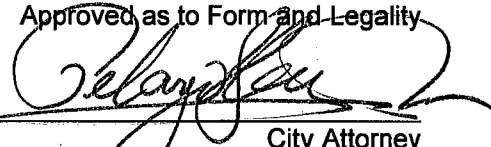


FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2019 FEB 21 PM 2:52

Approved as to Form and Legality

  
City Attorney  
as amended by Council February 5, 2019

## OAKLAND CITY COUNCIL

ORDINANCE NO. 13522 C.M.S.

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

**AN ORDINANCE AMENDING THE CITY OF OAKLAND'S CONFLICT OF INTEREST CODE (ORDINANCE NUMBER 13142 C.M.S., ADOPTED JANUARY 22, 2013, CODIFIED AS OAKLAND MUNICIPAL CODE CHAPTER 3.16) TO UPDATE THE DESIGNATION OF POSITIONS COVERED BY THE CODE**

**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; and

**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**, Government Code 18730, Provisions of Conflict-of-Interest Codes states that the requirements of a conflict-of-interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest; and

**WHEREAS**, the Political Reform Act (Gov. Code Sections 81000-91014) requires many state and local government officials and employees to publicly disclose their personal assets and income. The filing officer, Office of the City Clerk, retains originally-signed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances; and

**WHEREAS**, the Fair Political Practices Commission through its disclosure requirements in Regulation 18734 has mandated use of two (2) forms, (Form 805) to document individuals serving as consultants and (Form 804) to document newly established classifications not identified in a code of designated filers, the City will immediately implement use of the forms and establish a repository for these filings in accordance with FPPC rules; and

**WHEREAS**, the City last updated its conflict of interest code through the enactment of Ordinance No. 13142 C.M.S. passed January 22, 2013, which is codified as Oakland Municipal Code Chapter 3.16; and

**WHEREAS**, the City's organization has changed; 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 THE CITY COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council finds and determines the foregoing recitals to be true and correct and hereby makes them a part of this Ordinance

**SECTION 2.** Oakland Municipal Code (O.M.C.) Chapter 3.16.030 Appendix A is hereby repealed in its entirety and replaced with a new Appendix A (List of Designated Positions) as attached. Appendix B (Master List of Disclosure Categories) is hereby amended (additions are indicated by underscoring and deletions are indicated by ~~strike-through type~~). Also included is Appendix C (Deferred Compensation Plan Committee) which is unchanged. Ordinance No. 13142 C.M.S. is hereby amended and superseded by this Ordinance.

**SECTION 3.** Nothing in this Ordinance shall be interpreted or applied so as to create any requirement, power, or duty in conflict with any federal or state law

**SECTION 4.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Chapter. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, clause or phrase thereof irrespective of the fact that one or more other sections, subsections, clauses or phrases may be declared invalid or unconstitutional.

///

**SECTION 5.** This ordinance shall become effective immediately on final adoption if it receives six or more affirmative votes; otherwise it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, PASSED BY THE FOLLOWING VOTE:

**FEB 26 2019**

AYES: BAS, GALLO, GIBSON MCELHANEY, KALB, , TAYLOR, THAO AND  
PRESIDENT KAPLAN →

NOES: 0

ABSENT: 0

ABSTENTION 0

Excused-Preid-1

ATTEST:



**LATONDA SIMMONS**  
City Clerk and Clerk of The Council  
of the City of Oakland, California

Introduction Date

**FEB 05 2019**

Date of Attestation: March 4, 2019

**APPENDIX A FOR CHAPTER 3.16  
City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

<b>All Citywide Agency, Department, Division Directors</b>	<b>DISCLOSURE CATEGORY</b>
Chief of Fire	1
Chief of Police	1
City Clerk	1
Director of Animal Services	1
Director of Contract and Purchasing	1
Director of Economic and Workforce Development	1
Director of Finance	1
Director of Housing and Community Development	1
Director of Human Resources Management	1
Director of Human Services	1
Director of Information Technology	1
Director of Library Services	1
Director of Oakland Parks, Recreation and Youth Development	1
Director of Planning and Building	1
Director of Public Works	1
Director of Race and Equity	1
Director of Transportation	1
Director of Department of Violence Prevention	1
Executive Director, Community Police Review Agency	1
Executive Director, Public Ethics Commission	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 Administrator or his/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 Administrator 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.

