

**CITY CLERK'S CONFLICT OF INTEREST CODE
APPENDIX A:
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

POSITION	DUTIES	CATEGORY
City Clerk	Plans, directs and coordinates all departmental activities and programs; provides procedural and technical support at meetings of the legislative body in its role as City Council, Housing Authority, Redevelopment Agency, and/or successor agency; formulates policies for the protection and maintenance of official City records and all records generated by each of the City departments; administers municipal elections; serves as the public's clearinghouse for City business; is Facility Manager for the Passport Acceptance Facility; and provides internal administrative support to office staff.	1
Assistant City Clerk	Under administrative direction, plans, directs and coordinates all departmental activities and programs; provides procedural and technical support at meetings of the legislative body in its role as City Council, Housing Authority, Redevelopment Agency, and/or successor agency; formulates policies for the protection and maintenance of official City records and all records generated by each of the City departments; administers municipal elections; serves as the public's clearinghouse for City business; is Facility Manager for the Passport Acceptance Facility; and provides internal administrative support to office staff.	1
Deputy Director	Under administrative direction, plans, coordinates, and administers the City's Municipal Election process, Records Management program, and/or Legislative Services activities.	1
Program Manager	Under administrative direction, plans, coordinates, and administers the Passport and Front Counter Services, volunteer and customer service training programs; Budget and Information Technology activities; and/or archive program.	1
Information Systems Analyst III	Administers the City clerk's departmental information systems; serves as primary liaison on citywide IT committees and with IT vendors; provides technical interpretation and support to department staff; prepares, monitors, and analyzes the department's IT	2

<p>Consultant/New Position</p>	<p>budget; and participates in the development of system requirements and the selection of computer system vendors, hardware, and software.</p> <p>Performs consultant services for the City Clerk's Office.</p> <p>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:</p> <p>The City Clerk or designated authority 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 City Clerk'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</p>	<p>3</p>
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CITY CLERK'S CONFLICT OF INTEREST CODE

APPENDIX B: DISCLOSURE CATEGORIES

CATEGORY 1:

All investments, business positions, interests in real property*, and income, including gifts, loans, and travel payments, from sources that:

- provide printing services in the City of San Diego; or
- print and publish a newspaper with classified advertising in the City of San Diego; or
- provide printing services or furnish classified advertising in the City of San Diego; or
- provide contractual election services, including those related to electronic disclosure filing; or information technology services, including those related to legislative documents; or micrographics, records storage, records imaging or records destruction services in the City of San Diego; or
- provide translation services, including foreign languages and American Sign Language; or
- provide passport-related supplies and services, including concierge services and photos; or
- manufacture or distribute equipment, systems or supplies used in packaging, storing, protecting, securing, tracking, restoring or retrieving records in a records file room or warehouse; or
- provide catering services or catered meals in the City of San Diego.
- provide software management solutions for legislative services, elections, electronic filings, boards and commissions, or records.

CATEGORY 2:

All investments, business positions, interests in real property*, and income, including gifts, loans, and travel payments, from sources that:

- provide contractual election services, including those related to electronic disclosure filing; or information technology services, including those related to legislative documents or micrographics, records storage, records imaging or records destruction services in the City of San Diego; or that provide passport-related supplies and services, including concierge services and photos; or
- manufacture or distribute equipment, systems or supplies used in packaging, storing, protecting, securing, tracking, restoring, or retrieving records in a records file room or warehouse.
- provide software management solutions for legislative services, elections, electronic filings, boards and commissions, or records.

**An interest in real property is located in the jurisdiction if any part of the property is located in, or within two miles of, the City of San Diego, or if the property is located within two miles of any land owned or used by the City of San Diego.*

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 the code subject to the following limitation:

The City Clerk or designated authority 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 City Clerk'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.