

CITY OF OAKLAND

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2019 JAN 24 PM 12:38

AGENDA REPORT

TO: President Kaplan
and Members of the City Council

FROM: LaTonda Simmons
City Clerk and
Clerk of the Council

SUBJECT: Updates to the Conflict
of Interest Code

DATE: February 5, 2019

RECOMMENDATION

Adopt an amendment to the Conflict of Interest Code (Ordinance No. 11562 C.M.S., As Amended).

EXECUTIVE SUMMARY

The Political Reform Act (Government Code 81000, *et seq.*) establishes that every agency shall adopt and promulgate a Conflict of Interest Code. It requires all public officials and employees who make or participate in the government decision-making process to disclose any economic interests that could be affected by those decisions. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regulations 18730) which contains the required provisions of Conflict of Interest Codes.

The City Council serves as the code reviewing body for the City of Oakland Conflict of Interest Code and must review and adopt the updated Conflict of Interest Code.

The Office of the City Clerk sent out an Inter-Office Memo on June 11, 2018, to Department Heads, their support staff, and designated staff that support City boards and commissions outlining the need and process to be used to review and update the conflict of interest code. They were asked to review and provide any additions and any deletions to the Conflict of Interest Code for their department/agency and submit those changes to the Clerk's Office. In addition, the Clerk's Office conducted numerous interviews and follow-up calls. This office and the Office of the City Attorney assisted agencies/departments with determining which employee positions and boards and commissions should be added or deleted and under which disclosure categories filing should occur. An employee or board and commission member is only required to disclose those financial interests as specified by the disclosure category for his or her position. The disclosure categories balance an individual's right to privacy with the public interest in disclosure of individual's financial interests that may be affected by the employee's decisions made within the relevant scope of authority. The proposed amendments to the code align with the current organizational structure of the City of Oakland.

Appendix A to the proposed ordinance specifically designates which employee positions and members of boards and commission are required to file the Form 700 financial disclosure forms. Appendix B to the proposed ordinance describes each of the disclosure categories for the designated positions. The City Clerk's Office and the City Attorney's Office recommends that the City Council repeal the previous Appendix A and replace it with this updated Appendix A, which is attached to the proposed ordinance.

Below are the updates to the Conflict of Interest Code submitted to the City Clerk's Office by agencies/departments. The tables show positions that have been added and positions that have been deleted. In the attached ordinance, the positions that have been added are shown as underlined and positions that have been deleted are shown as strike through. All positions that have been added have been assigned to the appropriate disclosure category.

All City-Wide Agencies, Department, ~~Division~~ Directors

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Director of Transportation	1	None	
Director, Department of Violence Prevention	1		
Executive Director Community Police Revenue Agency	1		

City Administrator's Office/Administration

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
None		Administrative Services Manager	1
		Agency Director, Administrative Services	1
		Agency Director, Finance and Management	1
		Executive Assistant to Agency Director	13
		Manager, Agency Administrative	13
		Mayor's PSE 14	13
		Program Analyst III	13

City Administrator's Office/Public Information Office

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Project Manager III	1	None	
Consultants	1		

City Administrator's Office/Animal Services

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Assistant to the Director	1	None	
Consultants	1		

The Animal Services Section was transferred from the Oakland Police Department to the City Administrator's Office.

City Administrator's Office/Equal Opportunity Programs

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Equal Employment Opportunity Officer	1	None	
Consultants	1		

City Administrator's Office/Contract and Compliance

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Contract Compliance Field Technician	4, 5, 6, 7, 8, 10, 12, 14, 15	Assistant Contract Compliance Officer	4, 5, 6, 7, 8, 10, 12, 14, 15
		Employment Services Supervisor	4, 5, 6, 7, 8, 10, 12, 14, 15
		Manager, Contract and Compliance	1
		Receptionist	1

City Administrator's Office Public Ethics Commission Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Deputy Director	1	None	
Ethics Analyst I	2		

Ethics Analyst II	2		
Investigator	1		
Consultants	1		

The Public Ethics Commission was transferred out of the City Administrator's Office. The Commission is now a stand-alone department.