**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Administration**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
<del>Administrative Services Manager II</del>	<del>1</del>
Administrative Assistant to the City Administrator	13
<del>Agency Director, Administrative Services</del>	<del>1</del>
<del>Agency Director, Finance &amp; Management</del>	<del>1</del>
Assistant to the City Administrator	1
Assistant City Administrator	1
City Administrator Analyst	4
Deputy City Administrator	1
<del>Executive Assistant to Agency Director</del>	<del>13</del>
Executive Assistant to Assistant City Administrator	13
Executive Assistant to City Administrator	13
<del>Manager, Agency Administrative</del>	<del>1</del>
<del>Mayor's PSE 14</del>	<del>13</del>
<del>Program Analyst III</del>	<del>13</del>
<del>Public Information Officer II</del>	<del>13</del>
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Budget & Revenue Division**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Accountant III	13
Assistant to the City Administrator	13
Budget Director	1
City Administrator Analyst	13
Collections Officer	13
Financial Analyst, Principal	1
Office Manager	1
Parking Meter Collector Supervisor	13
Revenue & Tax Administrator	1
Revenue Analyst	13
Revenue Audit Supervisor	13
Revenue Collections Supervisor	13
Revenue Operations Supervisor	13
Tax Auditor II	13
Tax Auditor III	13
Tax Enforcement Officer II	13
Tax Representative II	1
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office / Office of the Controller Finance Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Accountant III	13
Accountant Supervisor	13
Assistant Budget Administrator	1
Assistant Budget Analyst	13
Assistant Revenue and Tax Administrator	1
Assistant to the City Administrator	13
Assistant to the Director	1
Assistant Treasury Administrator	1
Budget & Operations Analyst III	13
Budget Administrator	1
Budget and Management Analyst	13
Budget and Management Analyst, Principal	13
Budget and Management Analyst, Senior	13
Budget Director	1
Buyer	1
City Administrator Analyst	13
Controller	1
Controller, Assistant	1
Executive Assistant	1
Finance Manager	1
Financial Analyst	13
Investment Officer	1
Purchasing Supervisor	1
Revenue & Tax Administrator	1
Revenue Analyst	13
Revenue Analyst, Principal	1
Revenue Operations Supervisor	13
Systems Accountant III	13
Tax Auditor II	13
Tax Auditor III	13
Tax Enforcement Officer II	13
Tax Representative II	13
Treasury Administrator	1
Treasury Analyst III	13
Consultants*	1

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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 Administrator 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.



**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Treasury and Payroll**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Accountant III	13
Financial Analyst	13
Financial Analyst, Principal	1
Manager, Human Resources	1
Manager, Treasury	1
Retirement Systems Accountant	13
Treasury Analyst III	13
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Department of Information Technology Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Analyst I	13
Administrative Analyst II	13
Administrative Services Manager I	1
Assistant to the Director	1
Database Administrator	13
Executive Assistant to the Director	1
Help Desk Supervisor	13
Information Systems Administrator	13
Information Systems Manager I	1
Information Systems Manager II	1
Information Systems Supervisor	13
Manager, Information Systems	1
Network Architect	13
Project Manager II	1
Project Manager III	1
Reprographic Shop Supervisor	13
Spatial Data Analyst III	13
Telecommunication Systems Engineer	13
Telecommunications Electrician, Sr.	13
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**~~City Administrator's Office / Citizen's Police Review Agency Board (CPRB)~~**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Complaint Investigator II	2
Policy Analyst	2
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Neighborhood Services Division**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
PSE 51	3, 4, 10
Program Analyst III	3, 4, 10
Consultants	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Public Ethics Commission Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Deputy Director	1
Ethics Analyst I	2
Ethics Analyst II	2
<del>Executive Director to Public Ethics Commission</del>	<del>1</del>
Investigator	1
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/ Communications – KTOP Operations**

