

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


  
 CITY ATTORNEY

**ORDINANCE No. 12305 C.M.S.**

**AN ORDINANCE AMENDING 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**

**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 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, City Manager, and City Clerk recommend 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 assigned, revise titles of existing positions 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 as follows:

1. City Auditor

Add Executive Assistant to the City Auditor, Internal Auditor III, Program Performance Auditor, Disclosure Category 1. Delete Management Assistant, Program and Performance Auditor, Program Evaluator, Internal Auditor III.

2. City Council

No Changes Required

3. City Manager

Add Budget Manager, Principal Financial Analyst, Financial Analyst, Revenue Analyst, Accountant II, Budget and Operations Analyst III, Administrative Services Manager (Chef of Staff), Contract Compliance Officer, Contract Compliance Supervisor, Assistant Contract Compliance Officer, Contract Compliance Manager, Cable Television Station Manager, Cable Television Operations Technician, Administrative Assistant II, Disclosure Category 1. Delete Community Assistance Center Manager, Fire Prevention and Suppression Assessment District Project Manager, Affirmative Action Manager.

4. Financial Services Agency

Add Assistant Controller, ~~Tax~~ Enforcement Officer II, Tax Enforcement Officer III, Tax Auditor III, Tax Representative III, Parking Manager, Parking Analyst, Financial Analyst, Accountant III, Agency Administration Manager, Purchasing Supervisor, Financial Services Agency Director, Disclosure Category 1. Delete Budget Manager, Principal Financial Analyst, Financial Analyst, Budget and Operations Analyst III, Revenue Analyst, Accountant II, Administrative Assistant II.

5. Fire Services Agency

Add Administration Manager, Assistant Fire Marshall, Division Manager, Disclosure Category 1. Change Emergency Services Manager to Emergency Services and Fire Prevention Manager. Delete Personnel Officer.

6. Library

No Changes Required

7. Office of Parks Recreation and Cultural Services

Add Facilities Manager (Studio One), Disclosure Category 1

a. Public Works Agency

Delete Contract Compliance Officer, Assistant Contract Compliance Officer, Contract Compliance Supervisor.

9. Office of City Clerk

Add Assistant City Clerk, Citywide Records Manager, Management Assistant, Cable Franchise Manager, Disclosure 1. Delete Cable Television Station Manager and Cable Television Operations Technician.

10. Deuartment on Aging and Health and Human Services

Consolidate Department on Aging and Department on Health and Human Services. Add Senior Services Administrator, Disclosure Category 1. Delete Emergency Food Coordinator, Administrative Analyst II.

11. Community and Economic Develoument Agency

Consolidate Office of Economic Development and Employment, Office of Housing and Neighborhood Development and Office of Planning and Building. Add Agency Director, CEDA, Deputy Director, CEDA, Manager, Agency Administrative, Assistant to the Director, Director, City Planning, Manager, Zoning, Project Manager, Transportation, Planner, Sr., Director, Building Services, Manager, Inspection Services, Principal Supervising Inspector, Program Analyst III, Manager, Planning & Building Operations, Director of Economic Devt & Employment, Manager, Business Services, Manager, Project Development, Urban Economic Coordinator, Loan Servicing Specialist, Deputy Director, Community & Economic Devt, Director of Economic Development & Employment, Manager Real Estate Services, Project Manager, II, Project Manager (PT), Urban Economic Analyst IV, Program Analyst III, Program Analyst II, Director of Community Development, Manager, Rehabilitation Services, Loan Servicing Administrator, Housing Development Coordinator IV, Housing Development Coordinator III, Monitoring & Evaluation Supervisor, Rehabilitation Advisor III, Emergency Food Program Coordinator, Home Management Counselor III, Administrative Analyst I, Disclosure 1. Delete Deputy Director/Building Official, Comprehensive Planning Manager, Supervising Civil Engineer, Construction Inspection Supervisor, Building Inspection Supervisor, Electrical Inspection Supervisor, Mechanical Inspection Supervisor, Design Review Planner 1, Design Review Planner III, Planner I, Permit Technician I. Building Inspector, Code Enforcement Inspector, Design Review Investigation, Office Assistant II. Code Enforcement Inspection Supervisor, Director, Public Information Officer I, Graphics Design Specialist, Accounting Supervisor, Accountant III, Accountant II, Storekeeper II, Account Clerk I, Contract Compliance Officer, Administrative Assistant II, PSE 51, Manager, Associate Program Coordinator, Community Development Program Coordinator, Neighborhood Development Coordinator, Adminmstrative Assistant II, Residential Relocation Advisor, Business Relocation Advisor, Senior Home Management Counselor, Housing Manager, Assistant Housing Manager, Housing Development Coordinator II, Housing Development Coordmator I, Rehab, Supervisor II, Rehab. Supervisor I, Rehab. Advisor II, Rehab, Paint Technician, PSE 14, Graffiti Specialist, Super. Housing Inspector, Code Enforcement Inspector, Chief Appraiser, Economic Development Coordinator, Account Clerk II, Executive Assistant, Payroll Personnel Clerk, Program Management Supervisor, Public Information Officer, Film Coordinator, PSE 14(OBRA), PSE 51 (OBRA).