Finance Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
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	Budget and Operations Analyst III	13
Assistant Treasury Administrator	1	Budget and Management Analyst, Assistant	13
Budget Administrator	1	City Administrator Analyst	13
Budget and Management Analyst	13	Manager, Human Resources	1
Budget and Management Analyst, Principal	13	Manager, Treasury	1
Budget and Management, Senior	13	Officer Manager	1
Budget Director	1	Revenue Audit Supervisor	13
Executive Assistant	1	Revenue Collections Supervisor	13
Finance Manager	1	Tax Representative II	13
Investment Officer	1	Treasury Manager	1
Revenue Analyst, Principal	1		
Treasury Administrator	1		

Information Technology Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Administrative Analyst I	13	None	
Administrative Services Manager I	1		
Assistant to the Director	1		
Executive Assistant to the Director	1		
Help Desk Supervisor	13		

Information Systems Manager I	1		
Information Systems Manager II	1		

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

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Accountant II	1	Accountant III	2
Administrative Analyst II	1	Employment Services Supervisor	2
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		

The departments of Economic Development, Workforce Development and Marketing and Public Arts were transferred from the City Administrator's Office and combined to create the Economic and Workforce Development Department.

Department of Race and Equity

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Program Analyst II	13	None	
Consultants	1		

The Department of Race and Equity was created pursuant to Ordinance No. 13325 C.M.S., adopted on September 8, 2015.

Department of Violence Prevention

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Administrative Analyst II	1	None	
Consultants	1		

The Department of Violence Prevention was created pursuant to Ordinance No. 13451 C.M.S., adopted on July 20, 2017.

Department Housing and Community Development Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Employment Services Supervisor	1		
Executive Assistant to the Director	1	None	
Home Management Counselor II	1		
Housing Development Coordinator I	1		
Program Manager	1		
Senior Hearing Officer	1		

Department of Transportation

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Administrative Services Manager I	1	None	
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 Manger	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		

The Department of Transportation was created pursuant to Ordinance No. 13325 C.M.S., adopted on July 30, 2015.

Department of Planning and Building Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Administrative Analyst II	1	Deputy Director, Community and Economic Development	1
<u>Assistant Director, Planning and Building</u>	1		
Business Analyst IV	1		

Engineer Assistant I (Office)	1		
Engineer Assistant II (Office)	1		
Management Assistant	1		
Permit Technician I	1		
Permit Technician II	1		
Planner	1		
Planner IV, PPT	1		
Planning Investigator	1		
Process Coordinator II	1		
Project Manager I	1		
Project Manager II	1		

Department of Human Resource Management Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Assistant Director	1	City Manager Analyst	13, 14
Benefits Coordinator	15	Employees Assistance Services Coordinator	13,14
Equal Opportunity Specialist	2		
Principal Employee Relations Analyst	1		
Program Analyst II	12		
Training Coordinator	13,14		

The Employee Relations Division was transferred from the City Administrator's Office to the Human Resources Management Department.

Department of Human Services Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Cook, Supervising	4, 13	Housing Development Coordinator III	4, 13
Manager, Human Services	1, 4, 13, 14	Management Assistant	1
		Manager, Aging and Adult Services	1
		Manager, Senior Services	1,4,13, 14

~~Oakland Parks and Recreation~~ — Oakland Parks, Recreation and Youth Development Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	
Assistant Director	1	Assistant to the Director	1

Office of the City Attorney as established by the City Charter

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
City Attorney Assistant	1	Administrative Analyst II	1
Deputy City Attorney (All Classes)	1	Assistant City Attorney	1
Legal Administrative Assistant	1	Deputy City Attorney II	1
Legal Administrative Assistant, Supervising	1	Deputy City Attorney III	1
Open Government & Legal Services Coordinator	1	Deputy City Attorney IV	1
Public Service Representative	1	Deputy City Attorney V	1
Special Counsel Labor & Employment	1	Open Government Coordinator	1
		Public Service Employee	1

Office of the City Auditor as established by the City Charter

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
None		Administrative Assistant II	1
		Performance Auditor, Contract	1
		Receptionist to the City Auditor	1

Office of the City Clerk as established by the City Charter

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Cable TV Operations Chief Engineer	1		
Operations and Production Manager	1	None	

KTOP was transferred from the City Administrator's Office to the Office of the City Clerk, Office of the City Council

Office of the City Council as established by the City Charter

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
None		None	

There were no changes to the designated positions in the Office of the City Council.