JOB TITLE \_\_\_\_\_ DISCLOSURE CATEGORY

Cable TV Operations Chief Engineer \_\_\_\_\_ 1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/ Contracts and Compliance**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Analyst II	4,5,6,7,8,10,12,14,15
Administrative Services Manager I	1
<del>Assistant Contract Compliance Officer</del>	<del>4,5,6,7,8,10,12,14,15</del>
<del>Contract Compliance Field Technician</del>	<del>4,5,6,7,8,10,12,14,15</del>
Contract Compliance Officer	4,5,6,7,8,10,12,14,15
Contract Compliance Officer, Senior	4,5,6,7,8,10,12,14,15
Job Developer	4,5,6,7,8,10,12,14,15
<del>Manager, Contract and Compliance</del>	<del>1</del>
<del>Receptionist</del>	<del>1</del>
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

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**City Administrator's Office/ Marketing and Public Art**

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<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Services Manager II	1
Special Events Coordinator	2
Graphic Design Specialist	2
Program Analyst II	2
Program Analyst II, PPT	2
Program Analyst III	2
Program Analyst III, PPT	2
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/ Economic Development**

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<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Employment Services Supervisor	2
Urban Economic Analyst I	2
Urban Economic Analyst II	2
Urban Economic Analyst III	2
Urban Economic Analyst IV	2
Urban Economic Coordinator	1
Consultants*	1

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**City of Oakland**  
**Conflict of Interest Code**  
**LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/ Neighborhood Investment**

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<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
<del>Project Manager III</del>	<del>2</del>
<del>Administrative Services Manager II</del>	<del>1</del>
<del>Administrative Analyst II</del>	<del>1</del>
<del>Development/Redevelopment Area Manager</del>	<del>1</del>
<del>Manger, Real Estate Services</del>	<del>1</del>
<del>Project Manager III</del>	<del>1</del>
<del>Real Estate Agent</del>	<del>1</del>
<del>Urban Economic Coordinator</del>	<del>1</del>
<del>Urban Economic Analyst I</del>	<del>1</del>
<del>Urban Economic Analyst II</del>	<del>1</del>
<del>Urban Economic Analyst III</del>	<del>1</del>
<del>Urban Economic Analyst IV</del>	<del>1</del>
<del>Consultants*</del>	<del>1</del>

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Economic and Workforce Development Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Accountant II	2
Accountant III	2
Administrative Analyst II	1
Administrative Services Manager II	1
City Administrator Analyst	1
Deputy Director, Economic & Workforce Development	1
Development/Redevelopment Area Manager	1
Executive Assistant	1
Graphic Design Specialist	2
Management Assistant	1
Manager, Cultural Affairs	1
Manager, Real Estate Services	1
Marketing Program Coordinator	1
Program Analyst I	2
Program Analyst I, PPT	2
Program Analyst II	2
Program Analyst II, PPT	2
Program Analyst III	2
Project Manager	1
Project Manager III	1
Real Estate Agent	1
Special Events Coordinator	2
Urban Economic Analyst I	1
Urban Economic Analyst II	1
Urban Economic Analyst III	1
Urban Economic Analyst III, PPT	1
Urban Economic Analyst IV	1
Urban Economic Analyst, IV Projects	1
Urban Economic Coordinator	1
Consultants*	1

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determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Public Information Office**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
<u>Public Information Officer II</u>	<u>13</u>
<u>Project Manager III</u>	<u>1</u>
<u>Consultants</u>	<u>1</u>

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Animal Services**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
<u>Assistant to the Director</u>	<u>1</u>
<u>Consultants*</u>	<u>1</u>

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**City of Oakland  
CONFLICT OF INTEREST CODE  
LIST OF DESIGNATED POSITIONS**

**City Administrator's Office/Equal Opportunity Programs**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
<u>Equal Employment Opportunities Officer</u>	<u>1</u>
<u>Consultants*</u>	<u>1</u>

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**CITY OF OAKLAND  
CONFLICT OF INTEREST CODE  
LIST OF DESIGNATED POSITIONS**

**Department of Race and Equity**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
<u>Program Analyst I</u>	<u>13</u>
<u>Consultants*</u>	<u>1</u>

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Department of Violence Prevention**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
<u>Administrative Analyst II</u>	<u>1</u>
<u>Consultants*</u>	<u>1</u>

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The City Administrator or his/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 Administrator 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.

