

OFFICE OF THE CITY CLERK
OAKLAND

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CITY OF OAKLAND



ONE FRANK H. OGAWA PLAZA • 6TH FLOOR • OAKLAND, CALIFORNIA 94612

Office of the City Attorney
John Russo
City Attorney

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February 15, 2005

HONORABLE CITY COUNCIL
City Hall
Oakland, California

Honorable President De La Fuente and Members of the City Council:

Subject: ***Ordinance to Amend the City of Oakland's Conflict of Interest Code (Ordinance number 11562 C.M.S, as amended, Oakland Municipal Code Chapter 3.16.)***

The City Council was advised in a letter from this office dated October 12, 2004, that the Political Reform Act, Government Code Section 87306.5, require every local government agency to review its conflict of interest code. Additionally, the local agency must report to its code review body every even numbered year on whether it is necessary either to amend the code or to report that no amendment is necessary.

The City Attorney has reviewed the City of Oakland's Conflict of Interest Code and determined that amendments are necessary. The code requires amending in the areas shown below.

- 1) Include new positions that must be designated.
- 2) Make changes to the positions assigned.
- 3) Revise the titles of existing positions.
- 4) Delete titles of positions that have been abolished.

Honorable President De La Fuente
and Members of the City Council
February 15, 2005
Page Two

Please note that the Chabot Space and Science Center is an agency whose jurisdiction is in more than one county (Alameda and Contra Costa). Therefore, it has been removed from the list of designated boards and commissions because the Fair Political Practices Commission (FPPC), serves as the code reviewing body pursuant to the Government Code Section below.

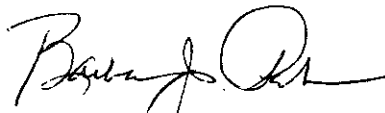
82011. "Code reviewing body" means all of the following:

(a) The commission [FPPC], with respect to the conflict-of-interest code of a state agency other than an agency in the judicial branch of government, or any local government agency with jurisdiction in more than one county.

Attached for your review and consideration is an ordinance that amends the Conflict of Interest Code (Oakland Municipal Code Chapter 3.16).

This office recommends that you adopt the attached ordinance.

Respectfully submitted,


for **JOHN A. RUSSO**
City Attorney

MM/ma

Attorney Assigned:
Mark Morodomi, Deputy City Attorney
Staff Person:
Michelle Abney



AN ORDINANCE AMENDING THE CITY OF OAKLAND'S CONFLICT OF INTEREST CODE (ORDINANCE NUMBER 11562 C.M.S. ADOPTED MARCH 23, 1993, AS AMENDED, OAKLAND MUNICIPAL CODE CHAPTER 3.16) ENACTING A CONFLICT OF INTEREST CODE FOR CITY OF OAKLAND EMPLOYEES, MEMBERS OF BOARDS AND COMMISSIONS, AND CONSULTANT POSITIONS

NOTICE AND DIGEST

This Ordinance would amend the City of Oakland Conflict of Interest Code, Ordinance No. 11562 C.M.S., adopted March 23, 1993, as amended, enacting a conflict of interest code for employees, members of boards and commissions and consultants positions.

APPROVED AS TO FORM AND LEGALITY

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2005 JAN 27 PM 3:40

CITY ATTORNEY

INTRODUCED BY COUNCILMEMBER

ORDINANCE No. _____ C.M.S.

AN ORDINANCE AMENDING THE CITY OF OAKLAND'S
CONFLICT OF INTEREST CODE (ORDINANCE NUMBER 11562 C.M.S.
ADOPTED MARCH 23, 1993, AS AMENDED, OAKLAND
MUNICIPAL CODE CHAPTER 3.16) ENACTING A CONFLICT
OF INTEREST CODE FOR CITY OF OAKLAND EMPLOYEES,
MEMBERS OF BOARDS AND COMMISSIONS, AND
CONSULTANT POSITIONS TO UPDATE THE DESIGNATION
OF POSITIONS THAT THE CODE COVERS

