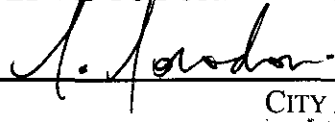


INTRODUCED BY COUNCILMEMBER

APPROVED AS TO FORM AND LEGALITY



CITY ATTORNEY

MAILED

0707-1115

ORDINANCE No. \_\_\_\_\_ C.M.S.

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

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

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

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

**Section 1:**

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

1. **City Auditor**

***No Changes***

2. City Council

**ADD:** Project Manager II, Disclosure Category 1; Executive Assistant to City Council, Disclosure Category 1.

3. City Administrator

**ADD:** Accountant III, Disclosure Category 1; Administrative Assistant I, Disclosure Category 1; Administrative Assistant to the Mayor, Disclosure Category 1; Administrative Assistant to the City Manager, Disclosure Category 1; Administrative Services Manager I, Disclosure Category 1; Administrative Services Manager II, Disclosure Category 1; Assistant Budget Analyst, Disclosure Category 1; Budget Director, Disclosure Category 1; Budget and Grants Administrator, Disclosure Category 1; Cable TV Operations Chief Engineer, Disclosure Category 1; Cable TV Producer, Disclosure Category 1; Complaint Investigator III, Disclosure Category 1; Employment Services Supervisor, Disclosure Category 1; Executive Assistant, Disclosure Category 1; Policy Analyst, Disclosure Category 1; Program Analyst I, Disclosure Category 1; Program Analyst III, Disclosure Category 1; Program Manager III, Disclosure Category 1.

**DELETE:** Agency Administrative Manager; Disclosure Category 1; Budget Manager, Disclosure Category 1; Director, Cultural Arts Department, Disclosure Category 1; Citizens Complaint Investigator, Disclosure Category 1; Contract Compliance Manager, Disclosure Category 1; Graphic Design Specialist, Disclosure Category 1; Management Analyst, Disclosure Category 1; Market Manager, Disclosure Category 1; Revenue Analyst, Disclosure Category 1; Strategic Grants Manager, Disclosure Category 1.

*For Explanation See Item No. 16*

4. Finance and Management Agency

*No Changes*

5. Fire Services Agency

**ADD:** Assistant Fire Marshal (Civilian), Disclosure Category 1; Assistant Fire Marshal (Sworn), Disclosure Category 1; Emergency Services Manager (OES), Disclosure Category 1; Fire Marshal (Deputy Chief), Disclosure Category 1; Hazardous Materials Inspector II, Disclosure Category 1; Office Manager, Disclosure Category 1; Public Information Officer, Disclosure Category 1; Support Services Officer, Disclosure Category 1.

**DELETE:** Assistant Fire Marshal, Disclosure Category 1; Emergency Services Manager and Fire Prevention Manager, Disclosure Category 16; Fire Inspector, Disclosure Category 1; Fire Marshal, Disclosure Category 1; Hazardous Materials Inspector, Disclosure Category 1; Lieutenant-Services Lieutenant; Disclosure Category 1.

6. **Library Services**

**ADD:** Deputy Director of Housing (Deputy Director), Disclosure Category 1.

**DELETE:** Administrative Services Manager I, (Program Manager), Disclosure Category 1.

7. **Office of Parks and Recreation**

**ADD:** Assistant to the Director, Disclosure Category 1; Recreation General Supervisor, Disclosure Category 1.

8. **Public Works Agency**

**ADD:** Architectural Associate, Disclosure Category 3, 4, 6, 7, 8, 9; Assistant Facilities/Complex Manager, Disclosure Category 6; Assistant Engineer I, Disclosure Category 1; Budget and Grants Administrator, Disclosure Category 1; City Land Surveyor, Disclosure Category 1; Facilities/Complex Manager, Disclosure Category 6; Construction and Maintenance Supervisor II, Disclosure Category 6; Construction and Maintenance Supervisor II, Disclosure Category 1; Supervising Civil Engineer, Disclosure Category 1; Fleet Specialist, Disclosure Category 1; Pavement Management Supervisor, Disclosure Category 3, 4, 6, 7, 8, 9; Supervising Transportation Engineer, Disclosure Category 1; Transportation Engineer I, Disclosure Category 1.