**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Department Housing and Community Development Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Analyst I	1
Administrative Analyst II	1
Administrative Services Manager I	1
Community Development Program Coordinator	1
Deputy Director	1
Development/Redevelopment Program Manager	1
Employment Services Supervisor	1
Executive Assistant to the Director	1
Hearing Officer	1
Home Management Counselor II	1
Home Management Counselor III	1
Housing Development Coordinator I	1
Housing Development Coordinator III	1
Housing Development Coordinator IV	1
Loan Servicing Administrator	1
Loan Servicing Specialist	1
Management Assistant	1
Mortgage Advisor	1
Program Analyst I	1
Program Analyst II	1
Program Analyst III	1
Program Manager	1
Project Manager II	1
Project Manager III	1
Rehabilitation Advisor III	1
Senior Hearing Officer	1
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Department of Transportation**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Services Manager I	1
Agency Administrative Manager	1
Architectural Associate	1
Assistant Director	1
Assistant to the Director	1
Business Analyst II	1
Chief of Party	1
Capital Improvement Program Manager	1
City Land Surveyor	1
Construction Inspector Supervisor	1
Disability Access Coordinator	1
Electrical Engineer III	1
Electrical Services Manager	1
Engineer, Civil (Office)	1
Executive Assistant	1
Manager, Support Services	1
Manager, Technology Program	1
Principal Civil Engineer	1
Program Analyst II	1
Program Analyst III	1
Project Manager	1
Project Manager II	1
Public Works Operations Manager	1
Public Works Supervisor I	1
Public Works Supervisor II	1
Supervising Civil Engineer	1
Transportation Engineer	1
Supervising Transportation Engineer	1
Support Services Supervisor	1
Transportation Planner, I	1
Transportation Planner, II	1
Transportation Planner, III	1
Transportation Planner, Senior	1
Consultants*	1

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The City Administrator or his/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 Administrator 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.

**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Department of Planning and Building Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Analyst II	1
Administrative Services Manager I	1
Assistant Director, Planning and Building	1
Business Analyst IV	1
Deputy Director, Building Official	1
Deputy Director, Community and Economic Development	1
Engineer Assistant I (Office)	1
Engineer Assistant II (Office)	1
Engineer, Civil (Office)	1
Engineer, Civil Principal	1
Engineer, Civil, Supervising (Office)	1
Management Assistant	1
Manager, Zoning	1
Permit Technician I	1
Permit Technician II	1
Planner	1
Planner II	1
Planner II, Design Review	1
Planner III	1
Planner III, Historical Preservation	1
Planner III, PPT	1
Planner IV	1
Planner IV, PPT	1
Planner V	1
Planning Investigator	1
Principal Inspection Supervisor	1
Process Coordinator II	1
Process Coordinator III	1
Project Manager I	1
Project Manager II	1
Senior Construction Inspector (Office)	1
Specialty Combination Inspector	1
Specialty Combination Inspector, Senior	1
Consultants*	1

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The City Council or its Administrator or his/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 Council Administrator or its his/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.

~~During FY 2011-2012, functions/positions of the Community and Economic Development Agency were moved to the new Department of Planning and Building, Department of Housing and Community Development Neighborhood Investment and to the Economic & Workforce Development.~~

