

**RISK MANAGEMENT DEPARTMENT
 CONFLICT OF INTEREST CODE**

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

<u>POSITIONS</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>ADMINISTRATION</u>		
Director	Manage the Risk Management Department	1
Deputy Director	Manage a major division or divisions in the Risk Management Department. Supervise program managers in the management of activity groups.	1
Supervising Management Analyst	Prepare and administer the Department's budget. Perform special procedural, operational and cost analyses for the Department. Make and/or approve all decisions to request equipment, supplies and materials. Verify proper disbursements and expenditures for the Department. Perform supervisory responsibilities. Monitor program expenditures, prepare budget estimates, and financial reports.	2
Program Manager	Manage the centralized information technology systems in the Risk Management Department. Plans, manages, coordinates, and evaluates all Information Technology (IT) activities. Serves as the principal liaison on department technology issues and IT vendor service delivery for the Department.	2
<u>PUBLIC LIABILITY DIVISION</u>		
Claims and Insurance Manager	Supervise professional staff in the investigation and settlement of claims against the City and the investigation and recovery of damages to City assets. Negotiate excess liability insurance coverage and premiums with providers. Direct selection of providers. Ensure compliance with contract provisions. Authorize payments to claimants and providers. Recommend methods to reduce or eliminate potential losses and risks to the City. Review impact or proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports.	2

<u>POSITIONS</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Supervising Claims Representative	Assist the Claims and Insurance Manager of the Public Liability Division. Perform supervisory responsibilities.	2
Senior Claims Representative	Assist the Supervising Claims Representative of the Public Liability Division investigate and settle claims against the City. Investigate and recover for damages to City assets. Recommend claim denials. Maintain monetary reserves. Negotiate with responsible party for out-of-court settlements. Assist in case preparation for litigation.	2
Claims Representative	Investigate and settle claims against the City. Investigate and recover for damages to City assets. Recommend claim denials. Maintain monetary reserves. Negotiate with responsible party for out-of-court settlements. Assist in case preparation for litigation.	2
Claims Aide	Investigate and recover for damages to City assets. Recommend claim denials. Maintain monetary reserves. Authorize payments to claimants and providers.	2

EMPLOYEE BENEFITS DIVISION

Claims and Insurance Manager	Supervise professional staff in the administration of employee benefit plans. Review the impact of proposed and final legislation and finalize recommendations. Negotiate coverage and premiums with providers. Direct selection of providers and consultants. Ensure compliance with contract provisions. Monitor program expenditures and prepare budget estimates and financial reports.	2
Employee Assistance Program Manager	Supervise professional staff in the employee assistance and referral program for City employees and their family members. 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

<u>POSITIONS</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Employee Assistance Counselor	Assess, counsels and refers employees and their family members to their health insurance provider or appropriate private and community resources.	2
Employee Benefits Administrator (Flexible Benefits, Savings Plan, and LTD)	Reviews, studies, analyzes the cost effectiveness of current or proposed benefit plans, employee benefit needs and preferences, impact legislation, and other issues related to employee benefits. Develops policies, procedures and objectives of the program and sections. Makes recommendations on changes or additions to benefit plans. Negotiates coverage and premiums with providers. Hears appeals for disputes regarding interpretations of benefit plan provisions. Reviews subordinates' plans for implementing and administering new or modified benefit plans. Monitors program expenditures and prepares budget estimates and financial reports.	2
Employee Benefits Specialist II (Flexible Benefits, Savings Plan, and LTD)	Assist the Employee Benefits Administrator in the administration of benefit plans. Oversee daily operation of benefits plans. Assess employee benefit needs. Liaison with benefit providers and consultants. Develop written program policies and procedures for implementing new and modified plans. Approve payments to providers, consultants and employees.	2
<u>WORKERS' COMPENSATION DIVISION</u>		
Claims and Insurance Manager	Supervise professional staff in the investigation and processing claims for on-the-job injuries. Direct selection of providers. Negotiate coverage and premiums with providers. Ensure compliance with contract provisions. Authorize payments to claimants and providers. Recommend methods to reduce or eliminate potential claims. Review impact of proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports.	2
Supervising Claims Representative	Assist the Claims and Insurance Manager of the Workers' Compensation Division. Investigate and settle claims for on-the-job injuries. Authorize treatment by providers requested by employees. Recommend claim denials. Negotiate with responsible party for out-of-court settlements. Assist in case preparation for litigation. Authorize payments to claimants and providers.	2

<u>POSITIONS</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Senior Claims Representative	Assist the Supervising Claims Representative of the Workers' Compensation Division. Investigate and settle claims for on-the-job injuries. Authorize treatment by providers requested by employees. Recommend claim denials. Negotiate with responsible party for out-of-court settlements. Assist in case preparation for litigation. Authorize payments to claimants and providers.	2
Claims Representative	Investigate and settle claims for on-the-job injuries. Authorize treatment by providers requested by employees. Recommend claim denials. Negotiate with responsible party for out-of-court settlements. Assist in case preparation for litigation. Authorize payments to claimants and providers.	2
Claims Aide	Investigate medical only claims for on-the-job injuries. Authorize treatment by providers requested by employees. Recommend claim denials. Authorize payments to claimants and providers.	2

SAFETY AND ENVIRONMENTAL HEALTH DIVISION

Safety and Training Manager	Supervise professional staff in the prevention of losses to the City and the provisions for safe public facilities and employee work areas. Negotiate and administer contracts with service providers. Review impact of proposed and final legislation and finalize recommendations. Recommend improvements to City facilities, structures, vehicles, etc. Select first aid and all safety supplies used by City employees. Authorize selection of and payment for outside speakers, materials, hotels or rooms for training classes. Select and purchase all safety awards for City employees and materials and supplies necessary for training programs.	2
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DEPARTMENT-WIDE

Consultants /New Positions	The Department Director, Deputy Director or Division or Program Manager, Administrator or Coordinator 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, Deputy Director's or Division or Program Manager's, Administrator's or Coordinator's	3
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POSITIONS

DUTIES

CATEGORY

determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**RISK MANAGEMENT DEPARTMENT
STATEMENT OF ECONOMIC INTERESTS**

**APPENDIX B
DISCLOSURE CATEGORIES**

Category	Description
1	<p>Investments and business positions in any 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 of San Diego, that is an adverse party to the City of San Diego in a legal proceeding, or that is granted authority by the City of San Diego to use City facilities.</p> <p>Interest in real property owned by used by any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, that is an adverse party to the City of San Diego in a legal proceeding, or that is granted authority by the City of San Diego to use City facilities.</p> <p>Income and gifts from any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, that is an adverse party to the City of San Diego in legal proceedings, or that is granted authority by the City of San Diego to use City facilities.</p>
3	<p>Consultants and new positions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations: The Department Director, Deputy Director or Division or Program Manager, Administrator or Coordinator 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, Deputy Director's or Division or Program Manager's, Administrator's or Coordinator'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>