Assistant II, Code Enforcement Inspection Supervisor, Director, Public Information Officer I, Graphics Design Specialist, Accounting Supervisor, Accountant III, Accountant II, Storekeeper II, Account Clerk I, Contract Compliance Officer, Administrative Assistant II, PSE 51, Manager, Associate Program Coordinator, Community Development Program Coordinator, Neighborhood Development Coordinator, Administrative Assistant II, Residential Relocation Advisor, Business Relocation Advisor, **Senior** Home Management Counselor, Housing Manager, Assistant Housing Manager, Housing Development Coordinator II, Housing Development Coordinator I, Rehab, Supervisor II, Rehab. Supervisor I, Rehab. Advisor II, Rehab, Paint Technician, PSE 14, Graffiti Specialist, Super. Housing inspector, Code Enforcement Inspector, Chief Appraiser, Economic Development Coordinator, Account Clerk II, Executive Assistant, Payroll Personnel Clerk, Program Management Supervisor, Public Information Officer, Film Coordinator, PSE 14 (OBRA), PSE 51 (OBRA).

12. Office of the City Attorney

Add Executive Director Neighborhood Law Corps, Open Government Coordinator, Director of Communications, Disclosure Category 1.

13. Office of Information Technology

No Changes Required

14. Police Services Agency

Add Manager, Budget **and** Accounting Division. Change Commander, Special Operations Section to Commander, Special Operations Division, Administrative Assistant to the Director of Police Services to Chief of **Staff**, Disclosure Category 1.

15. Office of the Mayor

Add PSE 14 (Community Services Coordinator). Delete PSE 51 (Community Organizer), Disclosure Category 1.

16. Museum

Delete Museum Programs Supervisor

17. Retirement and Risk Administration and Office of Personnel Resource Management

Consolidate Retirement and Risk Administration and Office of Personnel Resource Management. Add **Affirmative** Action Manager, Program Manager, Disclosure Category 1. Delete Assistant to the Manager.

**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**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
City Auditor	1
Executive Assistant to the City Auditor	1
Assistant to the City Auditor	1
Internal Auditor III	1
Program Performance Auditor	1
Systems Analyst III	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**

**JOB TITLE**

**DSCLOSURE CATEGORY**

City Councilmember Assistant	1
City Council Policy Analyst	1
City Council Constituent Liaison	1
City Council PSE 51	1
City Council PSE 14	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 Manager**

**Date: March 4,1993**

**First Revision: July 27,1999**

**Second Revision: December 12,2000**

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Assistant City Manager	1
Assistant to the City Manager	1
Administrative Services Manager (Chief of Staff)	1
Administrative Assistant II	1
Executive Assistant to the City Manager	1
Executive Assistant to the Assistant City Manager	1
Executive Director to Public Ethics Commission	1
Strategic Grants Manager	1
Citizen's Complaint Investigator	1
City Manager's Public Safety Liaison	1
Contract and Employment Services Manager	1
Contract Compliance Manager	1
Contract Compliance Officer	1
Contract Compliance Supervisor	1
Assistant Contract Compliance Officer	1
Cable Television Station Manager	1
Cable Television Operations Technician	1
Equal Opportunity Specialist	1
Management Analyst	1
Budget Manager	1
Budget and Operations Analyst III	1
Principal Financial Analyst	1
Revenue Analyst	1
Financial Analyst	1
Accountant 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 Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply

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**with** the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.



