

**APPENDIX A**

**COMMUNITY SERVICES DIVISION  
 DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<b>POSITION</b>	<b>DUTIES</b>	<b>CATEGORY</b>
Community Services Deputy Director	Policy guidance, management and implementation of Community Services Program initiatives which include CDBG, Social Services, "6 to 6" Extended School Day Program, Disability Services Program, and Homeless Services. Interfaces with City Council and Committees.	1
Disability Services Coordinator	Policy and procedural guidance of access to citywide programs, services, and activities for disabled persons. Accomplished through coordination with community organizations and volunteer committees, Council, City attorneys, Mayor's Office, department directors, city staff and outside consultants and contractors. Supervise professional staff responsible for City implementation of Title II of Americans with Disabilities Act and relevant legislation compliance; update and implement the City's Transition Plan and respond to and track associated complaints and issues.	2
Disability Services Project Officer II	Assist in updating and managing the City's Transition Plan for Accessibility Phase II. And works with other departments on highly technical and programmatic compliance issues. Supervise staff and survey city and privately-owned buildings (as it relates to City business) for ADA compliance.	2
Community Services Program Manager (CDS IV)	Plan, direct and coordinate the preparation of major Community Services programs; serve as liaison officer for the Mayor's office to other groups and agencies involved in Community Services activities; assist in the preparation and implementation of specific community services programs.	2
Gang Commission Executive Director	Manage and oversee the City of San Diego's Gang Commission. Works with the Gang Commission to make recommendations concerning gang prevention, intervention, diversion, and suppression methods; identify local, state, and federal funding sources and address other gang-related policy matters.	2
Homeless Services Coordinator	Policy guidance and coordination for citywide homeless programs and issues	2
Consultants	Determined by contract. Disclosure will be as required. See Appendix B	3

**COMMUNITY SERVICES DIVISION  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1:**

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. 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:**

- a. 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.
- b. 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.
- c. 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 limitations:

The Mayor, the Community Services Deputy Director or designee 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 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. That determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.