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RESOLUTION NUMBER R- 302215

DATE OF FINAL PASSAGE DEC 15 2006

RESOLUTION ADOPTING A CONFLICT OF INTEREST
CODE FOR BUSINESS AND SUPPORT SERVICES

WHEREAS, Government Code sections 87300 and 87302 require local agencies to adopt conflict of interest codes designating positions that involve the making or participation in making of decisions which may foreseeably have a material effect on financial interests, and for each position, the financial interests which are reportable; and

WHEREAS, in compliance with Government Code section 87306.5, the City is in the midst of a City-wide biennial review of all conflict of interest codes for which the City Council serves as code reviewing body;

WHEREAS, Business and Support Services is a restructured office, which in turn reports to the Chief Operating Officer and Mayor; and

WHEREAS, Business and Support Services includes City employees with responsibility for business and support services, business and grant administration, the office of the chief information officer, labor relations, risk management and purchasing and contracting; and

WHEREAS, Business and Support Services now seeks to enact a new conflict of interest code, which includes positions that were moved during restructuring, deletes positions more appropriately included in other department codes, revises disclosure categories, revises titles of existing positions and deletes titles of positions that have been abolished;

WHEREAS, the Mayor and City Attorney recommend that a Conflict of Interest Code be adopted for Business and Support Services; and

WHEREAS, the City Council concurs in this recommendation; NOW THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that a Conflict of Interest Code for Business and Support Services is hereby adopted, consisting of standard language embodied in title 2, section 18730 of the California Code of Regulations, and any amendments to that regulation duly adopted by the Fair Political Practices Commission, with Appendix A showing designated positions and their duties, and Appendix B showing the disclosure categories.


BE IT FURTHER RESOLVED, that a copy of Appendix A and Appendix B to the Conflict of Interest Code for Business and Support Services as adopted be placed on file in the Office of the City Clerk as Document No. RR- 302215.

BE IT FURTHER RESOLVED, that the persons whose positions are designated in the new Conflict of Interest Code for Business and Support Services shall file their statements of economic interest with the City Clerk.

BE IT FURTHER RESOLVED, that the statements of economic interest filed by designated persons be retained by the Office of the City Clerk and be made available for public inspection and reproduction.

BE IT FURTHER RESOLVED, that the Conflict of Interest Code for Business and Support Services becomes effective upon the date of final passage of this resolution.

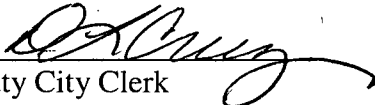
APPROVED: MICHAEL J. AGUIRRE, City Attorney

By 
Sharon B. Spivak
Deputy City Attorney

SBS:als
11/22/06
Or.Dept: Business & Support Services
R-2007-497

I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of DEC - 5 2006.

ELIZABETH S. MALAND
City Clerk

By 
Deputy City Clerk

Approved: 12.15.06
(date)


JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor

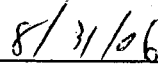
R-302215

CERTIFICATION

The foregoing amendment to the Conflict of Interest Code was prepared by the City of San Diego's Business and Support Services Office after a fair opportunity was offered to the members of the Business and Support Services Office to present their views.



Rick Reynolds
Assistant Chief Operating
Officer



Date

DOCUMENT NO. R-302215
DEC 05 2006
FILED _____
OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

**BUSINESS AND SUPPORT
SERVICES**

Q- 303215

**BUSINESS AND SUPPORT SERVICES
CONFLICT OF INTEREST CODE**

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

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Assistant Chief Operating Officer	Assist the Mayor and Chief Operating Officer with administration of the affairs of the City and other duties of the Chief Operating Officer.	1
Business & Grant Administration Director	Plans, directs and coordinates the preparation of consistent citywide policies; serves as liaison officer for the Chief Operating Officer to the City Clerk's office; plans and coordinates citywide grants management; assists the Chief Operating Officer and Assistant Chief Operating Officer as required. Oversees Mayor's scheduling and reception staff.	1
Chief Information Officer	Manages the Technology Services Business Center and assists the Assistant Chief Operating Officer in the assessment and administration of Citywide technology services. Directs Information Technology and Communications Department. Has overall responsibility for purchases of supplies and services for IT Division.	1
Human Resources Director	Directs Human Resources Department and administers the department's annual budget which consists of Personnel, Risk Management, Labor Relations and Performance & Development Divisions.	1
Purchasing & Contracting Director	Plans, directs and administers the City's Purchasing Program; and directs solicitation of bids and issuance of contracts for supplies, materials, equipment, non-professional services and construction.	1
Project / Program Manager	Assist the Chief Operating Officer, Assistant Chief Operating Officer and Deputy Chief Operating Officers by providing research assistance; preparing and reviewing reports, and drafting correspondence; undertaking special assignments; sitting on boards and committees as required; and acting as liaison between the Mayor and Chief Operating Officer, City Council, and the community.	2
Consultant	Performs consultant services for Business & Support Services departments.	3