**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Department of Human Resources Management Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Analyst II	12
Administrative Services Manager II	1
<u>Assistant Director</u>	<u>1</u>
Benefits Analyst	15
<u>Benefits Coordinator</u>	<u>15</u>
Budget & Operations Analyst III	12, 15
<u>City Administrator Analyst</u>	<u>13, 14</u>
Disability Benefits Coordinator	15
<u>Employee Assistance Services Coordinator</u>	<u>13, 14</u>
Employee Fleet & Safety Coordinator	15
<u>Equal Opportunity Specialist</u>	<u>2</u>
Executive Assistant	12
Human Resource Analyst ( <i>CONF</i> )	13, 14
Human Resource Analyst, Principal	1
Human Resource Analyst, Senior	13, 14
Human Resource Operations Supervisor	13, 14
Manager, Claims & Risk	1
<u>Principal Employee Relations Analyst</u>	<u>1</u>
<u>Program Analyst III</u>	<u>12</u>
Safety & Loss Control Specialist	15
<u>Training Coordinator</u>	<u>13, 14</u>
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Department of Human Services Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Services Manager II	1
Assistant to the Director	1
Case Manager II	4, 11
Children and Youth Services Manager	1
Cook, Supervising	4, 13
Community Housing Services Manager	1
Early Childhood and Family Services Manager	1
Head Start Program Coordinator	4, 5, 10, 11
Head Start Program Supervisor	1
Housing Development Coordinator III	4, 13
Management Assistant	1
Manager, Aging and Adult Services	1
Manager, Senior Services	4, 13, 14
Nurse Case Manager	4, 11
Manager, Human Services	1, 4, 13, 14
Senior Services Supervisor	4, 11, 13, 14
Supervising Case Manager	4, 11
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Oakland Parks, and Recreation, and Youth Development Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Administrative Services Manager II	1
<del>Assistant Director</del>	<del>1</del>
<del>Assistant to the Director</del>	<del>1</del>
Recreation General Supervisor	1
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Office of the City Attorney**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Accountant (all classes)	4
<del>Administrative Analyst II</del>	<del>1</del>
<del>City Attorney, Assistant City Attorney</del>	<del>1</del>
Claims Investigator (all classes)	1
Deputy City Attorney (all classes)	1
<del>Deputy City Attorney II</del>	<del>1</del>
<del>Deputy City Attorney III</del>	<del>1</del>
<del>Deputy City Attorney IV</del>	<del>1</del>
<del>Deputy City Attorney V</del>	<del>1</del>
Executive Assistant to Assistant City Attorney	1
Executive Assistant to City Attorney	1
Information System Administrator	1
Information Systems Specialist II	1
<del>Legal Administrative Assistant</del>	<del>1</del>
<del>Legal Administrative Assistant, Supervising</del>	<del>1</del>
Legal Support Supervisor	1
Manager, Agency Administrative	1
Manager, Legal Administrative Services	1
Neighborhood Law Corps Attorney ( <i>Exempt Limited Duration</i> )	1
Open Government & Legal Services Coordinator	1
Paralegal	1
<del>Public Service Employee Representative</del>	<del>1</del>
Special Counsel	1
<del>Special Counsel Labor &amp; Employment</del>	<del>1</del>
Consultants*	1

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The City Attorney or his/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.

**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Office of the City Auditor**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Assistant City Auditor	1
<del>City Auditor</del>	<del>1</del>
Executive Assistant to the City Auditor	1
Performance Audit Manager	1
Performance Auditor	1
<del>Performance Auditor, Contract</del>	<del>1</del>
Performance Auditor, Senior	1
<del>Receptionist to the City Auditor</del>	<del>1</del>
Consultants*	1

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The City Auditor or his/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.

**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Office of the City Clerk**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Assistant City Clerk	1
<u>Cable TV Operations Chief Engineer</u>	<u>1</u>
City Wide Records Manager	1
Legislative Recorder	1
Management Assistant	1
<u>Operations and Production Manager</u>	<u>1</u>
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Office of the City Council**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
City Council Constituent Liaison	1
City Council Policy Analyst	1
City Council PSE 14	1
City Council PSE 51	1
Executive Assistant to City Council	1
Legislative Analyst	1
Consultants*	1

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**City of Oakland**  
**Conflict of Interest Code**  
**LIST OF DESIGNATED POSITIONS**