WHEREAS, pursuant to the State of California Political Reform Act, the City of Oakland enacted Ordinance Number 11562 C.M.S. on March 23, 1993, enacting a conflict of interest code for City of Oakland employees, members of boards and commissions, and consultant positions;

WHEREAS, the Political Reform Act requires that every two (2) years in even numbered years, the code reviewing body review its conflict of interest code to determine whether it contains properly designated positions including employee positions, members of boards and commissions, and consultant positions; and

WHEREAS, the City Attorney recommends that City of Oakland Conflict of Interest Code, Oakland Municipal Code Chapter 3.16, be amended to include new positions which must be designated, make changes to the positions designated, revise titles of existing positions, departments, boards and commissions and delete titles of positions that have been abolished; and

WHEREAS, City of Oakland departments, boards, commissions and consultants have been notified that the Code has been reviewed; now therefore be it ordained:

Section 1:

Appendix A (Designated Positions) is amended to read as follows:

1. **City Auditor**

DELETE: Internal Auditor III, Disclosure Category 1

2. **City Council**

No Changes

3. **City Administrator (Title Change)**

ADD: Assistant City Administrator, Assistant to the City Administrator, Executive Assistant to the City Administrator, Executive Assistant to the Assistant City Administrator, City Administrator's Public Safety Liaison, Marketing Manager, Program Analyst II, Administrative Analyst II, Public Information Officer II, Special Events Coordinator, Graphic Design Specialist, ADA Projects Coordinator, Film Coordinator, Assistant Film Coordinator, Webmaster, City Administrator Analyst, Deputy City Administrator, Citizens Police Review Board Executive Director, Disclosure Category 1.

DELETE: Assistant City Manager, Assistant to the City Manager, Executive Assistant to the City Manager, Executive Assistant to the Assistant City Manager, City Manager's Public Safety Liaison and Risk Manager, Disclosure Category 1.

4. **Finance and Management Agency (Title Change)**

ADD: Agency Director (Finance and Management Agency), Director of Personnel Resource Management, Project Manager, Business Analyst III, Manager, Information Systems, Network Architect, Supervisor, Computer Operations, Supervisor, Information Systems., Supervisor, Reprographics, Supervisor, Telecommunications, Supervisor, Electronics, System Analyst III, Project Manager, II, Project Manager III, Chief Technology Officer, Administrative Services Manager II, Risk Manager, Disclosure Category 1 and Assistant Treasury Manager, Disclosure Category 4.

DELETE: Agency Administrative Services Manager, Assistant Director, Program Manager, Director, Investment Supervisor, and Accountant II, Manager, Information Systems, Disclosure Category 1.

The following departments were combined to create the Finance and Management Agency: Financial Services Agency (Accounting, Treasury, Revenue and Parking), Office of Personnel and Office of Information Technology, Risk Management.

5. **Fire Services Agency**

ADD: Chief Financial Officer and Division Manager, Chief, Disclosure Category 1 and Captain, Safety Officer, Disclosure Category 2.

DELETE: Division Manager, Disclosure Category 1.

6. **Library Services**

No Changes

7. **Office of Parks and Recreation**

DELETE: Assistant to the City Manager, City Manager Analyst, Park Services Manager, Capital Improvement Program Manager, Tree Supervisor II, Disclosure Category 1.

8. **Public Works Agency**

ADD: Park Services Manager, Capital Improvement Program Manager, Tree Supervisor II, Construction and Maintenance Supervisor II, Solid Waste Recycling Supervisor, Agency Administrative Manager, Project Manager, Operations Manager, Administrative Services Manager I, Electrical Engineer III and Energy Engineer III, Disclosure Category 1.

DELETE: Complex Manager, Environmental Affairs Program Manager, Recycling Supervisor, Senior Construction and Maintenance Supervisor II, Public Works Supervisor III, Disclosure Category 1.

9. **Office of City Clerk**

ADD: Project Manager and Administrative Services Manager, Disclosure Category 1.

DELETE: City Wide Records Manager, Cable Franchise Manager and Support Services Supervisor, Disclosure Category 1.

