

**ETHICS COMMISSION  
CONFLICT OF INTEREST CODE**

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

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Ethics Commissioner	To oversee all Commission activities, including: training and education, formal advisory opinions, investigations and enforcement of alleged violations of governmental ethics laws, audits of campaign committees and registered lobbyists, recommendations to the City Council regarding proposed amendments to government ethics laws, and other related duties.	1
Executive Director	To serve at the Commission's direction, to oversee the training and education programs, to oversee the provision of informal and formal advice, to oversee investigations and enforcement activities, to oversee audit program, to hire and manage staff, to contract for consultants as necessary, and to perform administrative work as necessary.	1
Audit Program Manager	To perform audits and financial investigations related to violations of City governmental ethics laws and to perform related work.	1
Education Program Manager	To administer education and training program, to provide technical assistance, to support the Commission's General Counsel, and to perform related work.	1
Investigative Program Manager	To perform investigations related to violations of City governmental ethics laws and to perform related work.	1
Program Coordinator	To oversee office administration and implement the Commission's education program under the direction of the Education Program Manager, and other related duties.	1
Consultant	To perform services as specified in contract.	2

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**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1:**

- a. Investments and business positions in any business entity located in or doing business in the City of San Diego.
- b. Income (including loans, gifts, and travel payments) from sources located in or doing business in the City of San Diego, with the exception of gifts from the designated employee's departmental supervisor.
- c. 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:**

Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The Ethics Commission Chairperson or the Executive Director 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 Chairperson's or Executive 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.