

**DEPARTMENT OF FINANCIAL MANAGEMENT
CONFLICT OF INTEREST CODE**

Final Passage: Dec. 6, 2016

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

AUGUST 2016

POSITION	DUTIES	CATEGORY
Financial Management Director	Directs Financial Management Department and administers the annual budget.	1
Deputy Director	Develops department policies and procedures, prepares the City's Proposed and Adopted operating and Capital Improvements Program budgets, provides analysis and monitoring of revenues and expenses; manages budgetary adjustments; manages budgeting systems; manages the fiscal analysis of the meet and confer process; develops multi-year financial plan.	2
Program Budget Coordinator for Financial Forecasting.	Under administrative direction, performs a wide variety of complex financial analyses; develops short-and long-range revenue projections; assists in developing the City's multi-year financial plan.	2
Program Budget Coordinator for Budget Monitoring	Under administrative direction, performs budgetary and fiscal analyses; prepares quarterly financial reports to Council; oversees budgetary adjustments; and oversees analysis and monitoring of revenues and expenses.	2
Program Budget Coordinator for Budget Development	Under administrative direction, prepares the City's Proposed and Adopted operating budgets; coordinates the budgeting systems; performs budgetary, fiscal, organizational, and project management functions.	2
Program Budget Coordinator for Capital Improvements Program (CIP) Budget Development	Under administrative direction, prepares the City's Proposed and Adopted CIP Budget; coordinates the budgeting systems. Performs budgetary, fiscal, organizational, and project management functions.	2
Program Budget Coordinator For Personnel Expenditure Planning	Under administrative direction, prepares and monitors the personnel expense operating budget; conducts fiscal analysis for the meet and confer process; oversees position attributes in City's personnel system.	2

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POSITION	DUTIES	CATEGORY
Program Budget Coordinator For Systems and Training	Under administrative direction, maintains the budgeting and funds management IT systems, as well as reporting systems for internal and external users; coordinates the training of department and Citywide staff on fiscal functions.	2
Senior Budget Development Analyst for Revenue & Department Liaison	Under direction, performs budgetary, fiscal, organizational and project management functions; makes complex City-wide revenue analyses and multi-year forecasts.	2
Senior Budget Development Analyst for Budget Monitoring & Department Liaison	Under direction, performs budgetary, fiscal organizational, and project management functions; makes complex cost/revenue analyses and forecasts; prepares quarterly financial reports to Council.	2
Senior Budget Development Analyst for Budget Development & Department Liaison	Under direction, performs budgetary, fiscal, organizational, and project management function; makes complex cost/revenue analyses and forecasts; prepares the City's Proposed and Adopted operating budgets.	2
Senior Budget Development Analyst for Capital Improvements Program (CIP) & Department Liaison	Under direction, performs budgetary fiscal, organizational, and project management functions, makes complex cost/revenue analyses and forecasts, prepares the City's Proposed and Adopted Capital Improvements Program budgets.	2
Senior Budget Development Analyst For Personnel Expenditure Planning	Under direction, performs budgetary, fiscal, organizational, and project management functions; makes complex personnel expenditure analysis.	2
Senior Budget Development Analyst For Systems and Training and Department Liaison	Under direction, performs budgeting, fiscal, and organizational and project management functions; maintains budgeting, funds management and reporting systems; prepares training opportunities.	2

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CONSULTANTS

POSITION	DUTIES	CATEGORY
Consultant	Performs consultant services for Financial Management Department.	3

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APPENDIX B
DISCLOSURE CATEGORIES

CATEGORY 1:

Investments and business positions in any business entity located in or doing business with the City of San Diego.

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

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.

CATEGORY 2:

Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

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.

CATEGORY 3:

Consultants/New Positions:

Consultants and 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 Financial Management 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 described 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 Financial Management 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.