**DELETE:** City Land Surveyor, Disclosure Category, 3, 4, 6, 7, 8, 9; Construction and Maintenance Supervisor II, Disclosure Category 1; Supervising Transportation Engineer, Disclosure Category 3, 4, 6, 7, 8.

9. **Office of City Clerk**

**ADD:** Management Assistant, Disclosure Category 1.

**DELETE:** Deputy City Clerk (Elections), Disclosure Category 1; Administrative Services Manager, Disclosure Category 1, Project Manager, Disclosure Category 1.

10. Department of Human Services

**ADD:** Manager, Aging and Adult Services, Disclosure Category 1.

11. Community and Economic Development Agency

**ADD:** Administrative Analyst I, Disclosure Category 1; Administrative Analyst II, Disclosure Category 1; Administrative Services Manager I, Disclosure Category 1; Community Development Program Coordinator, Disclosure Category 1; Community Housing Services Manager, Disclosure Category 1; Deputy Director Housing, Disclosure Category 1; Development/Redevelopment Program Manager, Disclosure Category 1; Director Redevelopment and Economic Development, Disclosure Category 1; Loan Servicing Administrator, Disclosure Category 1; Office Manager I, Disclosure Category 1; Planner IV, Disclosure Category 1; Principal Financial Analyst, Disclosure Category 1; Project Manager II, Disclosure Category 1; Senior Construction Inspector (Office), Disclosure Category 1; Urban Economic Analyst II, Disclosure Category 1; Urban Economic Analyst II (Part-Time), Disclosure Category 1; Urban Economic Analyst IV, Disclosure Category 1.

**DELETE:** Administrative Analyst I, Disclosure Category 1; Administrative Services Manager II (Downtown and Coliseum), Disclosure Category 1; Administrative Services Manager II (NCR & SDS), Disclosure Category 1; Administrative Services Manager II (Workforce Development), Disclosure Category 1; Community Development District Coordinator, Disclosure Category 1; Construction Inspection Supervisor (Field), Disclosure Category 1; Management Assistant, Disclosure Category 1; Manager, Agency Administrative, Disclosure Category 1; Project Manager III, Disclosure Category 1; Senior Construction Inspector (Field), Disclosure Category 1.

12. Office of the City Attorney

*No Changes*

13 **Police Services Agency**

**ADD:** Commander, Strategic Area Command, Disclosure Category 1; Commander, Special Operations Group, Disclosure Category 1; Commander, Criminal Investigations Division, Disclosure Category 1; Commander, Traffic Division, Disclosure Category 1; Commander, Training Division, Disclosure Category 1; Commercial Vehicle Enforcement Supervisor, Disclosure Category 1; Director, Animal Services Section, Disclosure Category 1; Manager, Fiscal Services Division, Disclosure Category 1; Manager, Identification and Property Section, Disclosure Category 1; Special Events Coordinator(s), Strategic Area Command, Disclosure Category 1.

**DELETE:** Commander, Special Operations Division, Disclosure Category 1; Commander, Vice Narcotics Section, Disclosure Category 1; Manager, Administrative and Technical Services Division, Disclosure Category 1; Special Events Coordinator(s), Bureau of Filed Operations, Disclosure Category 1.

14. **Office of the Mayor**

*No Changes*

15. **Museum Services**

**ADD:** Director, Museum Services, Disclosure Category 1; Chief, Curator of Art, Disclosure Category 1; Chief, Curator of Education, Disclosure Category 1; Chief, Curator of Natural Science, Disclosure Category 1; Deputy Director, Disclosure Category 1; Executive Assistant, Disclosure Category 1.

*Museum Services was previously consolidated with the Cultural Arts Department.*

16. **Cultural Arts Department (Deleted)**

*The Cultural Arts Department previously consisted of the Cultural Arts Division and Museum Services. Since the last Conflict of Interest Code amendment, positions assigned to the Cultural Arts Division were merged with the City Administrator's Office and are now listed in this Code under that office. Museum Services is now a stand alone department, and we have added it separately to the code.*

The revisions to Appendix A are attached and designated as revised on Tuesday, February \_\_\_\_, 2007.