10. **Department of Human Services**

ADD: Director, Human Services, Policy and Planning Manager, Community Housing Services Manager, Heard Start Program Coordinator, Children and Youth Services Manager, Disclosure Category 1.

DELETE: Youth Services Manager, Disclosure Category 1, Education Coordinator, Child Education Coordinator, Disclosure Category 3, 4, 5 & 10, Head Start Nutrition Coordinator, Disclosure Category 4, 5 & 10.

11. **Community and Economic Development Agency**

ADD: Deputy Director, Program Planning and Development, Director, Building and Planning, Project Manager III, Program Analyst III (Part-Time), Planner I, Deputy Director, City Planner Program Analyst II, Director, Building and Planning Administrative Services Manager II (Workforce Development), Hearing Officer, Senior Hearing Officer, Loan Servicing Specialist, Disclosure Category 1.

DELETE: Development Program and Process Coordinator, Director, City Planning (OBRA), Agency Fiscal and Administrative Manager, Information Technology Manager, Planner, Manager, Rent Adjustment, Agency Director, CEDA, Deputy Director, CEDA, Assistant to the Director, Director, (City Planning), Deputy Director, (City Planning), Code Enforcement Inspector Assistant, Manager, Planning and Building Operations, Engineering Technician, Sr. (Office), Planner II, Director of Planning and Building, Administrative Services Manager I (Workforce Development), Deputy Planning Director, Loan Servicing Specialist, Deputy Planning Director (OBRA), Zoning Manager, Community Development Program Supervisor, Home Management Counselor II and Rehabilitation Advisor II, Director, Housing and Community Development, Disclosure Category 1.

12. **Office of the City Attorney**

No Changes

13. **Oakland Police Department**

ADD: Records Division Manager, Fleet and Tow Coordinator and Director, Office of Administrative Support, Disclosure Category 1.

14. **Office of the Mayor**

No Changes

15. **Cultural Arts Department (Title Change)**

ADD: Director of Cultural Arts Department, Deputy Director, Budget and Grants Administrator, Chief, Curator of Art, Chief, Curator of Natural Science, Chief, Curator of Education, Executive Assistant, Program Analyst I, Program Analyst II, Disclosure Category 1 and Program Analyst III, Disclosure Category 2.

DELETE: Director of Museum Services, Museum Operations Manager, Disclosure Category 1.

The following departments were combined to create the Cultural Arts Department Museum Services and Crafts and Cultural Arts.

The revisions to Appendix A are attached and designated as revised on Tuesday, March 1, 2005.

Section 2:

1. Appendix B (Boards and Commissions) is amended to read as follows:

Boards and Commissions

ADD: Citizens Police Review Board, Civil Service Board, Community Policing Advisory Board, Disclosure Category 1.

DELETE: Chabot Observatory and Science Center Joint Powers Agency, Disclosure Category 1.

The revisions to Appendix B are attached and designated as revised Tuesday, March 1, 2005.

CITY COUNCIL, OAKLAND, CALIFORNIA, _____, 2005

PASSED BY THE FOLLOWING VOTE:

AYES- BRUNNER, BROOKS, CHANG, NADEL, REID, QUAN AND PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

LATONDA SIMMONS
Interim City Clerk and Clerk of the
Council of the City of Oakland,
California

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: City Auditor

Date: March 4,1993

First Revision: December 15, 1998

Second Revision: December 12, 2000

Third Revision: December 17, 2002

Fourth Revision: March 1, 2005

JOB TITLE

DISCLOSURE CATEGORY

Assistant to the City Auditor	1
City Auditor	1
Deputy Auditor I	1
Deputy Auditor II	1
Deputy Auditor III	1
Executive Assistant to the City Auditor	1
Receptionist to the City Auditor	1
Survey Manager	1
Volunteer Coordinator	1
*Consultants	1

*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 City Auditor or his or her designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Auditor or his or her designee'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.