***Oakland-Fire Department***

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Accountant II	1
Accountant III	1
Administrative Services Manager I	2
<del>Arson Investigator</del>	<del>1</del>
Assistant Chief of Fire	1
Assistant Fire Marshal (Civilian)	1
Assistant Fire Marshal (Sworn)	1
<del>Assistant to the Director</del>	<del>1</del>
Battalion Chief	2
Business Analyst I	4
Captain of Fire	2,16
<del>Captain of Fire (Communication Officer)</del>	<del>2</del>
<del>Captain of Fire (Safety Officer)</del>	<del>2</del>
<del>Captain of Fire (Support Services Officer)</del>	<del>1</del>
<del>Chief Financial Officer</del>	<del>1</del>
Deputy Fire Chief	1
<del>Division Manager Chief</del>	<del>1</del>
Emergency Planning Coordinator	2
Emergency Planning Coordinator, Senior	1
Emergency Services Coordinator (Medical)	1
Emergency Services Manager (OES)	1
Emergency Services Manager, Assistant	1
Executive Assistant to Agency Director	1
Fire Communications Manager	1
Fire Communications Supervisor	4
Fire Division Manager	1
Fire Equipment Technician	4,16
Fire Investigator	1
Fire Marshall, Non-Sworn	1
<del>Fire Marshall (Deputy)</del>	<del>1</del>
Fire Personnel Operations Specialist	1
Fire Prevention Inspector (Civilian)	1
Fire Protection Engineer/Plan Check Engineer	1
Fire Suppression District Inspector	1
First Safety Education Coordinator	4
Hazardous Materials Inspector II	1
Hazardous Materials Program Supervisor	1
Management Assistant	1
Office Manager	1
Payroll Personnel Clerk III	1
Program Analyst I	4

Program Analyst II	4
<del>Support Services Officer</del>	<del>1</del>
Vegetation Management Supervisor	1
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Oakland Public Library Services Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
<del>Administrative Librarian</del>	<del>1</del>
Administrative Services Manager II	1
Archivist	1
Associate Director, Library Services	1
Curator of History, Chief	1
<del>Development Specialist III</del>	<del>1</del>
Executive Assistant to the Director	1
<del>Library Automation Supervisor</del>	<del>1</del>
Management Assistant	1
Museum Project Coordinator	1
Office Manager	1
<u>Public Information Officer II</u>	1
Supervising Librarian	1
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Office of the Mayor**

JOB TITLE	DISCLOSURE CATEGORY
Administrative Assistant to the Mayor	1
Assistant to the Mayor	1
Chief of Staff	1
Community Services Director	1
Deputy Chief of Staff	1
<del>Deputy Mayor for Community and Governmental Relations</del>	<del>1</del>
<del>Deputy Mayor for Policy and Program</del>	<del>1</del>
Mayor's Communications Director	1
Policy Director, Art Spaces	1
Policy Director, Education	1
Policy Director, Equity & Strategic Partnership	1
Policy Director, Housing Security	1
Policy Director, Transportation	1
<del>Senior Policy Advisor for Economic Development</del>	<del>1</del>
<del>Senior Policy Advisor for Intergovernmental Relations</del>	<del>1</del>
<del>Senior Policy Advisor for Public Safety</del>	<del>1</del>
Special Assistant to the Mayor	1
Special Assistant	1
Consultants*	1

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The Mayor or his/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 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.

**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**Police Services Agency Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
<del>Administrative Analyst II</del>	<del>1</del>
<del>Administrative Analyst II (False Alarm Program)</del>	<del>1</del>
<del>Administrative Assistant to the Chief of Police</del>	<del>1</del>
<del>Administrative Assistant to the Director of Police Services</del>	<del>1</del>
<del>Administrative Services Manager II</del>	<del>1</del>
<del>Alcoholic Beverage Action Team Regulators</del>	<del>1</del>
<del>Assistant Chief of Police</del>	<del>1</del>
<del>Captain of Police (All)</del>	<del>1</del>
<del>Captain of Police (BF01)</del>	<del>1</del>
<del>Captain of Police (BF02)</del>	<del>1</del>
<del>Captain of Police (Area 1)</del>	<del>1</del>
<del>Captain of Police (Area 2)</del>	<del>1</del>
<del>Captain of Police (Area 3)</del>	<del>1</del>
<del>Captain of Police (Area 4)</del>	<del>1</del>
<del>Captain of Police (Area 5)</del>	<del>1</del>
<del>Captain of Police (Bureau of Services)</del>	<del>1</del>
<del>Captain of Police (Ceasefire)</del>	<del>1</del>
<del>Captain, Criminal Investigations Division</del>	<del>1</del>
<del>Captain, Internal Affairs Division</del>	<del>1</del>
<del>Captain, Office of Chief of Police</del>	<del>1</del>
<del>Captain, Office of the Inspector General</del>	<del>1</del>
<del>Captain, Special Operations Division</del>	<del>1</del>
<del>Captain, Special Operations Section</del>	<del>1</del>
<del>Captain, Traffic Division</del>	<del>1</del>
<del>Captain, Training Division</del>	<del>1</del>
<del>Captain, Youth and Family Services Division</del>	<del>1</del>
<del>Chief of Staff</del>	<del>1</del>
<del>Commander, Vice Narcotics Section</del>	<del>1</del>
<del>Commercial Vehicle Enforcement Officers</del>	<del>1</del>
<del>Commercial Vehicle Enforcement Supervisor</del>	<del>1</del>
<del>Deputy Chief of Police (All)</del>	<del>1</del>
<del>Deputy Chief, Bureau of Field Operations 1</del>	<del>1</del>
<del>Deputy Chief, Bureau of Field Operations 2</del>	<del>1</del>
<del>Deputy Chief, Bureau of Field Operations</del>	<del>1</del>
<del>Deputy Chief, Bureau of Investigations</del>	<del>1</del>
<del>Deputy Chief, Bureau of Services</del>	<del>1</del>

