

**ETHICS COMMISSION  
CONFLICT OF INTEREST CODE**

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

<b><u>Position</u></b>	<b><u>Duties</u></b>	<b><u>Category</u></b>
Ethics Commissioner	Member of the appointed board that oversees Commission activities, including: training and education, investigations and enforcement of alleged violations of governmental ethics laws, audits of campaign committees and registered lobbyists, formal advisory opinions, recommendations to the City Council regarding proposed amendments to governmental ethics laws, and other related duties.	1
Executive Director	Serves at the Commission's direction as the Commission's Department Director, to oversee and provide training and education programs, to oversee and provide informal and formal advice, to oversee investigations and enforcement activities, to oversee the audit program, to oversee proposed updates to governmental ethics laws, to hire and manage staff, to contract for consultants as necessary, and to perform administrative work as necessary.	1
Audit Program Manager	Performs audits and financial investigations related to violations of City governmental ethics laws and related work, and assists the Executive Director with Department budget matters.	1
Education Program Manager	Administers the Commission's education and training programs, provides informal advice, conducts legal research, prepares formal advisory opinions, provides technical assistance, supports the Commission's General Counsel, and performs related work.	1
Investigative Program Manager	Oversees and performs investigations related to violations of City governmental ethics laws and related work.	1
Legislative Program Manager	Assumes primary responsibility for monitoring and proposing updates to the City's governmental ethics laws, assists Education Program Manager and Executive Director in providing informal and formal advice to the regulated community, and related work.	1

<b><u>Positions</u></b>	<b><u>Duties</u></b>	<b><u>Category</u></b>
Program Manager – Administration & Training	Oversees the Department’s office administration and implements the Commission’s training program, and other related duties.	1
Consultant/New Positions	Performs services as specified in the consultant’s contract or new position job description.	2

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**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1:**

- a. Investments and business positions in any business entity located in or doing business in the City of San Diego.
- b. Income (including loans, gifts, and travel payments) from sources located in or doing business in the City of San Diego.
- c. 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 2:**

Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The Ethics Commission Chair or the Executive Director may determine in writing that a particular consultant/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 Chair's or Executive 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.