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: City Council

Date: March 4, 1993

First Revision: December 15, 1998

<u>JOB TITLE</u>	<u>DSCLOSURE CATEGORY</u>
City Council Constituent Liaison	1
City Council Policy Analyst	1
City Council PSE 14	1
City Council PSE 51	1
City Councilmember Assistant	1
*Consultants	1

*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 City Council or its designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Council or its designee'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

APPENDIX A FOR CHAPTER 3.16

City of Oakland
Conflict of Interest Code

LIST OF DESIGNATED POSITIONS

Department: City Administrator

Date: March 4, 1993

First Revision: July 27, 1999

Second Revision: December 12, 2000

Third Revision: December 17, 2002

Fourth Revision: March 1, 2005

JOB TITLE

DISCLOSURE CATEGORY

Accountant II	1
ADA Project Coordinator	1
Administrative Analyst II	1
Administrative Assistant II	1
Agency Administrative Manager	1
Assistant City Administrator	1
Assistant to the City Administrator	1
Assistant Contract Compliance Officer	1
Assistant Film Coordinator	1
Assistant to the City Administrator	1
Budget and Operations Analyst III	1
Budget Manager	1
Cable Television Operations Technician	1
Cable Television Station Manager	1
Citizen's Complaint Investigator	1
Citizens Police Review Board Executive Director	1
City Administrator Analyst	1
City Administrator's Public Safety Liaison	1
Contract and Employment Services Manager	1
Contract Compliance Manager	1
Contract Compliance Officer	1
Contract Compliance Supervisor	1
Deputy City Administrator	1
Equal Opportunity Specialist	1
Executive Assistant to the Assistant City Administrator	1
Executive Assistant to the City Administrator	1
Executive Director to Public Ethics Commission	1
File Coordinator	1
Financial Analyst	1
Graphic Design Specialist	1
Management Analyst	1
Manager, Affirmative Action	1
Marketing Manager	1

Principal Financial Analyst	1
Program Analyst II	1
Public Information Officer II	1
Revenue Analyst	1
Special Events Coordinator	1
Strategic Grants Manager	1
Webmaster	1
*Consultants	1

*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 City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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.

APPENDIX A FOR CHAPTER 3.16

City of Oakland
Conflict of Interest Code

LIST OF DESIGNATED POSITIONS

Department: Finance and Management Agency

Date: March 4, 1993

Revised: December 13, 1994

Second Revision: December 17, 1996

Third Revision: December 15, 1998

Fourth Revision: December 12, 2000

Fifth Revision: December 17, 2002

Sixth Revision: March 1, 2005

JOB TITLE

DISCLOSURE CATEGORY

Administrative Services Manager II	2
Agency Administrative Manager	1
Assistant Controller	1
Assistant Treasury Manager	4
Business Analyst III	1
Buyers	1
Chief Technology Officer	1
Controller	1
Agency Director (Finance and Management Agency)	1
Director of Personnel Management	1
Financial Analyst	1
Human Resource Manager	1
Management Assistant	4
Network Architect	1
Parking Manager	1
Principal Financial Analyst	1
Project Manager II	1
Project Manager III	1
Project Manager	1
Purchasing Supervisor	4
Revenue Analyst	4
Revenue Audit Supervisor	4
Revenue Collections Officer	4
Revenue Collections Supervisor	4
Revenue Manager	1
Revenue Operations Supervisor	4
Risk Manager	1
Storekeeper III	1
Supervisor, Computer Operations	1

Supervisor, Electronics	1
Supervisor, Information Systems	1
Supervisor, Reprographics	1
Supervisor, Telecommunications	1
Systems Analyst III	1
Tax Auditor II	4
Tax Enforcement Officer II	1
Tax Enforcement Officer III	1
Tax Representative II	4
Treasury Analyst	4
Treasury Manager	1
*Consultants	1

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The City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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.

