

**CONFLICT OF INTEREST CODE FOR THE CITY COUNCIL DEPARTMENTS,  
COUNCIL ADMINISTRATION, AND OFFICE OF INDEPENDENT BUDGET ANALYST**

**APPENDIX A**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Executive Assistant	Acts as principal assistant to the Councilmember with administrative responsibilities for the operation of the Council office. Performs research and analysis of issues and makes recommendations thereon. Provides staff support to the Councilmember as required.	1
Council Representatives I and II	Responsible for constituent services. Represents the Councilmember before community groups and other organizations. Performs research and analysis of issues and makes recommendations thereon.	1
Program Manager	Administers IT-related policies and recommends changes; develops and implements IT-related contracts and contract management. Reviews issues brought before the appropriate Standing City Council Committee; reviews policy and procedures and municipal codes related to the Standing Committees and makes recommended revisions or develops new procedures as needed.	1
Independent Budget Analyst	Acts as principal legislative and budgetary resource to the City Council as a whole by providing fiscal and legislative analyses. Makes recommendations regarding proposals brought by the Mayor and executive departments. Assists Council in drafting legislation. Makes presentations to Council and provides review and analyses on all budgeting proposals and the City's annual budget process. Represents the City Council in the labor negotiations process.	1
Deputy Director, Independent Budget Analyst	Reporting to the Independent Budget Analyst, oversees staff and operations of the Office of the IBA. Performs research and analysis of issues and makes recommendations thereon.	1
Budget/Legislative Analyst I & II	Reporting to the Independent Budget Analyst, performs research and analysis of issues and makes recommendations consistent with the duties of the Independent Budget Analyst.	1

Consultant  
(Category to  
be determined  
on a case-by-  
case basis)

Consultant 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 Councilmember may determine in writing that a particular consultant, 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 duties and, based upon that description, a statement of the extent of disclosure requirements. The Councilmember'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.

The following classifications are not subject to this Conflict of Interest Code and shall not be required to file economic disclosure forms:

1. Uncompensated Interns
2. Hourly employees (interns) who do not fall into one of the categories listed above and who are not permanent employees

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**APPENDIX B**

As used in Appendix B, “the City” means the City of San Diego.

Category 1: Investments and business positions in any business entity located in or doing business with the City.

Income and gifts from sources located in or doing business with the City.

Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.

Category 2: Consultants shall be included in the list of designated employees and shall (As required) disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Councilmember may determine in writing that a particular consultant, 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 duties and, based upon that description, a statement of the extent of disclosure requirements. The Councilmember’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.