidance for the operating programs of the Public Liability and Loss Recovery, Workers' Compensation, Long-Term Disability, Employee's Benefits, Commercial Insurance and Loss Control programs through the oversight of their assigned divisions. Stay up-to-date on various laws and local, state and federal policies and legislation affecting administration of the Risk Management programs. Authorize and oversee goods and services delivered by City contractors and consultants and approve payments to vendors, providers, consultants, employees, and/or claimants.	1
Program Manager	Support the Risk Management Director and Deputy Director(s) in managing programs and projects and ensuring that City policies, and federal and State rules and regulations are followed. Provides oversight for departmental programs including supervising program staff and ensuring program requirements are met and align with City policies and applicable laws. Assists in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure systems, instructions and various guiding documents	2

	<p>remain in compliance with various laws and policies as required and set forth by the Risk Management Director and Deputy Director(s). Authorize and oversee goods and services delivered by City contractors and consultants and approve payments to vendors, providers, consultants, employees, and/or claimants.</p>	
<p>Program Coordinator</p>	<p>Support Program Manager(s) in managing programs and projects and ensuring that City policies, and federal and State rules and regulations are followed. Provides oversight and coordination of departmental programs including supervising program staff and ensuring program requirements are met and align with City policies and applicable laws. Assists in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure systems, instructions and various guiding documents remain in compliance with various laws and policies as required and set forth by the Risk Management Director and Deputy Director(s). Authorize and oversee goods and services delivered by City contractors and consultants and approve payments to vendors, providers, consultants, employees, and/or claimants. Assist in overall day-to-day supervision of staff as assigned and serve as acting/interim Program Manager when needed.</p>	<p>2</p>
<p>Supervising Claims Representative</p>	<p>Supervise assigned staff and support the Program Manager(s)/Program Coordinator(s) in the day-to-day operations of the various programs. Assist in workload distribution, troubleshooting issues and take on complex or high-profile cases and assignments. Plan, assign, supervise, review and evaluate the work of subordinate staff; administers programs and conducts administrative, organizational, and programmatic analysis. Investigate, settle claims, and prepare case reports for litigation. Follows instructions and various guiding documents.</p>	<p>2</p>
<p>Senior Claims Representative</p>	<p>Take on complex or high-profile cases and assignments. Investigate and settle claims and recover for damages; assist in case preparation for litigation; authorize treatment by provider; authorize payments to claimants and providers. Completes additional administrative tasks and support as needed. Follows instructions and various guiding documents.</p>	<p>2</p>
<p>Claims Representative (All)</p>	<p>Investigate and settle claims and recover for damages; assist in case preparation for litigation; authorize treatment by provider; and authorize</p>	<p>2</p>

	payments to claimants and providers. Complete additional administrative tasks and support as needed. Follows instructions and various guiding documents.	
Claims Aide	Take on the least complex cases and assignments. Investigate and recover for damages; assist in case preparation for litigation; authorize treatment by provider; authorize to deny claims; and authorize payments to claimants and providers. Complete additional administrative tasks and support as needed. Follows instructions and various guiding documents.	2
Employee Benefits Administrator	Support the Risk Management Director, Deputy Director(s), Program Manager(s), and Program Coordinator(s) in overall program management of the Employee Benefits programs and offerings. Plan, assigns, supervise, review and evaluate the work of subordinate staff; administer programs and conduct administrative, organizational, and programmatic analysis. Authorize and oversee goods and services delivered by City contractors and consultants and approve payments to vendors, providers, consultants, employees, and/or claimants. Complete additional administrative tasks and support as needed. Follows instructions and various guiding documents. Maintain instructions and various guiding documents for use citywide.	2
Employee Benefits Specialist (All)	Assist the Employees Benefits Administrator in the administration of benefits plans. Oversee daily operation of benefits plans. Assess employee benefits needs. Liaison with benefits providers and consultants. Develop written program policies and procedures for implementing new and modified plans. Approve payments to vendors, providers, consultants, employees, and/or claimants.	2
Information System Analyst (All)	Support Program Manager(s) in managing programs and projects and ensuring that City policies, and federal and State rules and regulations are followed by continuous maintenance and support of various software programs including but not limited to, claims management system, and interfaces with the City's Enterprise Resource Planning. Through	2

	<p>system configuration the Information System Analyst is responsible for meeting the business needs as outlined by the Program Managers, Deputy Director(s), and Risk Management Director. Also responsible for maintaining user profiles, user access, and security. Follows IT best practice in implementation of all tasks. Complete additional administrative tasks and support as needed. Follows instructions and various guiding documents. Maintain instructions and various guiding documents for use department wide. Oversee goods and services delivered by City contractors and consultants.</p>	
<p>Consultants/New Positions</p>	<p>The Risk Management Director or Deputy Director 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 in this section. Such written determination shall include a description of the consultant’s or new employee’s duties and based upon that description, a statement of the extent of disclosure requirements. The Department Director’s or Deputy 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.</p>	<p>3</p>

**RISK MANAGEMENT DEPARTMENT
STATEMENT OF ECONOMIC INTERESTS**

**APPENDIX B
DISCLOSURE CATEGORIES**

Category	Description
1	<p>Investments and business positions in any business entity located in or doing business with the City of San Diego.</p> <p>Income and gifts from sources located in or doing business with the City of San Diego.</p> <p>Interest 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>
2	<p>Investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego, that is an adverse party to the City of San Diego in a legal proceeding, or that is granted authority by the City of San Diego to use City facilities.</p> <p>Interest in real property owned by 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, that is an adverse party to the City of San Diego in a legal proceeding, or that is granted authority by the City of San Diego to use City facilities.</p> <p>Income and 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, that is an adverse party to the City of San Diego in legal proceedings, or that is granted authority by the City of San Diego to use City facilities.</p>
3	<p>Consultants/new positions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations: The Department Director or Deputy Director 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 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 Department Director's or Deputy 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.</p>