APPENDIX A FOR CHAPTER 3.16

City of Oakland
Conflict of Interest Code

LIST OF DESIGNATED POSITIONS

Department: Fire Services Agency

Date: March 4, 1993

Revised: December 17, 1996

Second Revision: December 15, 1998

Third Revision: December 12, 2000

Fourth Revision: March 1, 2005

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Administrative Services Manager 1	1
Arson Investigator	1
Assistant Fire Marshal	1
Assistant to the Director (Administration Manager)	16
Battalion Chief	2
Captain-Safety Officer	2
Captain-Fire Communication	2
Chief Financial Officer	1
Deputy Fire Chief	1
Director of Fire Department (Fire Chief)	1
Division Manager/Chief	1
Emergency Services Coordinator (Medical)	1
Emergency Services Manager and Fire Prevention Manager	16
Fire Inspector	1
Fire Marshal	1
Fire Prevention Inspector -- Civilian	1
Fire Protection Engineer/Plan Check Engineer	1
Hazardous Materials Inspector	1
Hazardous Materials Program Supervisor	1
Lieutenant--Services Lieutenant	1
*Consultants	1

*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 City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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.

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: Library

Date: March 4, 1993

Revised: December 13, 1994

Second Revision: December 17, 1996

Third Revision: December 15, 1998

JOB TITLE

DISCLOSURE CATEGORY

Administrative Librarian	1
Administrative Services Manager I	1
Administrative Services Manager II (Program Manager)	1
Director of Library Services	1
Library Automation Supervisor	1
Library Program Coordinator	1
Supervising Librarian	1
*Consultants	1

*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 City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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.

**APPENDIX A FOR CHAPTER 3.16
City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: Office of Parks and Recreation

Date: March 4, 1993

Revised: December 13, 1994

Second Revision: December 17, 1996

Third Revision: December 15, 1998

Fourth Revision: December 17, 2002

Fifth Revision: March 1, 2005

JOB TITLE

DISCLOSURE CATEGORY

Administrative Services Manager II	1
Director	1
*Consultants	1

*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 City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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.

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: Public Works Agency

Date: March 4, 1993

Revised: December 13, 1994

Second Revision: December 17, 1996

Third Revision: December 15, 1998

Fourth Revision: December 12, 2000

Fifth Revision: December 17, 2002

Sixth Revision: November 4, 2003

Seventh Revision: March 1, 2005

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Administrative Service Manager I	1
Administrative Services Manager II	1
Agency Administrative Manager	1
Assistant City Architect	1
Assistant Director of Public Works	1
Assistant Engineer II	3, 4, 6, 7, 8
Building Services Manager	1
Capital Improvements Program Manager	1
Capital Improvements Project Coordinator	1
City Land Surveyor	3, 4, 6, 7, 8
Civil Engineer	1
Construction and Maintenance Supervisor II	1
Construction Inspection Supervisor	3, 4, 6, 7, 8
Director	1
Electrical Engineer III	1
Electrical Services Manager	1
Energy Engineer III	1
Environmental Programs Specialist	1
Environmental Programs Supervisor	1
Environmental Services Manager	1
Equipment Services Manager	1
Equipment Services Superintendent	1
Information Systems Administrator	1
Operations Manager	1

Park Services Manager	1
Principal Civil Engineer	1
Program Manager II	1
Project Manager	1
Public Works Supervisor II	1
Recycling Specialist	1
Senior Construction Inspector	3, 4, 6, 7, 8
Solid Waste Recycling Supervisor	1
Supervising Civil Engineer	1
Supervising Civil Engineer	1
Supervising Transportation Engineer	3, 4, 6, 7, 8
Support Services Supervisor	1
Training and Public Service Administrator	1
Tree Supervisor II	1
Watershed Program Supervisor	1
*Consultants	1

*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 City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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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APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: City Clerk

Date: March 4,1993

First Revision: December 15, 1998

Second Revision: December 17, 1996

Third Revision: April 22, 1997

Fourth Revision: December 12, 2000

Fifth Revision: December 17, 2002

Sixth Revision: March 1, 2005

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Administrative Services Manager	1
Assistant City Clerk	1
City Clerk	1
Deputy City Clerk (Elections)	1
Project Manager	1
*Consultants	1

*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 City Manager or his or her designee may determine in writing that a particular consultant although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his or her designee'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.