Office of the Mayor as established by the City Charter

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Deputy Chief of Staff	1	Deputy Mayor for Community and Governmental Relations	1
Policy Director, Art Spaces	1	Deputy Mayor for Policy and Program	1
Policy Director, Education	1	Senior Policy Advisor for Economic Development	1
Policy Director, Equity and Strategic Partnership	1	Senior Policy Advisor for Intergovernmental Relations	1
Policy Director, Housing Security	1	Senior Policy Advisory for Public Safety	1
Policy Director, Transportation	1		

Oakland Fire Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Business Analyst I	4	Arson Investigator	1
Captain of Fire	2, 16	Assistant to the Director	1
Fire Communication Manager	1	Captain of Fire (Communication Officer)	2
Fire Communications Supervisor	4	Captain of Fire (Safety Officer)	2
Fire Division Manager	1	Captain of Fire (Support Services Officer)	1
Fire Equipment Technician	4, 16	Chief Financial Officer	1
Fire Investigator	1	Division Manager Chief	1
Fire Marshall, Non-Sworn	1	Fire Marshall (Deputy)	1
Fire Safety Education Coordinator	4	Support Services Officer	1
Program Analyst I	4		
Program Analyst II	4		

Oakland Public Library Services Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Public Information Officer II	1	Administrative Librarian	1
	1	Development Specialist III	1
		Library Automation Supervisor	1

Oakland Police Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Administrative Analyst II	1	Administrative Assistant to the Chief	1
Administrative Analyst II (False Alarm Program)	1	Administrative Assistant the Director of Police Services	1
Administrative Services Manager II	1	Commander, Vice Narcotics Section	1
Alcoholic Beverage Action Team Regulation	1	Director, Animal Services Section	1
Assistant Chief of Police	1	Executive Assistant to the Agency Director	1
Captain of Police (All)	1	Fleet and Tow Coordinator	1
Captain, Criminal Investigations Division	1	Management Assistant	1
Captain, Internal Affairs Division	1	Police Program and Performance Auditor	1
Captain, Special Operations Division	1	Police Property Specialist	1
Captain, Training Division	1	Sergeant of Police (PERS), Traffic/BFO (Special Events)	1
Chief of Staff	1	Sergeant of Police, Special Assistant to the Chief	1
Commercial Vehicle Enforcement Officers	1		
Commercial Vehicle Enforcement Supervisor	1		
Deputy Chief of Police (All)	1		
Manager, Crime Lab	1		
Manager, Fiscal Services Division	1		

Police Communications Dispatcher, Senior	1		
Police Communications Supervisor	1		
Police Services Manager I	1		

The Neighborhood Services Division was transferred from the City Administrator's Office to the Oakland Police Department.

Public Works Agency-Oakland Public Works Department

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Accountant III	13	Architectural Associate	1
Architectural Assistant	7	Assistant Director, Public Works Agency	1
Assistant Director, Public Works	1	City Land Surveyor	1
Budget and Grants Administrator	13	Electrical Engineer III	1
Business Analyst III	13	Electrical Services Manager	1
Environmental Enforcement Officer	1	Energy Engineer III	
Manager, Park Services	1		
Manager, Support Services	1	Project Manager III	1
Manager, Sustainability Program	1	Supervising Transportation Engineer	1
Manager, Technology Program	1	Training and Public Services Administrator	1
Public Information Officer II	13	Transportation Engineer	1
	1	Transportation Planner, Senior	1

Community Police Review Agency

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Policy Analyst	2	None	
Consultants	1		

The Community Police Review Agency was created pursuant to Ordinance No. 13442 C.M.S., adopted on July 27, 2017.

