

**OFFICE OF RACE AND EQUITY
CONFLICT OF INTEREST CODE**

APPENDIX A
DESIGNATED POSITIONS, DUTIES, AND CATEGORIES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	<ul style="list-style-type: none"> • Direct the Office of Race and Equity. • Serve as the lead for the City’s management and performance of initiatives that eliminate systemic racism and other barriers to fair and just distribution of resources, access, and opportunity in the City. • Manage the City’s performance using a variety of tools, such as key performance indicators, competitive bidding, strategic planning, open data, analytics, internal performance reviews, training and education, and feedback instruments. • Participate in Meet and Confer discussions with labor organizations and management, as needed. • Present recommendations and report on the results of initiatives and programs to the Mayor’s Office, City Council, labor organizations, and public. • Establish and administer the Community Equity Fund to meet the intent of the office, including the development of Citywide policies and procedures for use of those funds. • Prepare budgets and approve expenditures. 	1
Program Manager	<ul style="list-style-type: none"> • Manage Office of Race and Equity programs. • Assist the Director by developing, implementing, and/or monitoring a strategic plan process that defines the vision, mission, goals, and objectives of the department and the appropriate key performance indicators to quantify the impact of equity initiatives and the effectiveness of programs and initiatives from the Office of Race and Equity with the support of a consultant. • Direct studies and research, establish and facilitate internal or external working groups and meetings, and conduct analysis. 	1

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<u><i>Position</i></u>	<u><i>Duties</i></u>	<u><i>Category</i></u>
	<ul style="list-style-type: none"> • Formulate recommendations for improvement of policies that do not meet racial equity goals for consideration by the Mayor and City Council. • Establish and administer Citywide policies and procedures for the advancement of the goals of the Office of Race and Equity and provide ongoing analyses and program oversight. • Assist the Director in the development of Citywide policies and procedures for the use of the Community Equity Fund. • Create and execute implementation and communication plans for Citywide policies and procedures. • Report program goals and outcomes for the consideration of the Mayor and the City Council. • Design and manage contracts through the procurement process. • Prepare budgets and approve expenditures and provide administrative oversight. • Undertake special assignments, including participation in internal or external working groups and committees, as assigned. 	
Consultant/ New Position	<ul style="list-style-type: none"> • Perform consulting or staff services in support of programs managed by the Office of Race and Equity. 	3

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1

1. All reportable investments, business positions, and income (including gifts) from any firm or business entity located in or doing business with the City of San Diego.
2. 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.
3. 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, is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
4. All reportable income, including gifts, from any person 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.

CATEGORY 2

1. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.
2. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
3. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding or is granted authority by the City of San Diego to use City facilities.

CATEGORY 3

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 limitation:

The Director may determine in writing that a particular consultant/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 described in this section. Such written determination shall include a description of the consultant’s/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The 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.