

RESOLUTION NUMBER R- 291050

ADOPTED ON DEC 07 1998

RESOLUTION ADOPTING THE REVISED  
CONFLICT OF INTEREST CODE FOR THE  
RISK MANAGEMENT DEPARTMENT.

WHEREAS, by Resolution R-288175 adopted on December 9, 1996, the City Council approved the Risk Management Department's Conflict of Interest Code, which was revised and updated following the required City-wide biennial review of all conflict of interest codes for which the City Council serves as code reviewing body; and

WHEREAS, Government Code section 87306.5 requires biennial review of local agency conflict of interest codes every even-numbered year; and

WHEREAS, Government Code section 87306 requires agencies to amend their conflict of interest codes whenever an amendment is necessitated by changed circumstances, including the creation of new positions which must be designated and relevant changes in the duties assigned to existing positions; and

WHEREAS, the Risk Management Department has proposed changes to Appendix A and Appendix B of that office's conflict of interest code to accurately reflect designated positions and appropriate disclosure categories; NOW, THEREFORE,

BE IT RESOLVED that the Risk Management Department's proposed changes to Appendix A and Appendix B of that office's conflict of interest code are hereby approved and are incorporated into its conflict of interest code;

BE IT FURTHER RESOLVED that revised Appendix A and Appendix B to the Risk

Management Department's Conflict of Interest Code be placed on file in the Office of the City Clerk as Document No. RR 291050;

BE IT FURTHER RESOLVED that the revised Conflict of Interest Code for the Risk Management Department become effective upon the date of adoption of this resolution.

APPROVED: CASEY GWINN, City Attorney

By *Lisa A Foster*  
Lisa A. Foster  
Deputy City Attorney

LAF:jp  
11/20/98  
Or.Dept:Risk  
R-99-626

Exhibit A

<u>Position</u>	<u>Duties</u>	<u>Category</u>
<u>ADMINISTRATION</u>		
Director	Manage the Risk Management Department.	1
Assistant Director	Assist in the management of 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
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.	2
Associate Management Analyst	Assist the Management Analyst of the of the Administration Division in budget preparation and administration, the performance of special studies and supplies and services procurement.	2
Information Systems Analyst II	Manage the Risk Management Department information systems, including participation in the development of system requirements and the selection of computer system vendors, hardware and software.	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. Insure	2

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DOCUMENT NO.

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OFFICE OF THE CITY CLERK  
SAN DIEGO, CALIFORNIA

<u>Position</u>	<u>Duties</u>	<u>Category</u>
	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 of proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports.	
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 public liability claims against the City and recovery actions against responsible parties for damages to City assets. Authorize repairs and replacement of damages to citizens' property. Recommend claim denials. Negotiate with responsible party for out-of-court settlements. Assist in case preparation for litigation. Authorize payments to claimants and vendors.	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 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

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<u>Position</u>	<u>Duties</u>	<u>Category</u>
<u>EMPLOYEE BENEFITS DIVISION</u>		
Employee Benefits 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. Insure compliance with contract provisions. Monitor program expenditures and prepare budget estimates and financial reports.	2
Employee Benefits Specialist II (Flexible Benefits, Savings, and LTD Plans)	Administer benefit/savings plans. Analyze cost effectiveness of current and proposed plans. Assess employee benefit needs. Liaison with benefit providers and consultants. Review proposed and final legislation and formulate recommendations. Develop written program policies and procedures for implementing new and modified plans. Negotiate with providers and consultants. Approve payments to providers, consultants and employees.	2
Employee Benefits Specialist I (Flexible Benefits and Savings Plans)	Assist the Employee Benefits Specialist II in the administration of benefit plans.	2
Claims Aide (LTD Plan)	Investigate and make payment determination on claims. Recommend claim denials. Assist the Employee Benefits Specialist II in the administration of benefit plans.	2
<u>WORKERS' COMPENSATION DIVISION</u>		
Claims and Insurance Manager	Supervise professional staff in the investigation and processing of claims for on-the-job injuries. Direct selection of	2

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<u>Position</u>	<u>Duties</u>	<u>Category</u>
	providers. Negotiate coverage and premiums with providers. Insure 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.	
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
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	2

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<u>Position</u>	<u>Duties</u>	<u>Category</u>
	requested by employees. Recommend claim denials. Authorize payments to claimants and providers.	
Rehabilitation Coordinator	Supervise professional staff in the placement of disabled City employees within or outside of the City workforce. Develop and authorize retraining programs through public or private institutions. Select private providers. Negotiate charges for services by private providers. Authorize payments to employees and providers. Review impact of proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports.	2
Rehabilitation Counselor	Assess and place disabled City employees within the City workforce. Develop and authorize retraining programs through public or private educational systems. Authorize placement outside of the City workforce through private rehabilitation counselors.	2
<u>SAFETY AND ENVIRONMENTAL HEALTH DIVISION</u>		
Safety 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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<u>Position</u>	<u>Duties</u>	<u>Category</u>
Safety Officer	Assist the Safety Manager of the Safety and Environmental Health Division.	2
Wellness Coordinator	Administer the Wellness Program. Arrange for services by volunteer providers. When economically feasible, direct selection of paid providers. Negotiate services and charges. Insure compliance with contract provisions. Authorize payments to providers.	2
<u>EMPLOYEE ASSISTANCE PROGRAM</u>		
Employee Assistance Program Manager	Supervise professional staff in the evaluation and referral of City employees and their family members to appropriate community treatment providers, professionals, and service agencies. Develop and maintain a comprehensive referral network of treatment and service professionals and agencies. Negotiate and administer contracts with treatment and service providers. Review impact of proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports.	2
Employee Assistance Counselor	Refer employees and their family members to appropriate private and community resources.	2
<u>DEPARTMENT-WIDE</u>		
Consultants	The Department Director, Assistant Director, Deputy Director or Division or Program Manager, Administrator or Coordinator 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	3



<u>Position</u>	<u>Duties</u>	<u>Category</u>
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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. The Department Director's, Assistant 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.

Risk Management Department  
Statement of Economic Interests  
Disclosure Categories

<u>Category</u>	<u>Description</u>
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>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.</p>
2	<p>a. 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>b. 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, 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>c. 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 a legal proceeding, or that is granted authority by the City of San Diego to use City facilities.</p>
3	<p>The Department Director, Assistant Director, Deputy Director or designated Division or Program Manager, Administrator or Coordinator 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. The Department Director's, Assistant Director's, Deputy Director's or designated Division or Program Manager's, Administrator's or Coordinator's determination is a</p>

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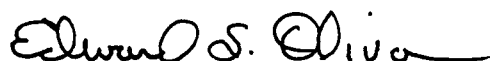
public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

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## CERTIFICATION

The foregoing amendment to the Conflict of Interest Code was prepared by the City of San Diego Risk Management Department after a fair opportunity was offered to the members of the Risk Management Department to present their views.

11/10/98



(Date)

Edward S. Oliva  
Risk Management Director