Boards and Commissions

<i>Positions Added</i>	<i>Disclosure Category</i>	<i>Positions Deleted</i>	<i>Disclosure Category</i>
Affordable Housing and Infrastructure Bond Oversight Committee	1	Citizen's Police Review Board	1
Bicyclist and Pedestrian Advisory Commission	1	Measure Z Community Oversight Committee	2
Cannabis Regulatory Commission	1	Oakland Municipal Employees Retirement System	1
Commission on Homelessness	1	Oakland Oversight Board	
Mayor's Safety and Services Violence Prevention Oversight Commission	1	Wildfire Prevention Assessment District	3
Police Commission	1		
Privacy Advisory Commission	1		
Redistricting Committee	1		
Safety and Services Violence Prevention Oversight Commission	1		
Commission on Homeless	1		

FISCAL IMPACT

Review of the designations for the City's Conflict of Interest code establishes standards for disclosure of employee's financial interests related to their determinations of the use of City funds and resources. This is required by law and strengthens the ethics of management practices.

ACTION REQUESTED OF THE CITY COUNCIL

To adopt the attached Ordinance that updates the Conflict of Interest Code for designated employees and members of boards and commissions and authorize the Conflict of Interest Code Ordinance to be effective the day following City Council approval.

For questions regarding this report, please contact Krystal Sams, at Extension No. 6405 (ksams@oaklandca.gov).

Respectfully submitted,

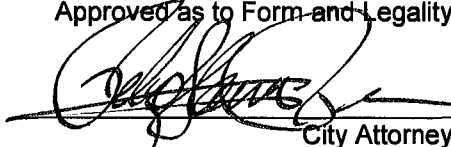
LATONDA SIMMONS
 City Clerk and Clerk
 of the Council

Attachment (1)

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2019 JAN 24 PM 2: 15

Approved as to Form and Legality



City Attorney
Approved as to Form and Legality

OAKLAND CITY COUNCIL

ORDINANCE NO. _____ 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:

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

NOES:

ABSENT:

ABSTENTION:

ATTEST:

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

Date of Attestation: _____

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

All Citywide Agency, Department, Division Directors	DISCLOSURE CATEGORY
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
<u>Director of Transportation</u>	<u>1</u>
<u>Director of Department of Violence Prevention</u>	<u>1</u>
<u>Executive Director, Community Police Review Agency</u>	<u>1</u>
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

JOB TITLE	DISCLOSURE CATEGORY
Administrative Services Manager II	1
Administrative Assistant to the City Administrator	13
Agency Director, Administrative Services	1
Agency Director, Finance & Management	1
Assistant to the City Administrator	1
Assistant City Administrator	1
City Administrator Analyst	4
Deputy City Administrator	1
Executive Assistant to Agency Director	13
Executive Assistant to Assistant City Administrator	13
Executive Assistant to City Administrator	13
Manager, Agency Administrative	1
Mayor's PSE 14	13
Program Analyst III	13
Public Information Officer II	13
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/Budget & Revenue Division

JOB TITLE	DISCLOSURE CATEGORY
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

~~*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 / Office of the Controller Finance Department

JOB TITLE	DISCLOSURE CATEGORY
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

*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/Treasury and Payroll

JOB TITLE	DISCLOSURE CATEGORY
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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~~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/Department of Information Technology Department

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

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

JOB TITLE	DISCLOSURE CATEGORY
Complaint Investigator II	2
Policy Analyst	2
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 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/Neighborhood Services Division

JOB TITLE	DISCLOSURE CATEGORY
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

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

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

JOB TITLE	DISCLOSURE CATEGORY
Administrative Analyst II	4,5,6,7,8,10,12,14,15
Administrative Services Manager I	1
Assistant Contract Compliance Officer	4,5,6,7,8,10,12,14,15
Contract Compliance Field Technician	4,5,6,7,8,10,12,14,15
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
Manager, Contract and Compliance	1
Receptionist	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 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/ Marketing and Public Art

JOB TITLE	DISCLOSURE CATEGORY
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

JOB TITLE	DISCLOSURE CATEGORY
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

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

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

City Administrator's Office/Economic and Workforce Development Department

JOB TITLE	DISCLOSURE CATEGORY
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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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/Public Information Office

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
<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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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/Animal Services

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
<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

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
<u>Equal Employment Opportunities Officer</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 of Race and Equity

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
<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

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
<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

JOB TITLE	DISCLOSURE CATEGORY
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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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.