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**BUSINESS & SUPPORT SERVICES
CONFLICT OF INTEREST CODE**

**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, 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 firm or 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 is granted authority by the City to use City facilities.
- b. Income and gifts from any person or 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 is granted authority by the City to use City facilities.
- c. Interests in real property owned or used by any person or 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 is granted authority by the City to use City facilities.

CATEGORY 3:

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 limitation:

The Assistant Chief Operating Officer or Chief Information Officer or Directors 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 described 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 Assistant Chief Operating Officer or Chief Information Officer or 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.

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**BUSINESS AND GRANT
ADMINISTRATION**

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**BUSINESS & GRANT ADMINISTRATION DEPARTMENT
CONFLICT OF INTEREST CODE**

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

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Director	Plan, direct and coordinate the preparation of consistent citywide policies; serves as liaison officer for the Chief Operating Officer to the City Clerk's office; plans and coordinates citywide grants management; assists the Chief Operating Officer and Assistant Chief Operating Officer as required. Oversees Mayor's scheduling and reception staff.	1
Scheduling Director	Maintain daily, weekly, monthly and long term calendars; field all requests and schedule all events, meetings, engagements and appearances; coordinate logistics for all events, meetings, engagements and appearances; coordinate itineraries and travel arrangements, as needed.	1
Assistant Scheduling Director	Maintain daily, weekly, monthly and long term calendars; field all requests and schedule all events, meetings, engagements and appearances; respond to all invitations; track and record all invitations received; assist the Scheduling Director as needed.	1
Office Assistant	Provides support to the Mayor's Office, Business and Support Services, Customer Service, assist the Program Manager and Budget Analyst with various projects as well as clerical duties.	2
Mentor-Protégé Program Manager	Facilitates an effective working relationship between leaders of mature established construction companies (mentor) and emerging minority and women owned construction companies (protégé) in order for the protégé to benefit from the knowledge and experience of the established mentor company.	2
Consultant	Performs consultant services for the department.	3

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**BUSINESS & GRANT ADMINISTRATION
CONFLICT OF INTEREST CODE**

**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, 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 firm or 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 is granted authority by the City to use City facilities.
- b. Income and gifts from any person or 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 is granted authority by the City to use City facilities.
- c. Interests in real property owned or used by any person or 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 is granted authority by the City to use City facilities.

CATEGORY 3:

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 limitation:

The 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 described 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 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.

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**CHIEF INFORMATION
OFFICER**

Q- 302215

Appendix A
Office of the CIO
Designated Positions, Duties and Categories
July, 2006
(See Appendix B for Category Details)

Position	Duties	Category
Chief Information Officer (CIO)	Manages the Office of the CIO and Assists the Assistant Chief Operating Officer in the assessment and administration of Citywide technology services. Directs Information Technology and Communications Divisions. Has overall responsibility for purchases of supplies and services for IT Division. Sits on panels who determine who will be awarded contracts for Citywide purchases.	1
Communications Deputy Director	Manages and administers the Division, responsible for the maintenance, repair and improvements of City 800 MHz, paging and other communications systems. Has overall responsibility for purchases of supplies and services for the Communications Division. Sits on panels who determine who will be awarded contracts for Citywide purchases.	2
Program / Project Manager / Coordinator	Directs work programs, coordinates projects, and provides assistance and staff to management, committees and task forces. Sits on panels who determine who will be awarded contracts for Citywide purchases.	3
Supervising Management Analyst	Supervises professional staff; coordinates Citywide data processing needs with City staff and the data processing corporation. Sits on panels who determine who will be awarded contracts for Citywide purchases.	3
Senior Communications Engineer	Recommends and approves specification for major purchases of communications equipment for all City departments. Administers Capital Improvements Program. Sits on panels who determine who will be awarded contracts for Citywide purchases.	3
Associate Communications Engineer	Recommends and approves specifications for major purchases of communications equipment for all City departments. Assists in the administration of the Capital Improvements Program. Sits on panels who determine who will be awarded contracts for Citywide purchases.	3
Senior Communications Technician Supervisor	Performs supervisory duties of City forces and support services; reviews materials, supplies and items necessary in day-to-day operations in the Communications Division. Sits on panels who determine who will be awarded contracts for Citywide purchases.	3
Information Systems Analyst IV	Supervises web production team staff, serves as Citywide representative and IT Project Manager on complex projects involving distributed Internet/Intranet systems. Manages outside vendors and ensures timely enterprise-wide Inet technical solutions. Develops IT internet/ intranet policies and procedures. Sits on panels who determine who will be awarded contracts for Citywide purchases.	3

