

OFFICE OF THE MAYOR

CONFLICT OF INTEREST CODE

APPENDIX A DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
Chief of Staff	Assists the Mayor and the Chief Operating Officer in developing policy and managing the City, as required.	1
Executive Assistant to the Chief of Staff	Manages and administers activities on behalf of the Chief of Staff; manages the Chief of Staff's calendar and scheduling of appointments, phone calls, and correspondence; and coordinates itineraries and travel arrangements, as needed.	1
Deputy Chief of Staff Chief of Policy	Supervises the Mayor's policy advisors; coordinates City policy personnel within City departments; and is responsible for the development, implementation and presentation of all mayoral policy objectives. Represents the Mayor, where appropriate, on policy matters.	1
Policy & Council Affairs Coordinator	Develops and implements the Mayor's policies and priorities for the City. Coordinates presentation of the Mayor's policies to City Council and the public. Assists City Departments in developing, implementing and presenting the Mayor's policies and priorities to the Council and the public. Assists in the coordination of community affairs. Represents the Mayor, where appropriate, on policy matters.	1
Deputy Chief of Staff Civic and External Affairs	Supervises the Mayor's communication and community engagement staff; provides strategic direction on key civic initiatives and the City's public engagement; guides external and internal communication across the organization to ensure collaboration and continuity.	1
Press Secretary	Performs City public information duties; prepares and distributes press releases; and acts as liaison with public	1

information officers and the news media.

Director of Policy and Council Affairs	Acts as chief intermediary for the Mayor's office and City Departments to the City Council. Represents the Mayor at City Council and Committee meetings. Supervises the day-to-day operations of the Council Affairs office, and Citywide docket coordination and management. Acts as liaison with City council, City departments and agencies on all policy matters.	1
Deputy Chief of Staff Community Engagement	Manages the community outreach strategy, staff and operations to assist the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building; communicating the Mayor's policies and priorities in geographic neighborhoods and communities of interest; and serving as a representative of the Mayor, where appropriate, on community issues.	1
Community Representative	Assists the Mayor in establishing and maintaining community relationships through constituent engagement, community networking, and coalition building. Communicates the Mayor's policies and priorities in geographic neighborhoods and communities of interest, and serves as a representative of the Mayor, where appropriate, on community issues.	1
Director of Scheduling	Maintains daily, weekly, monthly, and long-term calendars for the Mayor; fields and reviews appointment requests; schedules events, meetings, engagements and appearances; and ensures logistics for appointments are coordinated.	1
Executive Assistant to the Mayor	Handles the Mayor's appointments, correspondence, and phone calls; manages tracking and reporting of gifts received; assists in scheduling; administers and coordinates distribution of tickets allocated to the Mayor for the City boxes in Qualcomm Stadium and Petco Park in accordance with policy; and coordinates itineraries and travel arrangements, as needed.	1
Consultant/New Positions	Consultants/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	3

limitation:

The Chief of Staff 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 comply fully with the disclosure requirements described in this section. Such 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 Chief of Staff’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.

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- b. All reportable investments, business positions, and income from sources located in or doing business in the City of San Diego.
- c. All reportable interests 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.
- d. All reportable interests in real property owned or 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, or is granted authority by the City of San Diego to use City facilities.
- e. All reportable income and gifts from sources located in or doing business with the City.
- f. All reportable income, including 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, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2:

- a. Investments and business positions in any business entity located in or doing business with the City.
- b. Income and gifts from sources located in or doing business with the City.
- c. All reportable interests 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 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 Chief of Staff 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 comply fully with the disclosure requirements described in this section. Such 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 Chief of Staff'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.