**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Financial Services Agency**

**Date: March 4,1993**

**Revised: December 13,1994**

**Second Revision: December 17,1996**

**Third Revision: December 15,1998**

**Fourth Revision: December 12,2000**

**JOB TITLE**

**DISCLOSURE CATEGORY**

Director	1
Controller	1
Assistant Controller	1
Revenue Manager	1
Budget Manager	1
Principal Financial Analyst	1
Purchasing Manager	1
Purchasing Supervisor	1
Buyers	1
Storekeeper III	1
Treasury Manager	1
Treasury Analyst	4
Investment Supervisor	4
Parking Manager	1
Parking Analyst	1
Financial Analyst	1
Agency Administration Manager	1
Revenue Collections Supervisor	4
Revenue Audit Supervisor	4
Revenue Operations Supervisor	4
Revenue Collections Officer	4
Revenue Analyst	4
Tax Auditor II	4
Tax Auditor III	1
Tax Representative II	4
Tax Representative III	1
Tax Enforcement Officer II	1

Tax Enforcement Officer III	1
Accountant II	4
Accountant III	1
Management Assistant	4
Financial Research Assistant	4
*Consultants	1

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

## APPENDIX A FOR CHAPTER 3.16

### City of Oakland Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Department: Fire Services Agency

Date: March 4,1993

Revised: December 17,1996

Second Revision: December 15,1998

Third Revision: December 12,2000

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

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

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

APPENDIX A FOR CHAPTER 3.16

City of Oakland  
Conflict of Interest Code

LIST OF DESIGNATED POSITIONS

Department: Library

Date: March 4,1993

Revised: December 13,1994

Second Revision: December 17,1996

Third Revision: December 15,1998

JOB TITLE

DISCLOSURE CATEGORY

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

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

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

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

**LIST OF DESIGNATED POSITIONS**

**Department: Office of Parks, Recreation,  
and Cultural Services**

**Date: March 4,1993  
Revised: December 13,1994  
Second Revision: December 17,1996  
Third Revision: December 15,1998**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Director	1
Cultural Arts Manager	1
Administrative Services Manager I	1
Zone Manager	1
Management Assistant	1
Senior Park Planner	3, 6, 7, 8, 9
Administrative Analyst II	3, 4, 5, 6, 7, 8, 9,10, 11, 12, 13, 14
Recreation General Supervisor	1
Tree Supervisor II	1
Park Supervisor II	1
Facilities Manager (Studio One)	1
*Consultants	1

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

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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

JOB TITLE

DISCLOSURE CATEGORY

Director	1
Assistant Director of Public Works	1
Building Services Manager	1
Complex Manager	1
Environmental Affairs Program Manager	1
Environmental Programs Supervisor	1
Recycling Supervisor	2
Senior Construction and Maintenance Supervisor	1
Support Services Supervisor	1
Administrative Service Manager II	1
Public Works Personnel Coordinator	1
Training and Public Service Administrator	1
Administrative Services Manager II	1
Employment Services Supervisor	1
Information Systems Administrator	1
Senior Transportation Planner	1
City Architect	1
Assistant City Architect	1
Principal Civil Engineer	1
Supervising Civil Engineer	1
Electrical Services Manager	1
Civil Engineer	1
Assistant Engineer II	3, 4, 6, 7, 8
Construction Inspection Supervisor	3, 4, 6, 7, 8
Senior Construction Inspector	3, 4, 6, 7, 8
City Land Surveyor	3, 4, 6, 7, 8
Supervising Transportation Engineer	3, 4, 6, 7, 8
Supervising Civil Engineer	1
Equipment Services Manager	1