Appendix A
Office of the CIO
Designated Positions, Duties and Categories
July, 2006
(See Appendix B for Category Details)

Information Systems Analyst III	Coordinates shared City data systems and standardization of programs; analyzes and recommends hardware and software standards and other data systems needs as assigned. Sits on panels who determine who will be awarded contracts for Citywide purchases.	3
Senior Management Analyst	Analyzes technology needs; recommends and approves specification for major purchases of computer hardware and software programs.	3
Consultants	Refer to the Disclosure Category section (Exhibit B) for Consultants	4

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Appendix B
TECHNOLOGY SERVICES
DISCLOSURE CATEGORIES

July, 2006

(See Appendix A for Cross-References)

Category 1

Investments and business positions in any business entity either located in or doing business with the City, or in a technology related field.

Income and gifts from sources

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.

Category 2

Investments and business positions in any business 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.

Category 3

Investments and business positions in a firm 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.

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.

Category 4

Consultants:

Consultants shall be included in the list of designated employees for the Office of the CIO and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The Mayor, Chief Operating Officer, Deputy Chief Operating Officers, Department Directors, Deputy Directors, City Treasurer, Purchasing Agent, Program or Project Managers, or Supervisors 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 described in this section. Such written determination shall include a description, a statement of the extent of disclosure requirements. The 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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HUMAN RESOURCES

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**LABOR RELATIONS
CONFLICT OF INTEREST CODE**

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

<u>POSITIONS</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Labor Relations Manager	Supervise professional staff related to labor and employment matters. Represents the City in all labor relations matters, including formal negotiation of labor agreements, interpretation and administration of labor agreements, policies and procedures, and resolution of employee and union grievances and appeals.	2
Labor Relations Officer	Works with labor unions and management to foster harmonious labor management relations.	2

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**LABOR RELATIONS
STATEMENT OF ECONOMIC INTERESTS**

**APPENDIX B
DISCLOSURE CATEGORIES**

Category	Description
2	<p>Investments and business positions in any firm or business entity of the type 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>Interest 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>

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**RISK MANAGEMENT DEPARTMENT
CONFLICT OF INTEREST CODE**

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

POSITIONS	DUTIES	CATEGORY
<u>ADMINISTRATION</u>		
Director	Manage 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
Supervising 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
Information Systems Analyst III	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. Ensure 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 or proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports.	2
Supervising Claims	Assist the Claims and Insurance Manager of the Public Liability Division. Perform supervisory responsibilities.	2

POSITIONS	DUTIES	CATEGORY
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Representative

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
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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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EMPLOYEE BENEFITS DIVISION

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. Ensure compliance with contract provisions. Monitor program expenditures and prepare budget estimates and financial reports.	2
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Employee Benefits Specialist II (Flexible Benefits, Savings, and LTD)	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, consultants and employees. Approve payments to providers, consultants and employees.	2
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Employee Benefits Specialist I (Flexible Benefits and Savings Plan)	Assist the Employee Benefits Manager in the administration of benefit plans. Oversee daily operation of benefits plans. Assess employee benefit needs. Liaison with benefit providers and consultants. Develop written program policies and procedures for implementing new and modified plans. Approve payments to providers, consultants and employees.	2
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POSITIONS	DUTIES	CATEGORY
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
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	Assess, counsels and refers employees and their family members to their health insurance provider or appropriate private and community resources.	2