Deputy Director, Bureau of Services	1
Deputy Director of Police	1
Director, Animal Services Section	1
Director, Police Services Agency (Chief of Police)	1
Executive Assistant to the Agency Director	1
Fleet and Tow Coordinator	1
Management Assistant	1
Manager, Crime Laboratory	1
Manager, Fiscal Services Division	1
Manager, Police Communications Division	1
Police Communications Dispatcher, Senior	1
Police Communications Supervisor	1
Police Program and Performance Auditor	1
Police Property Specialist	1
Police Services Manager I	1
Sergeant of Police (PERS), Special Operations Section	1
Special Events Coordinator, Special Operations Section	1
Sergeant of Police (PERS), Traffic/BFO (Special Events)	1
Special Assistant to the Chief	1
Special Events Coordinator(s) (SAC)	1
Special Events Coordinator, Bureau of Field Operations	1
Consultants*	1

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**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Public Works Agency Oakland Public Works Department**

<b>JOB TITLE</b>	<b>DISCLOSURE CATEGORY</b>
Accountant III	13
Administrative Service Manager I	1
Administrative Services Manager II	1
Agency Administrative Manager	1
Architectural Assistant	7
Architectural Associate	1
Assistant Director, Public Works	1
Assistant Director, Public Works Agency	1
Budget and Grants Administrator	13
Budget and Operations Analyst III	1
Building Services Manager	1
Business Analyst III	13
Capital Improvement Program Manager	1
Capital Improvement Project Coordinator	1
Capital Improvement Project Manager	1
City Land Surveyor	1
Clean Community Supervisor	1
Construction and Maintenance Supervisor, I	6
Construction Inspector Supervisor	1
Construction Inspector Supervisor II	1
Electrical Engineer II	1
Electrical Engineer III	1
Electrical Services Manager	1
Energy Engineer III	1
Engineer, Civil (Field)	1
Engineer, Civil (Office)	1
Environmental Enforcement Officer	1
Environmental Program Specialist	1
Environmental Programs Supervisor	1
Environmental Services Manager	1
Equipment Services Manager	1
Equipment Services Superintendent	1
Equipment Supervisor	1
Executive Assistant	1
Facilities Complex Manager	6
Fleet Specialist	1
Management Assistant	1
Manager, Park Services	1
Manager, Support Services	1

Manager, Sustainability Program	1
Manager, Technology Program	1
Park Supervisor II	1
Principal Civil Engineer	1
Program Analyst II	1
Program Analyst III	1
Project Manager II	1
Project Manager III	1
Public Information Officer II	13
Public Works Operations Manager	1
Public Works Supervisor I	1
Public Works Supervisor II	1
Recycling Specialist, Senior	1
Solid Waste Recycling Program Supervisor	1
Supervising Civil Engineer	1
Supervising Transportation Engineer	1
Support Services Supervisor	1
Training and Public Service Administrator	1
Transportation Engineer	1
Transportation Planner, Senior	1
Tree Supervisor II	1
Watershed Program Supervisor	1
Consultants*	1

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**City of Oakland  
Conflict of Interest Code  
LIST OF DESIGNATED POSITIONS**