**Section 2:**

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

**Boards and Commissions**

**DELETE:** Health and Human Services Commission, Disclosure Category 4; Loan Review Committee, Disclosure Category 1; Medical Hill Parking Commission, Disclosure Category 1; Oakland Base Reuse Authority, Disclosure Category 1; Community Reinvestment Commission, Disclosure Category 1.

The revisions to Appendix B are attached and designated as revised Tuesday, February \_\_\_\_, 2007.

CITY COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2007.

**PASSED BY THE FOLLOWING VOTE:**

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: City Auditor**

**Date: March 4, 1993**

**First Revision: December 15, 1998**

**Second Revision: December 12, 2000**

**Third Revision: December 17, 2002**

**Fourth Revision: March 1, 2005**

**JOB TITLE**

**DISCLOSURE CATEGORY**

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

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Auditor or his or her designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Auditor or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: City Council**

**Date: March 4, 1993**

**First Revision: December 15, 1998**

**Second Revision: February 6, 2007**

<b><u>JOB TITLE</u></b>	<b><u>DSCLOSURE CATEGORY</u></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
Project Manager 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 Council or its designee may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Council or its designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code



**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: City Administrator**

**Date: March 4, 1993**

**First Revision: July 27, 1999**

**Second Revision: December 12, 2000**

**Third Revision: December 17, 2002**

**Fourth Revision: March 1, 2005**

**Fifth Revision: February 6, 2007**

**JOB TITLE**

**DISCLOSURE CATEGORY**

Accountant II	1
Accountant III	1
ADA Project Coordinator	1
Administrative Analyst II	1
Administrative Assistant II	1
Administrative Assistant to the City Manager	1
Administrative Assistant to the Mayor	1
Administrative Assistant	1
Administrative Services Manager I	1
Administrative Services Manager II	1
Assistant Budget Analyst	1
Assistant City Administrator	1
Assistant Contract Compliance Officer	1
Assistant Film Coordinator (Program Analyst I)	1
Assistant to the City Administrator	1
Budget and Grants Administrator	1
Budget and Operations Analyst III	1
Budget Director	1
Cable Television Operations Technician	1
Cable Television Station Manager	1
Cable TV Operations Chief Engineer	1
Cable TV Producer	1
Citizens Police Review Board Executive Director	1
City Administrator Analyst	1
City Administrator's Public Safety Liaison	1
Complaint Investigator	1
Contract and Employment Services Manager	1

Contract Compliance Officer	1
Contract Compliance Supervisor	1
Deputy City Administrator	1
Employment Services Supervisor	1
Equal Opportunity Specialist	1
Executive Assistant to the Assistant City Administrator	1
Executive Assistant to the City Administrator	1
Executive Assistant	1
Executive Director to Public Ethics Commission	1
File Coordinator	1
Financial Analyst	1
Manager, Affirmative Action	1
Policy Analyst	1
Principal Financial Analyst	1
Program Analyst I	1
Program Analyst II	1
Program Analyst III	1
Program Manager III	1
Public Information Officer II	1
Special Events Coordinator	1
Webmaster	1
*Consultants	1

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

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

### City of Oakland Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

**Department: Finance and Management Agency**

**Date: March 4, 1993**

**Revised: December 13, 1994**

**Second Revision: December 17, 1996**

**Third Revision: December 15, 1998**

**Fourth Revision: December 12, 2000**

**Fifth Revision: December 17, 2002**

**Sixth Revision: March 1, 2005**

#### JOB TITLE

#### DISCLOSURE CATEGORY

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

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

\*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 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 A FOR CHAPTER 3.16

### City of Oakland Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

**Department: Fire Services Agency**

**Date: March 4, 1993**

**Revised: December 17, 1996**

**Second Revision: December 15, 1998**

**Third Revision: December 12, 2000**

**Fourth Revision: March 1, 2005**

**Fifth Revision: February 6, 2007**

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Administrative Services Manager I	1
Arson Investigator	1
Assistant Fire Marshal (Civilian)	1
Assistant Fire Marshal (Sworn)	1
Assistant to the Director (Administration Manager)	16
Battalion Chief	2
Captain-Fire Communication Officer	2
Captain-Safety Officer	2
Chief Financial Officer	1
Deputy Fire Chief	1
Director of Fire Department (Fire Chief)	1
Division Manager/Chief	1
Emergency Services Coordinator (Medical)	1
Emergency Services Manager (OES)	1
Fire Marshal (Deputy)	1
Fire Prevention Inspector (Civilian)	1
Fire Protection Engineer/Plan Check Engineer	1
Hazardous Materials Inspector II	1
Hazardous Materials Program Supervisor	1
Office Manager	1
Public Information Officer	1
Support Services Officer	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 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 A FOR CHAPTER 3.16