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Equipment Services Superintendent	1
Public Works Supervisor III	1
Public Works Supervisor II	1
Cypress Freeway Project Coordinator	1
Construction Inspection Supervisor	3, 4, 6, 7, 8
Civil Engineer	1
*Consultants	1

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: 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**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
City Clerk	1
Assistant City Clerk	1
Deputy City Clerk (Elections)	1
City Wide Records Manager	1
Administrative Services Manager II	1
Management Assistant	1
Cable Franchise Manager	1
*Consultants	1

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



**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Department on Aging and  
Health and Human Services**

**Date: March 4,1993  
First Revision: December 15,1998  
Second Revision: April 13,1999  
Third Revision: December 12,2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Director, Health, Human Services & Aging	1
Manager, Senior Services	4, 13, 14
Senior Services Supervisor	4, 11, 13, 14
Senior Services Administrator	4, 11,13, 14
Supervising Case Manager	4, 11
Nurse Case Manager	4, 11
Case Manager II	4, 11
Long Term Care Division Manager	4, 13, 14
Executive Assistant	4, 5, 10, 11
Youth Services Manager	1
Planner	1
Management Assistant	1
CSBG Administrative Analyst II	1
Head Start Program Supervisor	1
Educator Coordinator	3, 4, 5, 10
Head Start Program Coordinator	4, 5, 10, 11
Nutritionist	4, 5, 10
*Consultants	1

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Community and Economic  
Development Agency**

**Date: March 4,1993  
First Revision: December 15, 1998  
Second Revision: April 13,1999  
Third Revision: December 12,2000**

**JOB TITLE**

**DISCLOSURE CATEGORY**

**Office of Executive Director**

Agency Director, CEDA	1
Deputy Director, CEDA	1
Manager, Agency Administrative	1
Assistant to the Director	1
Administrative Services Manager II	1
Management Assistant	1
Microcomputer Systems Spec II	1

**Planning & Zoning**

Director, City Planning	1
Deputy Director, City Planning	1
Manager, Zoning	1
Project Manager	1
Transportation Planner, Sr.	1
Planner IV	1
Planner III	1
Planner III, Hist Pres.	1
Planner III, Hist Pres.PPT (2 half time positions)	1
Planner III ppt	1
Planner II	1
Planner II, Des Rev	1

**Building Services**

Director, Building Services	1
Administrative Serv. Mgr II	1
Manager, Inspection Services	1

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Principal Supervising Inspector	1
Specialty/Combo Insp, SR	1
Specialty/Combo Inspect	1
Code Enforcement Inspector Assistant	1
Program Analyst III	1
Manager, Planning & Building Operations	1
Process Coordinator III	1
Processor Coordinator II	1
Management Assistant	2
Engineering Tech, Sr. (Office)	1
Engineering Tech II (Office)	1
Permit Technician II	1
Principal Civil Engineer	1
Engineer, Civil, Supervising (Office)	1
Construction Inspection Supervisor (Field)	1
Senior Construction Inspector (Field)	1
Civil Engineer (Office)	1
Assistant Engineer II (Office)	1
Planner III	1
Planner II	1

### **Economic Development**

Director of Economic Devt & Employment	1
Administrative Services Manager II (Marketing)	2
Administrative Services Manager I (Workforce Development)	1
Manager, Business Services	1
Administrative Services Mgr II (Business Svcs)	1
Manager, Project Development	1
Urban Economic Coordinator	1
Urban Economic Analyst III	1
Loan Servicing Specialist	1

### **Redevelopment**

Deputy Director, Community & Economic Devt	1
Director of Economic Development & Employment	1
Director, City Planning	1
Management Assistant	1
Manager, Real Estate Services	1
Real Estate Agent, Supervisor	1
Real Estate Agent	1
Relocation Advisor	1
Project Manager II (2 part time staff)	1
Project Manager	1

