

**PURCHASING AND CONTRACTING
CONFLICT OF INTEREST CODE**

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

POSITIONS	DUTIES	CATEGORY
Administration		
Director	Manages and directs the activities of Purchasing & Contracting. Plans, directs and administers the City's procurement; directs solicitation of bids and issuance of contracts for supplies, materials, equipment, and non-professional services.	1
Deputy Director	Directs daily operations and ensures City policy is followed; approves and/or recommends financial decisions regarding Purchasing & Contracting in an audit function.	1
Program Manager	Supports the Director and Deputy Director in managing programs and projects and ensuring City policies, Federal and State rules and regulations are being followed. The Program Manager provides oversight for departmental programs and ensures that material and service requirements of the City are met.	1
Information Systems Analyst	Administers departmental information systems; serves as primary liaison on citywide IT committees and with SDDPC; provides support and technical expertise in maintaining department systems; generates data reports; prepares, monitors, and analyzes department's data processing budget.	2
Supervising Management Analyst	Positions plan, assign, supervise, review and evaluate the work of subordinate staff; perform a variety of complex budgetary/fiscal and administrative/organizational/programmatic analyses.	2
Purchasing		
Supervising Procurement Contracting Officer	Supervises a group of purchasing and contracting staff; responsible for assisting in the purchasing and contracting operations of the department.	2
Principal Procurement Specialist	Plans, assigns, and supervises work of Procurement Specialists in solicitation of bids for purchase of materials, supplies, equipment, and non-professional services; plans and performs purchases of assigned commodities.	2

Senior Procurement Contracting Officer	Performs the more difficult and responsible procurement and contracting of goods and services for use by operating departments; administers and manages contracts	2
Senior Procurement Specialist	Plans and performs high value or complex purchases of equipment, materials, supplies and non-professional services.	2
Associate Procurement Contracting Officer	Performs difficult procurement and contracting of goods and services for use by operating departments; administers contracts.	2
Assistant Procurement Contracting Officer	Performs procurement and contracting of goods and services of limited scope and average difficulty for operating departments.	2
Procurement Specialist	Purchases an assigned group of commodities including equipment, materials and non-professional services.	2
Procurement Contracting Trainee	Performs basic procurement and contracting of goods and services for use by operating department; assists with contracts.	2
Buyer's Aide	Purchases an assigned group of relatively low value and less complex commodities including equipment, materials, supplies and non-professional services.	2

Central Stores

Stores Operations Supervisor	Supervises citywide inventory control system and maintains system integrity, including accuracy of value and quantities on hand of all materials; supervises Central Stores' accounts payable section, including liaison with Auditors and San Diego Data Processing Corporation; arranges for disposal of City surplus by bid sales.	2
Storekeeper III	Oversees day-to-day operations of Central Stores; plans, organizes, and directs receipt, inspection, storage and issuance of City stock items; arranges for disposal of City surplus by auction, bid sales or discard; processes City surplus for disposition; monitors adherence to policies and procedures.	2
Storekeeper II	Plans, organizes and directs receipt, inspection, storage, and issuance of City stock items; arranges for disposal of City surplus by auction, bid sales or discard; processes City surplus for disposition; monitors adherence to policies and procedures; and may receive, inspect and issue stock.	2
Storekeeper I	Manages day-to-day activities of assigned storeroom; receives and inspects goods for proper quality and quantity; places orders with pre-approved suppliers for stock items.	2

Consultant/New Positions

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 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.

**PURCHASING AND CONTRACTING DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX B
DISCLOSURE CATEGORIES**

- Category 1 All investments and business positions in business entities, and income from construction firms, building firms, real estate or financial institutions, located in or doing business with the City of San Diego.
- All interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.
- All reportable reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego.
- Category 2 Investments and business positions in any 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 that is granted authority by the City to use City facilities.
- Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.
- 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 this Code, subject to the following limitation:
- 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 described 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.