### City of Oakland Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

**Department: Library**

**Date: March 4, 1993**

**Revised: December 13, 1994**

**Second Revision: December 17, 1996**

**Third Revision: December 15, 1998**

**Fourth Revision: February 6, 2007**

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Administrative Librarian	1
Administrative Services Manager II (Program Manager)	1
Director of Library Services	1
Deputy Director of Housing (Deputy Director)	1
Library Automation Supervisor	1
Library Program Coordinator	1
Supervising Librarian	1
*Consultants	1

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

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

**LIST OF DESIGNATED POSITIONS**

**Department: Office of Parks and Recreation**

**Date: March 4, 1993  
Revised: December 13, 1994  
Second Revision: December 17, 1996  
Third Revision: December 15, 1998  
Fourth Revision: December 17, 2002  
Fifth Revision: March 1, 2005  
Sixth Revision: February 6, 2007**

**JOB TITLE**

**DISCLOSURE CATEGORY**

Administrative Services Manager II	1
Assistant to the Director	1
Director	1
Recreation General 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 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 A FOR CHAPTER 3.16

### City of Oakland Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

**Department: Public Works Agency**

**Date: March 4, 1993**

**Revised: December 13, 1994**

**Second Revision: December 17, 1996**

**Third Revision: December 15, 1998**

**Fourth Revision: December 12, 2000**

**Fifth Revision: December 17, 2002**

**Sixth Revision: November 4, 2003**

**Seventh Revision: March 1, 2005**

**Eighth Revision: February 6, 2007**

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Administrative Service Manager I	1
Administrative Services Manager II	1
Agency Administrative Manager	1
Architectural Associate	3, 4, 6, 7, 8, 9
Assistant City Architect	1
Assistant Facilities/Complex Manager	6
Assistant Director of Public Works	1
Assistant Engineer I	1
Assistant Engineer II	3, 4, 6, 7, 8
Budget and Grants Administrator	1
Building Services Manager	1
Capital Improvements Program Manager	1
Capital Improvements Project Coordinator	1
City Land Surveyor	1
Civil Engineer	1
Facilities/Complex Manager	6
Construction and Maintenance Supervisor I	6
Construction and maintenance Supervisor II	6
Construction Inspection Supervisor	3, 4, 6, 7, 8, 9
Director	1
Electrical Engineer III	1
Electrical Services Manager	1
Energy Engineer III	1
Environmental Programs Specialist	1
Environmental Programs Supervisor	1



Environmental Services Manager	1
Equipment Services Manager	1
Equipment Services Superintendent	1
Fleet Specialist	1
Information Systems Administrator	1
Operations Manager	1
Park Services Manager	1
Pavement Management Supervisor	3, 4, 6, 7, 8, 9
Principal Civil Engineer	1
Program Manager II	1
Project Manager	1
Public Works Supervisor II	1
Recycling Specialist	1
Senior Construction Inspector	3, 4, 6, 7, 8, 9
Solid Waste Recycling Supervisor	1
Supervising Civil Engineer	1
Supervising Transportation Engineer	1
Support Services Supervisor	1
Training and Public Service Administrator	1
Transportation Engineer	1
Tree Supervisor II	1
Watershed Program Supervisor	1
*Consultants	1

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: City Clerk**

**Date: March 4, 1993**

**First Revision: December 15, 1998**

**Second Revision: December 17, 1996**

**Third Revision: April 22, 1997**

**Fourth Revision: December 12, 2000**

**Fifth Revision: December 17, 2002**

**Sixth Revision: March 1, 2005**

**Seventh Revision: February 6, 2007**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Assistant City Clerk	1
City Clerk	1
Management Assistant	1
*Consultants	1