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: Department of Human Services

Date: March 4, 1993

First Revision: December 15, 1998

Second Revision: April 13, 1999

Third Revision: December 12, 2000

Fourth Revision: December 17, 2002

Fifth Revision: March 1, 2005

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Case Manager II	4, 11
Children and Youth Services Manager	1
Community Housing Services Manager	1
Director, Human Services	1
Early Childhood and Family Services Manager	1
Executive Assistant	4, 5, 10, 11
Head Start Program Coordinator	4, 5, 10, 11
Head Start Program Supervisor	1
HHS Planner I	1
Manager, Senior Services	4, 13, 14
Nurse Case Manager	4, 11
Policy and Planning Manager	1
Senior Services Administrator	4, 11, 13, 14
Senior Services Supervisor	4, 11, 13, 14
Supervising Case Manager	4, 11
*Consultants	1

*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 City Manager or his or her designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his or her designee'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.

APPENDIX A FOR CHAPTER 3.16

City of Oakland
Conflict of Interest Code

LIST OF DESIGNATED POSITIONS

Department: Community and Economic
Development Agency

Date: March 4,1993
First Revision: December 15, 1998
Second Revision: April 13, 1999
Third Revision: December 12, 2000
Fourth Revision: December 17, 2002
Fifth Revision: March 1, 2005

JOB TITLE

DISCLOSURE CATEGORY

Administration

Administrative Services Manager II	1
Management Assistant	1
Manager, Agency Administrative	1
Manager, Agency Administrative	1
Microcomputer Systems Spec II	1

Planning & Zoning

Deputy Director, City Planner	1
Deputy Director, Program Planning and Development	1
Director, Building and Planning	1
Management Assistant	1
Planner II	1
Planner II, Des Rev	1
Planner III	1
Planner III	1
Planner III, Hist Pres.	1
Planner III, Hist Pres.PPT (2 half time positions)	1
Planner IV	1
Program Analyst III	1
Project Manager	1
Project Manager III	1
Transportation Planner, Sr.	1

Building Services

Administrative Analyst II	1
Administrative Serv. Mgr II	1
Assistant Engineer II (Office)	1
Civil Engineer (Office)	1
Construction Inspection Supervisor (Field)	1
Director, Building Services	1
Engineer, Civil, Supervising (Office)	1
Engineering Tech II (Office)	1
Management Assistant	2
Manager, Inspection Services	1
Permit Technician II	1
Planner I	1
Planner III	1
Principal Civil Engineer	1
Principal Supervising Inspector	1
Process Coordinator III	1
Processor Coordinator II	1
Program Analyst III	1
Senior Construction Inspector (Field)	1
Specialty/Combo Insp, SR	1
Specialty/Combo Inspect	1

Economic Development

Administrative Services Manager II (NCR & SDS)	2
Administrative Services Manager II (Workforce Development)	1
Assistant to the Director	1
Employment Services Supervisor	1
Management Assistant	1
Program Analyst II (Workforce Development)	
Urban Economic Analyst III	1
Urban Economic Coordinator	1

Redevelopment

Administrative Services Manager II (Downtown and Coliseum)	1
Director, Building and Planner	1
Director, City Planning (OBRA)	1
Management Assistant	1
Manager, Real Estate Services	1
Planner IV	1
Program Analyst II	1

Program Analyst III	1
Project Manager	1
Real Estate Agent	1
Real Estate Agent, Supervisor	1
Urban Economic Analyst III	1
Urban Economic Analyst IV	1
Urban Economic Coordinator	1

Housing & Community Development

Administrative Analyst I	1
Administrative Analyst II	1
Administrative Services Manager II (CDBG Programs-Rent Adjustment)	1
Community Development District Coordinator	1
Hearing Officer	1
Home Management Counselor III	1
Housing Development Coordinator III	1
Housing Development Coordinator IV	1
Loan Servicing Administrator	1
Loan Servicing Specialist	1
Management Assistant	1
Manager, Agency Administrative	1
Manager, Rehabilitation Services	1
Manager, Rent Adjustment	1
Monitoring & Evaluation Supervisor	1
Mortgage Advisor	1
Mortgage Loan Supervisor	1
Program Analyst II (Rent Adjustment)	1
Senior Hearing Officer	1
Urban Economic Analyst II	1
Urban Economic Coordinator	1
*Consultants	1

***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 City Manager or his or her designee may determine in writing that a particular consultant although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his or her designee’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.