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Urban Economic Coordinator	1
Urban Economic Analyst IV	1
Urban Economic Analyst III	1
Program Analyst III	1
Program Analyst II	1
Planner IV	1
Planner III	1

**Housing & Community Development**

Director of Community Development	1
Management Assistant	1
Manager, Rehabilitation Services	1
Administrative Services Manager II (CDBG Programs)	1
Urban Economic Coordinator	1
Loan Servicing Administrator	1
Mortgage Loan Supervisor	1
Housing Development Coordinator IV	1
Housing Development Coordinator III	1
Monitoring & Evaluation Supervisor	1
Rehabilitation Advisor III	1
Emergency Food Program Supervisor	1
Community Development Program Supervisor	1
Community Development District Coordinator	1
Home Management Counselor III	1
Home Management Counselor II	1
Planner IV	1
Mortgage Advisor	1
Urban Economic Analyst II	1
Admin. Analyst II	1
Admin, Analyst I	1
*Consultants	1

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: City Attorney**

**Date: March 4,1993**

**First Revision: December 13,1994**

**Second Revision: December 12,2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Executive Director Neighborhood Law Corps	1
Assistant City Attorney	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
Legal Administrative Services Manager	1
Claims Investigator III	1
Open Government Coordinator	1
Director of Communications	1
*Consultants	1

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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: Office of Information Technology**

**Date: March 4,1993**

**First Revision: April 11,2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Director	1
Assistant to the Director	1
Manager, Administrative Services II	1
Manager, Information Systems	1
Project Manager	1
Supervisor, Computer Operations	1
Supervisor, Information Systems	1
Supervisor, Reprographics	1
Supervisor, Public Safety	1
Supervisor, Telecommunications	1
Supervisor, Electronics	1
Accountant II	1
Business Analyst III	1
Systems Analyst III	1
Web Master	1
*Consultants	1

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Police Services Agency**

**Date: March 4,1993**

**First Revision: October 28, 1997**

**Second Revision: January 12,1998**

**Third Revision: December 12,2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Director, Police Services Agency (Chief of Police)	1
Deputy Chief, Bureau of Field Operations	1
Deputy Chief, Bureau of Investigation	1
Deputy Chief, Bureau of Services	1
Commander, Special Operations Division	1
Commander, Vice/Narcotics Section	1
Special Events Coordinator, Bureau of Field Operations	1
Chief of Staff	1
Manager, Research and Planning Division	1
Manager, Budget and Accounting Division	1
Alcohol Beverage Action Team Regulators	1
Taxi Detail Regulators	1
Commercial Vehicle Enforcement 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 Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX A FOR CHAPTER 3.16

City of Oakland  
Conflict of Interest Code

LIST OF DESIGNATED POSITIONS

Department: Office of the Mayor

Date: **March 4,1993**

First **Revision:** April **13,1999**

Second **Revision:** December **12,2000**

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

**Date: March 4,1993**

**Revised: December 17,1996**

**Second Revision: December 15,1998**

**Third Revision: December 12,2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Director of Museum Services	1
Museum Operations Manager	1
Chief Curator of <i>Art</i>	1
Chief Curator of History	1
Chief Curator of Natural Science	1
Chief Curator of Education	1
*Consultants	1

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**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Retirement, Risk Administration  
and Office of Personnel Resource  
Management**

**Date: March 4,1993  
First Revision: December 13,1994  
Second Revision: December 12,2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Director	1
Assistant Director	1
Human Resource Manager	1
Program Manager	1
Affirmative Action Manager.	1
Risk Manager	1
*Consultants	1

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Office of Craft and Cultural Arts**

**Date: December 12,2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Co-Director	1
Program Analyst I	1
Program Analyst II	1
Program Analyst III	1
Facilities Manager (Alice Arts Center)	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 Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**Department: Agency Directors**

**Date: December 17,1996**

**First Revision: December 12,2000**

**JOB TITLE**

**DISCLOSURE CATEGORY**

Director, Life Enrichment Agency	1
Director, Community and Economic Development Agency	1