**BOARDS AND COMMISSIONS**

**DISCLOSURE CATEGORY**

<u>Affordable Housing &amp; Infrastructure Bond Oversight Committee</u>	<u>1</u>
<u>Bicyclist &amp; Pedestrian Advisory Commission</u>	<u>1</u>
Budget Advisory Committee	<u>1</u>
Business Tax Board of Review	1
<u>Cannabis Regulatory Commission</u>	<u>1</u>
Central East Oakland Community Development District Board	1
Central Oakland Community Development District Board	1
Children's Fairyland Board of Trustees	1
<del>Citizen's Police Review Board</del>	<del>4</del>
Civil Service Board	1
Commission on Aging	1
<u>Commission on Homelessness</u>	1
Commission on Persons with Disabilities	1
Community Action Partnership Administrating Board	1
Community Policing Advisory Board	1
Cultural Affairs Commission	1
Downtown Oakland Senior Center Advisory Council	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
Housing and Residential Rent and Relocation Board	1
Landmarks Preservation Advisory Board	1
Library Advisory Commission	1
<u>Mayor's Safety and Services Violence Prevention Oversight Commission</u>	<u>1</u>
<del>Measure Z Community Oversight Committee</del>	<del>4</del>
North Oakland Community Development District Board	1
North Oakland Senior Center Advisory Council	1
Oakland Fund for Children and Youth, Planning and Oversight Committee	1

Oakland Housing Authority Board of Commissioners	1
<del>Oakland Municipal Employees Retirement System</del>	4
<del>Oakland Oversight Board</del>	4
Parks and Recreation Advisory Commission	1
Police and Fire Retirement System Board	1
<u>Police Commission</u>	<u>1</u>
<u>Privacy Advisory Commission</u>	<u>1</u>
Public Art Advisory Committee	1
Public Ethics Commission	1
<u>Redistricting Committee</u>	<u>1</u>
Senior Center Advisory Board	1
<u>Sugar Sweetened Beverage Community Advisory Board</u>	<u>1</u>
Violence Prevention and Oversight Committee (Measure Y)	1
West Oakland Senior Center Advisory Council	1
Western Oakland Community Development District Board	1
<del>Wildfire Prevention Assessment District</del>	4
Workforce Investment Board	1
Consultants*	1

Please note that only a business entity or any parent, subsidiary or otherwise related business entity that has an interest in real property in the City of Oakland or does business or plans to do business in the jurisdiction or has done business within the jurisdiction at any time during the two years prior to the filing of any statement is to be reported. Also, only real property located in the jurisdiction is to be reported. Finally, income, including a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the filing of any statement is to be reported.

\*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 Administrator or his/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 Administrator 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 CONFLICT OF INTEREST CODE**

#### **CITY OF OAKLAND**

"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.

Please note that only a business entity or any parent, subsidiary or otherwise related business entity that has an interest in real property in the City of Oakland or does business or plans to do business in the jurisdiction or has done business within the jurisdiction at any time during the two years prior to the filing of any statement is to be reported. Also, only real property located in the jurisdiction is to be reported. Finally, income, other than including a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the filing of any statement is to be reported.

#### **Disclosure Categories:**

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, the designated employee's board or commission or panel, or the City department that the designated employee's board or commission advises.
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 firefighting 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.

**APPENDIX C**

**City of Oakland Deferred Compensation Plan Positions that Manage  
Public Investments for Purposes of Section 87200 of the Government Code  
(Government Code Section 87314)**

**DISCLOSURE CATEGORY**

Deferred Compensation Plan Committee  
Members

1

## **NOTICE AND DIGEST**

### **AN ORDINANCE AMENDING THE CITY OF OAKLAND'S CONFLICT OF INTEREST CODE (ORDINANCE NUMBER 13142 C.M.S., ADOPTED JANUARY 22, 2013, CODIFIED AS OAKLAND MUNICIPAL CODE CHAPTER 3.16) TO UPDATE THE DESIGNATION OF POSITIONS COVERED BY THE CODE**

This Ordinance would amend The City of Oakland's Conflict of Interest Code for designated employees, and members of boards and commissions and consultant positions (Chapter 3.16 of the Oakland Municipal Code) to reflect: (1) addition and deletion of positions and (2) updating of financial interest disclosure categories for such persons.