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: City Attorney

Date: March 4, 1993

First Revision: December 13, 1994

Second Revision: December 12, 2000

Third Revision: December 17, 2002

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Agency Administrative Manager	1
Assistant City Attorney	1
Claims Investigator III	1
Deputy City Attorney I	1
Deputy City Attorney II	1
Deputy City Attorney III	1
Deputy City Attorney IV	1
Deputy City Attorney V	1
Information Systems Administrator	1
Legal Administrative Services Manager	1
Legal Communications Officer	1
Open Government Coordinator	1
Special Counsel	1
*Consultants	1

*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 City Attorney or his or her designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Attorney or his or her designee'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.

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: Police Services Agency

Date: March 4, 1993

First Revision: October 28, 1997

Second Revision: January 12, 1998

Third Revision: December 12, 2000

Fourth Revision: December 17, 2002

Fifth Revision: March 1, 2005

JOB TITLE

DISCLOSURE CATEGORY

Alcohol Beverage Action Team Regulators	1
Chief of Police	1
Chief of Staff	1
Commander, Office of the Inspector General	1
Commander, Special Operations Division	1
Commander, Vice/Narcotics Section	1
Commercial Vehicle Enforcement Officer	1
Deputy Chief, Bureau of Field Operations	1
Deputy Chief, Bureau of Investigation	1
Deputy Chief, Bureau of Services	1
Director, Office of Administrative Support	1
Fleet and Tow Coordinator	1
Manager, Administrative and Technical Services Div.	1
Manager, Budget and Accounting Division	1
Records Division Manager	1
Sergeant of Police, Special Assistant to the Chief	1
Sergeant of Police, Technology Unit Supervisor	1
Special Events Coordinator, Bureau of Field Operations	1
Taxi Detail Regulators	1
*Consultants	1

*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 City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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.

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: Office of the Mayor

Date: March 4,1993

First Revision: April 13, 1999

Second Revision: December 12, 2000

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Administrative Assistant to the Mayor	1
PSE 14 (Community Services Coordinator)	1
PSE 51 (Office Manager)	1
PSE 51 (Press Officer)	1
PSE 51 (Senior Advisor to the Mayor)	1
*Consultants	1

*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 Mayor or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Mayor or his designee'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.

APPENDIX A FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Department: Cultural Arts Department

Date: December 12, 2000

First Revision: December 17, 2002

Second Revision: March 1, 2005

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Budget and Grants Administrator	1
Chief, Curator of Art	1
Chief, Curator of Education	1
Chief, Curator of Natural Science	1
Deputy Director	1
Director, Cultural Arts Department	1
Executive Assistant	1
Program Analyst I	1
Program Analyst II	1
Program Analyst III	2
*Consultants	

*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 City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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.

APPENDIX B FOR CHAPTER 3.16

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Boards and Commissions

**Date: March 4, 1993
First Revision: December 13, 1994
Second Revision: December 17, 1996
Third Revision: April 22, 1997
Fourth Revision; July 27, 1999
Fifth Revision: April 11, 2000
Sixth Revision: December 12, 2000
Seventh Revision: December 17, 2002
Eighth Revision: March 1, 2005**

