

**COMMUNICATIONS
CONFLICT OF INTEREST CODE**

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

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Direct the Communications Department. Coordinate with the Mayor's Office, City Council and executive management to develop and implement policies and strategies to disseminate information effectively within the City structure and to the public. Serve as the primary policy advisor to departments regarding communication methods and issues. Interface with the public and media regarding high-profile City topics and issues. Develop and implement programs and mechanisms to ensure consideration of public input in City decisions and service provisions. Promote a culture of transparency and effective exchange of information within the City structure. Ensure the currency of the City's communications infrastructure in coordination with the Department of Information Technology and other stakeholders. Prepare budgets and approve expenditures.	1
Deputy Director	Assist the Director with the planning and performance of the Communications Department including implementing policies, strategies and programs to disseminate information and receive feedback from internal and external stakeholders. Respond to internal requests for information to ensure operational compliance. Prepare budgets and approve expenditures. Execute efforts that create a culture of transparency and effective exchange of information within the City structure. Oversee the supervision and development of all staff and participate in the hiring of new staff. Provide communications support to client departments.	1
Creative Services Program Manager	Coordinate, plan, produce and supervise varied and difficult video projects related to citywide activities and departmental needs. Supervise staff, prepare budgets and approve expenditures. Participate in the hiring of staff. Assists the Director and Deputy Director with creating and implementing department policies. Monitor the City's	1

	communications infrastructure in coordination with stakeholders to ensure currency.	
Creative Services Program Coordinator	Coordinate, plan, produce and supervise varied and difficult video projects related to citywide activities and departmental needs and coordinates current and future programming on CityTV. Supervise staff and assists the Creative Services Program Manager with creating and implementing department policies.	2
Public Records Administration Program Manager	Serve as PRA Liaison for the Mayor's office and is responsible for distributing all incoming PRA requests to the appropriate City department(s). Communicate with the media on all PRA requests, directed to Mayoral departments. Serve as Business Process Owner for NextRequest, public records portal. Provide day-to-day guidance and assistance on the processing of all Citywide PRA requests through the NextRequest application. Conducts NextRequest and PRA Compliance training to City staff.	1
Media Services Manager	Respond to the most difficult and sensitive inquiries and complaints from the public and implement of a variety of public information, outreach and education/training programs, campaigns and efforts.	2
Strategic Communications Manager	Assist the Director and Deputy Director with creating and implementing department policies and managing professional staff. Oversee department media pitches and media releases and the implementation of communications plans.	2
Communications Program Coordinator	Assist the Director and Deputy Director with creating and implementing department policies and managing professional staff. Lead on Citywide media training for subject matter experts and manage and delegate work for client departments.	2
Public Records Administration Program Coordinator	Serve as Lead Point of Contact for City departments receiving PRA requests. Communicate with the public on the receipt, status and completion of PRA requests in compliance with state law. Provide day-to-day guidance and assistance to City staff on the processing of all Citywide PRA requests.	2
Supervising Public Information Officer	Direct professional staff in the development and implementation of a variety of public information, outreach and education/training programs, campaigns and efforts. Review work products. Interface with the	2

	public and media regarding highly sensitive City topics and issues.	
Senior Management Analyst	As assigned, assist in implementing financing plans; prepare, monitor and report budgets; perform financing processes; develop appropriate quantitative models for analyses and forecasts; develop requests for proposals to select consultants and review consultants' work for accuracy, feasibility and reasonableness and track and monitor consultants' costs for specific financing projects/functions; and conduct a variety of financial analyses.	2
Consultant/ New Position	<p>As Required. Consultants and new positions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:</p> <p>The Communications 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 Communications 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>	3

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1

1. Investments and business positions in any business entity either located in or doing business with the City.
2. Income and gifts from sources located in or doing business with the City of San Diego.
3. 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 2

1. 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. Income and 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. 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 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.