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

**APPENDIX A FOR CHAPTER 3.16**

**City of Oakland  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

**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 11,200  
Sixth Revision: December 12,2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Broadway/MacArthur/San Pablo Redevelopment Project Area Committee	1
Business Tax Board of Review	1
Chabot Observatory and Science Center Joint Powers Agency	1
Children's Fairyland Board of Trustees	1
Commission on Aging	1
Commission on Persons with Disabilities	1
Community Action Agency Administering Board	1
Community Reinvestment Commission	1
Council on Health and Human Services	4
Cultural Affairs Commission	1
Downtown Oakland Senior Center Advisory Council	1
Earthquake Damage Abatement Board	1
East Oakland Multipurpose Senior Center Advisory Council	1
Housing and Residential Rent and Relocation Board	1
Kids First! Children's Fund Planning and Oversight Committee	1
Landmarks Preservation Advisory Board	1
Loan Review Committee	1
Medical Hill Parking Commission	1
North Oakland Senior Center Advisory Commission	1
Oakland Base Reuse Authority	1
Oakland Housing Authority Board of Commissioners	1
Parks and Recreation Advisory Commission	1
Public Ethics Commission	1
West Oakland Senior Center Advisory	1
Workforce Investment Board	1
*Consultants	1

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OAKLAND

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CITY OF OAKLAND



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

Office of the City Attorney  
John Russo  
City Attorney  
Patrick Tang

December 12, 2000

(510) 238-3601  
FAX: (510) 238-6500  
TTY/TDD: (510) 238-3601

Honorable President Ignacio De La Fuente  
and Members of the City Council  
Oakland, California

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

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

Attached please find copies of the updated Appendices for the Office of Parks and  
Recreation and the Public Works Agency.

The updates from those departments were submitted to this office too late to be included in  
the previously distributed copy of the code and are submitted for your review and consideration.

Please discard the previously distributed pages and replace them with the attached updated  
pages.

This office recommends adoption of the updated code.

A handwritten signature in black ink, appearing to read "John A. Russo".

JOHN A. RUSSO

City Attorney

Attorney Assigned:  
Patrick Tang

219194.1

12-12-00  
#44

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OFFICE OF THE CITY CLERK  
OAKLAND  
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CITY OF OAKLAND



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

Office of the City Attorney  
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City Attorney  
Patrick Tang

December 12, 2000

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JOHN A. RUSSO

City Attorney

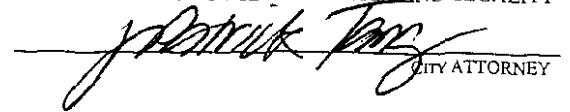
Attorney Assigned:  
Patrick Tang

219194.1

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DEC 12 2000

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


 CITY ATTORNEY

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

AN ORDINANCE AMENDING 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

**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 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, City Manager, and City Clerk recommend 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 assigned, revise titles of existing positions 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 as follows:

1. City Auditor

Add Executive Assistant to the City Auditor, Internal Auditor III, Program Performance Auditor, Disclosure Category 1. Delete Management Assistant, Program and Performance Auditor, Program Evaluator, Internal Auditor III.

2. City Council

No Changes Required



3. City Manager

Add Budget Manager, Principal Financial Analyst, Financial Analyst, Revenue Analyst, Accountant II, Budget and Operations Analyst III, Administrative Services Manager (Chief of Staff), Contract Compliance-Officer, Contract Compliance Supervisor, Assistant Contract Compliance Officer, Contract Compliance Manager, Cable Television Station Manager, Cable Television Operations Technician, Administrative Assistant II, Disclosure Category 1. Delete Community Assistance ~~Center~~ Manager, Fire Prevention and Suppression Assessment District Project Manager, Affirmative Action Manager.

4. Financial Services Agency

Add Assistant Controller, Tax Enforcement Officer II, Tax Enforcement Officer III, Tax Auditor III, Tax Representative III, Parking Manager, Parking Analyst, Financial Analyst, Accountant III, Agency Administration Manager, Purchasing Supervisor, Financial Services Agency Director, Disclosure Category 1. Delete Budget Manager, Principal Financial Analyst, Financial Analyst, Budget and Operations Analyst III, Revenue Analyst, Accountant II, Administrative Assistant II.