JOB TITLE

DISCLOSURE CATEGORY

Broadway/MacArthur/San Pablo Redevelopment Project Area Committee	1
Business Tax Board of Review	1
Central City East Redevelopment Area Project Area Committee	1
Central East Oakland Community Development District Board	1
Central Oakland Community Development District Board	1
Children's Fairyland Board of Trustees	1
Citizen's Police Review Board	1
Citizens Advisory Board	1
Civil Service Board	1
Commission on Aging	1
Commission on Persons with Disabilities	1
Community Action Agency Administering Board	1
Community Policing Advisory Board	1
Community Reinvestment Commission	1
Cultural Affairs Commission	1
Downtown Oakland Senior Center Advisory Council	1
Earthquake Damage Abatement Board	1
East Oakland Senior Center Advisory Council	1
Eastlake/San Antonio/Chinatown Community Development District Board	1
Elmhurst community Development District Board	1
Fruitvale/San Antonio Community Development District Board	1
Head Start Advisory Panel	1
Health and Human Services Commission	4
Housing and Residential Rent and Relocation Board	1
Landmarks Preservation Advisory Board	1

Loan Review Committee	1
Medical Hill Parking Commission	1
North Oakland Community Development District Board	1
North Oakland Senior Center Advisory Council	1
Oakland Base Reuse Authority	1
Oakland Fund for Children and Youth Planning and Oversight Committee	1
Oakland Housing Authority Board of Commissioners	1
Oakland Municipal Employees Retirement System	1
Parks and Recreation Advisory Commission	1
Police and Fire Retirement System Board	1
Public Ethics Commission	1
West Oakland Redevelopment Area Project Area Committee	1
West Oakland Senior Center Advisory Council	1
Western Oakland Community Development District Board	1
Workforce Investment Board	1
*Consultants	1

*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 City Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee'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.

APPENDIX B

MASTER LIST OF DISCLOSURE CATEGORIES

SPECIFICATION SHEET

REPORTABLE INVESTMENTS, INTERESTS IN REAL PROPERTY AND INCOME

PROPOSED CONFLICT OF INTEREST CODE

CITY OF OAKLAND

DEFINITION: "Unit" as used in this text means the particular department, board, commission, office or other entity using the disclosure category.

"Used by" for a board or commission under *Disclosure Category 4*, refers to investments and business positions in business entities, and sources of income from entities providing supplies, services, equipment or machinery of the type used by the unit(s) to whom the board or commission provides advice.

Disclosure Category

1. All investments and business positions in business entities, sources of income and interests in real property.
2. Investments and business positions in business entities, and all sources of income.
3. Interests in real property.
4. Investments and business positions in business entities, and sources of income from entities providing supplies, services, equipment or machinery of the type used by the designated employee's unit.
5. *Investments and business positions in and income from entities, which are book outlets, vendors or providers of business services.*
6. Investment and business positions in business entities, and income from sources engaged in construction supplies, building supplies or material supplies.
7. Investments and business positions in business entities, and income from sources engaged in construction or development.
8. Investments and business positions in business entities, and income from sources engaged in the construction of public works projects.

9. Investments and business positions in business entities, and income from business entities of the type to provide bids, supplies, vehicles and equipment.
10. Investments and business positions in business entities, and source of income, which provide services and supplies of the type used in training activities.
11. Investments and business positions in, and income from business entities engaged in providing medical service or facilities of the type used by the City.
12. Investments and business positions in, and income from business entities supplying or manufacturing electronic equipment, supplies or services of the type utilized by the designee's unit.
13. Investments and business positions in, and income from business entities providing supplies, services equipment or machinery of the type used by the City.
14. Investments and business positions in, and income from employment agencies or entities, which provide employment or pre-employment services. Services include, but are not limited to, provision of temporary employees, testing, training, consulting, job classification studies and salary surveys.
15. Investments and business positions in, and income from business entities, which are of the type to provide any of the various types of employee insurance coverage or actuarial services.
16. Investments and business positions in business entities, and income from sources, which supply or manufacture fire fighting equipment or supplies.
17. Investments and business positions in, and income from business entities which within the last twelve months have contracted, or in the future foreseeably may contract with the Oakland Housing Authority to provide services, supplies, materials, machinery or equipment to the Oakland Housing Authority.
18. Income from any source which within the last twelve months has contracted, or in the future may foreseeably contract with the Oakland Housing Authority to provide services, supplies, materials, machinery or equipment to the Oakland Housing Authority.