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

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

## APPENDIX A FOR CHAPTER 3.16

### City of Oakland Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

**Department: Department of Human Services**

**Date: March 4, 1993**

**First Revision: December 15, 1998**

**Second Revision: April 13, 1999**

**Third Revision: December 12, 2000**

**Fourth Revision: December 17, 2002**

**Fifth Revision: March 1, 2005**

**Sixth Revision: February 6, 2007**

#### JOB TITLE

#### DISCLOSURE CATEGORY

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

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Community and Economic  
Development Agency**

**Date: March 4, 1993  
First Revision: December 15, 1998  
Second Revision: April 13, 1999  
Third Revision: December 12, 2000  
Fourth Revision: December 17, 2002  
Fifth Revision: March 1, 2005  
Sixth Revision: February 6, 2007**

**JOB TITLE**

**DISCLOSURE CATEGORY**

**Administration**

Administrative Services Manager 1	1
Administrative Services Manager II	1
Management Assistant	1
Manager, Agency Administrative	1
Microcomputer Systems Specialist II	1
Principal Financial Analyst	1
Project Manager	1

**Planning & Zoning**

Deputy Director, City Planner	1
Deputy Director, Program Planning and Development	1
Planner II	1
Planner II, Design Review	1
Planner III	1
Planner III	1
Planner III, Historical Preservation	1
Planner III, Historical Preservation (Part-Time)	1
Planner IV	1
Program Analyst III	1
Project Manager	1
Project Manager III	1
Transportation Planner, Senior	1

## **Building Services**

Administrative Analyst II	1
Administrative Services Manager II	1
Assistant Civil Engineer II (Office)	1
Civil Engineer (Office)	1
Director, Building Services	1
Engineer, Civil, Supervising (Office)	1
Engineering Technician II (Office)	1
Management Assistant	2
Manager, Inspection Services	1
Office Manager	1
Permit Technician II	1
Planner I	1
Planner IV	1
Principal Civil Engineer	1
Principal Supervising Inspector	1
Process Coordinator III	1
Processor Coordinator II	1
Program Analyst III	1
Senior Construction Inspector (Office)	1
Specialty/Combination Inspector, Senior	1
Specialty/Combination Inspector	1

## **Economic Development**

Administrative Analyst I	1
Administrative Analyst II	1
Assistant to the Director	1
Development/Redevelopment Program Manager	1
Director of Development/Redevelopment	1
Employment Services Supervisor	1
Management Assistant	1
Program Analyst II (Workforce Development)	1
Urban Economic Analyst III	1
Urban Economic Analyst IV	1
Urban Economic Coordinator	1

## **Redevelopment**

Administrative Analyst II	1
Administrative Services Manager 1	1
Development/Redevelopment Program Manager	1
Director of Redevelopment and Economic Development	1

Director, Building and Planner	1
Loan Servicing Administrator	1
Manager, Real Estate Services	1
Planner IV	1
Program Analyst II	1
Program Analyst III	1
Project Manager	1
Real Estate Agent	1
Real Estate Agent, Supervisor	1
Urban Economic Analyst II	1
Urban Economic Analyst II (Part-Time)	1
Urban Economic Analyst III	1
Urban Economic Analyst IV	1
Urban Economic Coordinator	1

**Housing & Community Development**

Administrative Analyst II	1
Community Development Program Coordinator	1
Community Housing Services Manager	1
Deputy Director Housing	1
Development/Redevelopment Program Manager	1
Hearing Officer	1
Home Management Counselor III	1
Housing Development Coordinator III	1
Housing Development Coordinator IV	1
Loan Servicing Administrator	1
Loan Servicing Specialist	1
Management Assistant	1
Monitoring & Evaluation Supervisor	1
Mortgage Advisor	1
Mortgage Loan Supervisor	1
Program Analyst II (Rent Adjustment)	1
Urban Economic Analyst II	1
Urban Economic Coordinator	1
*Consultants	1

