

**OFFICE OF HOMELAND SECURITY
CONFLICT OF INTEREST CODE**

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

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Executive Director	Directs the Office of Homeland Security, to include policy guidance, administration, departmental supervision, interfaces with City Council and Committees, and recommends contract approval.	1
Program Manager	Manages, plans and directs the operations of the Office of Homeland Security, coordinates projects, and provides assistance and staff to management, committees and task forces.	2
Program Coordinator	Supervises and oversees the various sections and programs of the Office of Homeland Security to include; Prevention, Protection, Response, Recovery, Mitigation, Regional Training, Grant Management, Financial Compliance and Administration. Coordinates projects and programs, interfaces with committees and task forces, recommends financial decisions, and oversees grant program.	2
Supervising Homeland Security Coordinator	Supervises and oversees the various sections and programs of the Office of Homeland Security to include; Prevention, Protection, Response, Recovery, and Mitigation. Coordinates projects and programs, and interfaces with committees and task forces.	2
Consultant	Performs consultant services for the Office of Homeland Security.	3

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**Appendix B
Disclosure Categories**

Category 1

Investments and business positions in any business entity either 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 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 Executive Director of Homeland Security or designated authority 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 Executive Director of Homeland Security or designated authority’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.