WORKERS' COMPENSATION DIVISION

Claims and Insurance Manager	Supervise professional staff in the investigation and processing claims for on-the-job injuries. Direct selection of providers. Negotiate coverage and premiums with providers. Ensure 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.	2
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	2

POSITIONS	DUTIES	CATEGORY
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	denials. Negotiate with responsible party for out-of-court settlements. Assist in case preparation for litigation. Authorize payments to claimants and providers.	
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 requested by employees. Recommend claim denials. Authorize payments to claimants and providers.	2
Rehabilitation Coordinator	Supervise professional staff in the placement of disabled City employees within or outside 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

SAFETY AND ENVIRONMENTAL HEALTH DIVISION

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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R-302215

POSITIONS

DUTIES

CATEGORY

DEPARTMENT-WIDE

Consultants

The Department 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 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, 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.

3

R- 302215

**RISK MANAGEMENT DEPARTMENT
STATEMENT OF ECONOMIC INTERESTS**

**APPENDIX B
DISCLOSURE CATEGORIES**

Category	Description
1	<ul style="list-style-type: none">a. Investments and business positions in any business entity located in or doing business with the City of San Diego.b. Income and gifts from sources located in or doing business with the City of San Diego.c. Interest 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.
2	<ul style="list-style-type: none">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.b. Interest in real property owned by 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 proceedings, or that is granted authority by the City of San Diego to use City facilities.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 proceedings, or that is granted authority by the City of San Diego to use City facilities.
3	<ul style="list-style-type: none">a. The Department 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 in 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, 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.

R- 302215

**PURCHASING &
CONTRACTING**

R- 302215

**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 and Contracting.	1
Supervising Management Analyst	Plans and directs the work of budget functions. Approves and or recommends financial decisions regarding public works, consultancy and contracting in an audit function.	1
Contracting		
Deputy Director	Directs daily operations and ensures City policy is followed; manages and administers contracting programs; Approves and/or recommends financial decision regarding the operation of the Contracting Division.	1
Supervising Management Analyst	Plans and directs the work of compliance offices. Approves and/or recommends financial decisions regarding public works, consultancy and contracting in an audit function.	1
Principal Contract Specialist	Plans and directs the work of contract specialist; participates in themore highly complex contract administration. Negotiates, awards, administers, and terminates various types of contracts including public work consulting, design, construction, and pre-purchases materials and equipment contracts; develops and maintains commercial terms and conditions of contracts; develops negotiation plans and strategies; and prepares reports.	2
Senior Contract Specialist	Plans and directs the work and participates in the more highly complex duties of a Managed Competition staff. Recommends and negotiates financial decisions such as the selection of service providers.	2
Purchasing		
Purchasing Agent/Deputy Director	Plans, directs and administers the City's Purchasing Program; and directs solicitation of bids and issuance of contracts for supplies, materials, equipment, non -professional services, and minor construction.	1
Principal Procurement Specialist	Plans, assigns, and supervises work of buyers in solicitation of bids for purchase of materials, supplies, equipment, and non-professional services; and plans and performs purchases of assigned commodities.	2
Senior Procurement Specialist	Plans and performs high value or complex purchases of equipment, materials, supplies and non-professional services.	2
Procurement Specialist	Purchases an assigned group of commodities including equipment, materials and non-professional services.	2
Buyer's Aide I & II	Purchases an assigned group of relatively low value and less complex commodities including equipment, materials, supplies and non-professional services.	2

Central Stores

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 polices 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
Central Stores 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

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**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 in the City.

All interests in real property located in the City, including property located within a two-mile radius of any property owned and used by the City.

All 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 of 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.

Interest 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 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, Assistant Director, Deputy Directors or Assistant Deputy Directors 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 on that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location of this Conflict of Interest Code.

R- 302215

Passed by the Council of The City of San Diego on DEC 05 2006 by the following vote:

Council Members	Yeas	Nays	Not Present	Ineligible
Scott Peters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Faulconer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toni Atkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Maienschein	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Frye	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Madaffer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ben Hueso	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEC 15 2006

Date of final passage _____

AUTHENTICATED BY:

(Seal)

JERRY SANDERS
Mayor of The City of San Diego, California.

ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

By *Mary Zumaya*, Deputy

Office of the City Clerk, San Diego, California
Resolution Number R- 302215