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: City Attorney**

**Date: March 4, 1993**

**First Revision: December 13, 1994**

**Second Revision: December 12, 2000**

**Third Revision: December 17, 2002**

**JOB TITLE**

**DISCLOSURE CATEGORY**

Agency Administrative Manager	1
Assistant City Attorney	1
Claims Investigator III	1
Deputy City Attorney I	1
Deputy City Attorney II	1
Deputy City Attorney III	1
Deputy City Attorney IV	1
Deputy City Attorney V	1
Information Systems Administrator	1
Legal Administrative Services Manager	1
Legal Communications Officer	1
Open Government Coordinator	1
Special Counsel	1
*Consultants	1

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Attorney or his or her designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Attorney or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Police Services Agency**

**Date: March 4, 1993**

**First Revision: October 28, 1997**

**Second Revision: February 12, 1998**

**Third Revision: December 12, 2000**

**Fourth Revision: December 17, 2002**

**Fifth Revision: March 1, 2005**

**Fifth Revision: February 6, 2007**

**JOB TITLE**

**DISCLOSURE CATEGORY**

Alcohol Beverage Action Team Regulators	1
Chief of Police	1
Chief of Staff	1
Commander, Criminal Investigations Division	1
Commander, Office of the Inspector General	1
Commander, Special Operations Group	1
Commander, Strategic Area Command	1
Commander, Traffic Division	1
Commander, Training Division	1
Commercial Vehicle Enforcement Officer(s)	1
Commercial Vehicle Enforcement Supervisor	1
Deputy Chief, Bureau of Field Operations	1
Deputy Chief, Bureau of Investigations	1
Deputy Chief, Bureau of Services	1
Director, Animal Services Section	1
Director, Office of Administrative Support	1
Fleet and Tow Coordinator	1
Manager, Budget and Accounting Division	1
Manager, Fiscal Services	1
Manager, Identification and Property Section	1
Manager, Records Division	1
Sergeant of Police, Special Assistant to the Chief	1



Sergeant of Police, Technology Unit Supervisor	1
Special Events Coordinator(s) (SAC)	1
Taxi Detail Regulator(s)	1
*Consultants	1

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

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Office of the Mayor**

**Date: March 4, 1993**

**First Revision: April 13, 1999**

**Second Revision: December 12, 2000**

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

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The Mayor or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Mayor or his designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Museum Services**

**Date: February 6, 2007**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Director, Museum Services	1
Chief, Curator of Art	1
Chief, Curator of Education	1
Chief, Curator of Natural Science	1
Deputy Director	1
Executive Assistant	1
*Consultants	

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

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

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Boards and Commissions**

**Date: March 4, 1993  
First Revision: December 13, 1994  
Second Revision: December 17, 1996  
Third Revision: April 22, 1997  
Fourth Revision; July 27, 1999  
Fifth Revision: April 11, 2000  
Sixth Revision: December 12, 2000  
Seventh Revision: December 17, 2002  
Eighth Revision: March 1, 2005  
Ninth Revision: February 6, 2007**

**JOB TITLE**

**DISCLOSURE CATEGORY**

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

Landmarks Preservation Advisory Board	1
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	1
Parks and Recreation Advisory Commission	1
Police and Fire Retirement System Board	1
Public Ethics Commission	1
West Oakland Redevelopment Area Project Area Committee	1
West Oakland Senior Center Advisory Council	1
Western Oakland Community Development District Board	1
Workforce Investment Board	1
*Consultants	1

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 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**

#### **PROPOSED 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, 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.

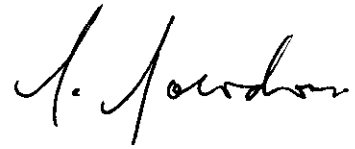
#### Disclosure Category

1. All investments and business positions in business entities, sources of income and interests in real property.
2. Investments and business positions in business entities, and all sources of income.
3. Interests in real property.
4. Investments and business positions in business entities, and sources of income from entities providing supplies, services, equipment or machinery of the type used by the designated employee's unit.
5. Investments and business positions in and income from entities, which are book outlets, vendors or providers of business services.

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

18. Income from any source which within the last twelve months has contracted, or in the future may foreseeably contract with the Oakland Housing Authority to provide services, supplies, materials, machinery or equipment to the Oakland Housing Authority.





07/01/93 11:14

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

**NOTICE AND DIGEST**

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