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

Department of Transportation

JOB TITLE	DISCLOSURE CATEGORY
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

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

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

JOB TITLE	DISCLOSURE CATEGORY
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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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**

Oakland Parks, and Recreation, and Youth Development Department

JOB TITLE	DISCLOSURE CATEGORY
Administrative Services Manager II	1
<u>Assistant Director</u>	<u>1</u>
Assistant to the Director	1
Recreation General Supervisor	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 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 Attorney

JOB TITLE	DISCLOSURE CATEGORY
Accountant (all classes)	4
Administrative Analyst II	1
City Attorney, Assistant City Attorney	1
Claims Investigator (all classes)	1
Deputy City Attorney (all classes)	1
Deputy City Attorney II	1
Deputy City Attorney III	1
Deputy City Attorney IV	1
Deputy City Attorney V	1
Executive Assistant to Assistant City Attorney	1
Executive Assistant to City Attorney	1
Information System Administrator	1
Information Systems Specialist II	1
Legal Administrative Assistant	1
Legal Administrative Assistant, Supervising	1
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
Public Service Employee Representative	1
Special Counsel	1
Special Counsel Labor & Employment	1
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

JOB TITLE	DISCLOSURE CATEGORY
Assistant City Auditor	1
City Auditor	1
Executive Assistant to the City Auditor	1
Performance Audit Manager	1
Performance Auditor	1
Performance Auditor, Contract	1
Performance Auditor, Senior	1
Receptionist to the City Auditor	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/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

JOB TITLE	DISCLOSURE CATEGORY
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

*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**

Office of the City Council

JOB TITLE	DISCLOSURE CATEGORY
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

*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.

City of Oakland
Conflict of Interest Code
LIST OF DESIGNATED POSITIONS

Oakland Fire Department

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

<u>Program Analyst II</u>	<u>4</u>
<u>Support Services Officer</u>	<u>1</u>
Vegetation Management 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 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.

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

Oakland Public Library Services Department

JOB TITLE	DISCLOSURE CATEGORY
Administrative Librarian	1
Administrative Services Manager II	1
Archivist	1
Associate Director, Library Services	1
Curator of History, Chief	1
Development Specialist III	1
Executive Assistant to the Director	1
Library Automation Supervisor	1
Management Assistant	1
Museum Project Coordinator	1
Office Manager	1
Public Information Officer II	1
Supervising Librarian	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 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 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
Deputy Mayor for Community and Governmental Relations	1
Deputy Mayor for Policy and Program	1
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
Senior Policy Advisor for Economic Development	1
Senior Policy Advisor for Intergovernmental Relations	1
Senior Policy Advisor for Public Safety	1
Special Assistant to the Mayor	1
Special 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 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

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

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

*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.

**City of Oakland
Conflict of Interest Code**

LIST OF DESIGNATED POSITIONS

Public Works Agency Oakland Public Works Department

JOB TITLE	DISCLOSURE CATEGORY
<u>Accountant III</u>	13
Administrative Service Manager I	1
Administrative Services Manager II	1
Agency Administrative Manager	1
<u>Architectural Assistant</u>	7
Architectural Associate	1
<u>Assistant Director, Public Works</u>	1
Assistant Director, Public Works Agency	1
<u>Budget and Grants Administrator</u>	13
Budget and Operations Analyst III	1
Building Services Manager	1
<u>Business Analyst III</u>	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
<u>Environmental Enforcement Officer</u>	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
<u>Manager, Park Services</u>	1
<u>Manager, Support Services</u>	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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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.

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

BOARDS AND COMMISSIONS

DISCLOSURE CATEGORY

<u>Affordable Housing & Infrastructure Bond Oversight Committee</u>	<u>1</u>
<u>Bicyclist & 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
Citizen's Police Review Board	4
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>
Measure Z Community Oversight Committee	4
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
Oakland Municipal Employees Retirement System	4
Oakland Oversight Board	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
Wildfire Prevention Assessment District	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.