

RESOLUTION NUMBER R- 294191

ADOPTED ON NOV 20 2000

RESOLUTION ADOPTING THE REVISED
CONFLICT OF INTEREST CODE FOR THE
OFFICE OF THE PERSONNEL DEPARTMENT.

WHEREAS, by Resolution No. R-285030, adopted on December 5, 1994, the City Council approved the Personnel 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

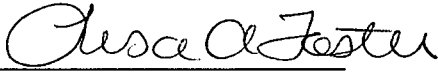
WHEREAS, the Personnel Department has proposed changes to Appendix A and Appendix B of that office's conflict of interest code to accurately reflect designated positions and appropriate disclosure categories; NOW, THEREFORE,

BE IT RESOLVED that the Personnel 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
Personnel Department's Conflict of Interest Code be placed on file in the Office of the City Clerk
as Document No. RR-294191.

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

APPROVED: CASEY GWINN, City Attorney

By 
Lisa A. Foster
Deputy City Attorney

LAF:jrl
09/14/2000
Or.Dept: Personnel
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EXHIBIT A
PERSONNEL DEPARTMENT
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Personnel Director	Secretary to the Civil Service Commission. Administer general personnel policies. Supervise the maintenance of a classification and salary plan. Superintend all examinations for employment as Chief Examiner of the City. Certify eligibles for appointment to positions in the classified service and insure payroll documents are in accordance with the Charter. Establish standards of efficiency and recommend measures for coordinating work of various departments. Maintain a service register showing the name of each employee, the position held, the salary or wages paid, the date and character of selection or appointment, every subsequent change of status, and whether in classified or unclassified service. Supervise the execution of Civil Service provisions of the Charter and the rules made thereunder.	All
Assistant Personnel Director	Acts in the absence of the Personnel Director. Maintain day-to-day supervision of the Personnel Department Staff.	All
Deputy Personnel Director	Administer work programs within the Division. Make or approve all decisions to request equipment, supplies, materials, and services. Develop and propose division budget.	All
Personnel Analyst (Medical Admin)	Provides Liaison support to assigned City Departments. Administer the Pre-employment Medical Exam Program and the Drug screening program.	1 & 4
Consultants	As required	All

R-294191

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EXHIBIT B
PERSONNEL
DISCLOSURE CATEGORIES

<u>Category</u>	<u>Description</u>
1	Investments and business positions in any entity located in or doing business with the City. Income and gifts from sources located in or doing business with the City. 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.
2	Investments and business positions in any firm or entity which supplies goods or services to the Personnel Department of the City of San Diego.
3	Interests in real property owned or used by any person, firm or entity which supplies goods or services to the Personnel Department of the City of San Diego.
4	Interests in real property located within the City, including property located within a two-mile radius of any property owned or used by the City.
5	Income or gifts from any person, firm or entity which supplies goods or services to the Personnel Department of the City of San Diego.
AS REQUIRED	Consultants 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 limitations:

The Department Director, Assistant Director, or Deputy Director 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 determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

R-294191

CERTIFICATION

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

Rick Swan

July 18, 2000

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