

HUMAN RESOURCES DEPARTMENT CONFLICT OF INTEREST CODE

APPENDIX A

DESIGNATED POSITIONS, DUTIES, AND CATEGORIES

POSITIONS	DUTIES	CATEGORY
Human Resources Director	Oversee professional staff responsible for providing City-wide human resources services, training, labor/management guidance, volunteer coordination, ADA employment / hiring compliance, and unclassified hiring. Represent the City in all labor contract negotiations, administration of labor agreements, and resolutions of employee and union grievances and appeal. Responsible for the department's budget, establishing policies and procedures relating to all human resources matters.	1
Deputy Director	Supervises day to day operations of professional responsible for providing City-wide human resources services, training, labor/management guidance, volunteer coordination, ADA employment / hiring compliance, and unclassified hiring.. Represents the City in all labor contract negotiations and administration of labor agreements, and resolutions of employee and union grievances and appeals. Oversees day to day guidance to all City departments regarding all human resources issues, including MOU interpretation, property right discipline, and employee relation issues.	1
Labor Relations Manager	Supervises professional staff related to human resources, labor and employment matters. Represents the City in all formal labor contract negotiations and administration of labor agreements, meet and confers, and resolution of employee and union grievances and appeals. Provides day to day guidance to all City departments regarding all human resources issues, labor/management guidance, including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues. Oversees the review and approval of contracting out review requests related to services from a labor relations perspective to ensure compliance with the Meyers-Milias-Brown Act. Manages review and implementation of all City Administrative Regulations and oversees special projects regarding human resources, labor, and employment matters	1

Senior Human Resources Officer	Supervises professional staff related to human resources, labor and employment matters. Represents the City in all formal labor contract negotiations and administration of labor agreements, meet and confers, and resolution of employee and union grievances and appeals. Provides day to day guidance to all City departments regarding all human resources issues, labor/management guidance, including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues.	2
Human Resources Officer	Represents the City in all labor relations matters, including formal negotiations and administration of labor agreements, policies and procedures, and resolution of employee and union grievances and appeals. Provides city-wide human resources services, day to day guidance to all City departments regarding all human resources issues, labor/management guidance including MOU interpretation, training, unclassified hiring assistance, property right discipline, and employee relations issues.	2
Volunteer Program Manager	Acts as a liaison to the annual giving campaign. Manages and coordinates efforts of the Citywide Volunteer Program. Represents the City in all community volunteers and volunteer group interests. Evaluates volunteer programs in accordance with current legal, safety and labor obligations. Manages outreach recognition of volunteers via special events, webpage updates and social media. Assists all City departments with training and reporting of volunteer activity, and project management of large group volunteer events. In addition, this position supervises the Citizens Assistance and Youth Development Programs staff.	1
Youth Development Program Coordinator	Responsible for the management and performance of the Youth Development Programs. Manages workforce readiness programs and the City Student Internship program. Represents the City in partnerships with service providers, community and other governmental agencies, non-profits, and academic institutions to seek additional or enhanced youth development opportunities. Works with all departments to identify youth development opportunities. Provides departments with youths interested in opportunities to gain work-readiness experience. Coordinates the annual "Take Our Daughters and Sons to Work Day" event and other related youth development events.	2

Reasonable Accommodations Manager	Provides policy guidance and management of City-wide reasonable accommodation matters including hearings and administration of policies and procedures. Conducts interactive processes to determine appropriate employee and departments needs for ADA compliance. Makes recommendations on equipment sources and other technologies associated with making or assessing potential accommodations.	2
Employee Learning & Development Manager	Provides policy guidance, development and management of the Citywide training efforts. The position oversees and coordinates city-wide committees and academies, makes recommendations on software and programs needed to fulfill training needs, as well as, determines and coordinates Citywide Training needs.	2
Human Resource Program Coordinator	Represents the City in labor relations matters, including intake, review and approval of Human Resources Contracting Out Review Requests, administration of the Medical Leave Sharing Plan and Catastrophic Leave Plan program, and administration of classified employee past due performance evaluation request. Represents the City in formal negotiations on any of the above subjects and provides day to day guidance on these subjects. Assists with Unclassified position recruitments, performs background checks, and prepares offer letters.	2
Leadership and Succession Planning Program Manager	Leads the City's succession planning and leadership development effort. Develops trainings, facilitates leadership programs, identifies talent, and provides career guidance, direct feedback and advice to Management Academy graduates and City staff. Researches and advises management on industry trends and best management practices related to succession planning and recruitment.	2
Public Records Administration Office Program Manager	Serves as PRA Liaison for the Mayor's office and is responsible for distributing all incoming PRA requests to the appropriate City department(s). Communicates with the media on all PRA requests, directed to Mayoral departments. Serves as Business Process Owner for NextRequest, public records portal. Provides 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

Public Records Administration Office Program Coordinator	Serves as Lead Point of Contact for City departments receiving PRA requests. Communicates with the public on the receipt, status and completion of PRA requests in compliance with state law. Provides day –to-day guidance and assistance to City staff on the processing of all Citywide PRA requests.	2
Employee Assistance Program Manager	Develop policies and procedures. Interview employees and/or immediate family members to assess personal problems and, develop a plan of action designed to assist in resolving the personal issues. Negotiate contracts with treatment and service providers. Prepare annual budget and conduct special studies. Monitor program expenditures and prepare budget estimates and financial reports. Prepare correspondence and develop promotional material and brochures to publicize the program's services.	2
Employee Assistance Counselor	Assess, counsels and refers employees and their family members to their health insurance provider or appropriate private and community resources.	2
Organizational Effectiveness Specialist III	Responsible for planning, conducting City-wide training, organization development, and productivity programs; and administering the most difficult and complex organization effectiveness studies. Assist and/or and lead the training and development of staff	2`
Consultant	Performs consultant services for the Human Resources Department	3

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APPENDIX B

DISCLOSURE CATEGORIES

CATEGORY	DESCRIPTION
1	<p>Investments and business positions in any firm or business entity located in or doing business with the City of San Diego.</p> <p>Income and gifts from sources located in or doing business with the City of San Diego.</p> <p>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.</p>
2	<p>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.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City, who is a tenant of the City, who is an adverse party to the City in a legal proceeding, or who is granted authority by the City to use City facilities.</p> <p>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.</p>
3	<p>Consultants and new positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code subject to the following limitations:</p> <p>The Department 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 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>