

**RISK MANAGEMENT DEPARTMENT
CONFLICT OF INTEREST CODE**

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

| <u>POSITIONS</u> | <u>DUTIES</u> | <u>CATEGORY</u> |
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| <u>ADMINISTRATION</u> | | |
| Director | Manage the Risk Management Department. | 1 |
| Deputy Director | Manage major division(s) in the Risk Management Department. Supervise Program Managers in the management of activity groups. | 1 |
| Finance Program Manager | Prepare and administer the Risk Management Department's budget. Perform special procedural, operational, and cost analyses for the Risk Management Department. Make and/or approve all decisions to request equipment, supplies, and materials. Verify proper disbursements and expenditures for the Risk Management Department. Monitor program expenditures, prepare budget estimates, and financial reports. Approve payments to vendors, providers, and/or consultants. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
| IT Program Manager | Manage the centralized information technology systems in the Risk Management Department. Plans, manages, coordinates, and evaluates all Information Technology (IT) activities. Serves as the principal liaison on department technology issues and IT vendor service delivery for the Risk Management Department. Approve payments to vendors, providers, and/or consultants. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
| Program Coordinator | Manage projects which includes developing, maintaining and overseeing project plans and schedules. Provide administrative support for labor negotiations. Conduct special projects, often of a sensitive or confidential nature, to evaluate, improve, and establish citywide programs. Approve payments to vendors, providers, and/or consultants. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |

POSITIONS

DUTIES

CATEGORY

LOSS CONTROL DIVISION

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| Program Manager | Supervise professional staff in recommending methods to reduce or eliminate potential losses and risks to the City. Develop tools to access claim loss data and monitor and track remedial measures, and develop and oversee loss prevention administrative regulations. Conduct special projects, often of a sensitive or confidential nature, to evaluate, improve, and establish citywide and department programs. Approve payments to vendors, providers, and/or consultants. Participate in contract evaluation panels, recommend contract awards and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
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| Program Coordinator | Assist the Program Manager in recommending solutions to mitigate potential risks and enhance operational effectiveness and efficiency. Develop tools to access claim loss data and monitor and track remedial measures, and develop and oversee loss prevention administrative regulations. Conduct special projects, often of a sensitive or confidential nature, to evaluate, improve, and establish citywide and department programs. Approve payments to vendors, providers, and/or consultants. Participate in contract evaluation panels, recommend contract awards and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
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PUBLIC LIABILITY DIVISION

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| Program 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. Recommend methods to reduce or eliminate potential losses and risks to the City. Review the impact of proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports. Approve payments to vendors, providers, consultants, employees, and/or claimants. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
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| POSITIONS | DUTIES | CATEGORY |
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| Program Coordinator | Assist the Program Manager of the Public Liability Division. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Negotiate and evaluate excess liability insurance coverage and premiums with providers. Approve payments to vendors, providers, consultants, employees, and/or claimants. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
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| Supervising Claims Representative (Liability) | Assist the Program Manager of the Public Liability Division. Supervise professional staff in the investigation and settlement of claims against the City and the investigation and recovery of damages to City assets. | 2 |
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| Senior Claims Representative (Liability) | Assist the Supervising Claims Representative (Liability) of the Public Liability Division investigate and settle claims against the City. Investigate and recover for damages to City assets. Authority to deny claims. Maintain monetary reserves. Negotiate with responsible party for out-of-court settlements. Assist in case preparation for litigation. | 2 |
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| Claims Representative (Liability) | Investigate and settle claims against the City. Investigate and recover for damages to City assets. Authority to deny claims. 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 (Liability) | Investigate and recover for damages to City assets. Authority to deny claims. Maintain monetary reserves. Authorize payments to claimants and providers. | 2 |
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EMPLOYEE BENEFITS DIVISION

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| Program 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. Monitor program expenditures and prepare budget estimates and financial reports. Approve payments to vendors, providers, consultants, employees, and/or claimants. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
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POSITIONS

DUTIES

CATEGORY

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| Program Coordinator | Assist the Program Manager of the Employee Benefits Division. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Review, study, and analyze the cost effectiveness of current or proposed benefit plans, employee benefit needs and preferences, impact legislation, and other issues related to employee benefits. Develop policies, procedures and objectives of the program. Make recommendations on changes or additions to benefit plans. Negotiate coverage and premiums with providers. Hear appeals for disputes regarding interpretations of benefit plan provisions. Review subordinates' plans for implementing and administering new or modified benefit plans. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
| Employee Benefits Administrator | Assist the Program Coordinator in the administration of benefits plans. Supervise professional staff in the 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 vendors, providers, consultants, employees, and/or claimants. | |
| Employee Benefits Specialist II (Flexible Benefits, Savings Plan, and | Assist the Employee Benefits Administrator 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 LTD) new and modified plans. Approve payments to vendors, providers, consultants, employees, and/or claimants. | 2 |

WORKERS' COMPENSATION DIVISION

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| Program 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. Recommend methods to reduce or eliminate potential claims. Authority to deny claims. Review the impact of proposed and final legislation and finalize recommendations. Monitor program expenditures and prepare budget estimates and financial reports. Approve payments to vendors, providers, consultants, employees, and/or claimants. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
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| <u>POSITIONS</u> | <u>DUTIES</u> | <u>CATEGORY</u> |
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| Program Coordinator | Assist the Program Manager of the Workers' Compensation Division. Authority to deny claims. Oversee operational and contractual operations of the Division. Resolve contract disputes. Participate in contract evaluation panels, recommend contract awards, and oversee contract implementation. Ensure contract compliance with state laws, provisions, and recommend City policies. | 2 |
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| Supervising Workers' Compensation Representative | Assist the Program Coordinator of the Workers' Compensation Division. Supervise professional staff in the investigation and settlement of claims for on-the-job injuries. Authorize treatment by providers requested by employees. Authority to deny claims. Negotiate with responsible party for out-of-court Settlements. Assist in case preparation for litigation. Authorize payment to claimants and providers. | 2 |
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| Senior Workers' Compensation Representative | Assist the Program Coordinator and Supervising Workers' Compensation Claims Representative of the Workers' Compensation Division. Investigate and settle claims for on-the-job injuries. Authorize treatment by providers requested by employees. Authority to deny claims. Negotiate with responsible party for out-of-court Settlements. Assist in case preparation for litigation. Authorize payments to claimants and providers. | 2 |
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| Workers' Compensation 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 |
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| Workers' Compensation 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 |
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DEPARTMENT-WIDE

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| Consultants/ New Positions | Performs services as specified in the consultant's contract or new position job description. | 3 |
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**RISK MANAGEMENT DEPARTMENT
STATEMENT OF ECONOMIC INTERESTS**

**APPENDIX B
DISCLOSURE CATEGORIES**

| Category | Description |
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| 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>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> |
| 2 | <p>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>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 proceeding, or that is granted authority by the City of San Diego to use City facilities.</p> <p>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 legal proceedings, or that is granted authority by the City of San Diego to use City facilities.</p> |
| 3 | <p>Consultants/new positions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations: The Department Director or Deputy Director, 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 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 Department Director's or 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.</p> |