5. Fire Services Agency

Add Administration Manager, Assistant Fire Marshall, Division Manager, Disclosure Category 1. Change Emergency Services Manager to Emergency Services and Fire Prevention Manager. Delete Personnel Officer.

6. Library

No Changes Required

7. Office of Parks and Recreation

Add Administrative Services Manager II, Assistant to the City Manager, Support Services Supervisor, City Manager Analyst, Area One Manager, Area Two Manager, Area Three Manager, Disclosure Category 1. Delete Deputy Director, Cultural Arts Manager, Administrative Services Manager I, Parks Services Manager, Management Assistant, Recreation Services Manager, Assistant to the Recreation Services Manager, Senior Park Planner, Administrative Analyst II, Recreation General Supervisor, Park Supervisor II.

8. Public Works Agency

Add Construction and Maintenance Supervisor II, Energy Engineer III, Environmental Services Manager, Administrative Analyst I, Public Works Operation Manager, Project Manager II, CIP Coordinator, Disclosure Category 1. Environmental Education Specialist, Disclosure Category 2. Delete Contract Compliance Officer, Assistant Contract Compliance Officer, Contract Compliance Supervisor, Public Works Supervisor III, Construction Inspection Supervisor, Environmental Affairs Program ivianager, Senior Construction and Maintenance Supervisor, City Architect.

9. Office of City Clerk

Add Assistant City Clerk, Citywide Records Manager, Management Assistant, Cable Franchise Manager, Disclosure Category 1. Delete Cable Television Station Manager and Cable Television Operations Technician.

10. Department on Aging and Health and Human Services

Consolidate Department on Aging and Department on Health and Human Services. Add Senior Services Administrator, Disclosure Category 1. Delete Emergency Food Coordinator, Administrative Analyst II.

11. Community and Economic Development Agency

Consolidate Office of Economic Development and Employment, Office of Housing and Neighborhood Development and Office of Planning and Building. Add Agency Director, CEDA, Deputy Director, CEDA, Manager, Agency Administrative, Assistant to the Director, Director, City Planning, Manager, Zoning, Project Manager, Transportation, Planner, Sr., Director, Building Services, Manager, Inspection Services, Principal Supervising Inspector, Program Analyst III, Manager, Planning & Building Operations, Director of Economic Devt & Employment, Manager, Business Services, Manager, Project Development, Urban Economic Coordinator, Loan Servicing Specialist, Deputy Director, Community & Economic Devt, Director of Economic Development & Employment, Manager Real Estate Services, Project Manager, II, Project Manager (PT), Urban Economic Analyst IV, Program Analyst III, Program Analyst II, Director of Community Development, Manager, Rehabilitation Services, Loan Servicing Administrator, Housing Development Coordinator IV, Housing Development Coordinator III, Monitoring & Evaluation Supervisor, Rehabilitation Advisor III, Emergency Food Program Coordinator, Home Management Counselor III, Administrative Analyst I, Disclosure Category 1. Delete Deputy Director/Building Official, Comprehensive Planning Manager, Supervising Civil Engineer, Construction Inspection Supervisor, Building Inspection Supervisor, Electrical Inspection Supervisor, Mechanical Inspection Supervisor, Design Review Planner I, Design Review Planner III, Planner I, Permit Technician I, Building Inspector. Code Enforcement Inspector, Design Review Investigation, Office

Assistant II, Code Enforcement Inspection Supervisor, Director, Public Information Officer I, Graphics Design Specialist, Accounting Supervisor, Accountant III, Accountant II, Storekeeper II, Account Clerk I, Contract Compliance Officer, Administrative Assistant II, PSE 51, Manager, Associate Program Coordinator, Community Development Program Coordinator, Neighborhood Development Coordinator, Administrative Assistant II, Residential Relocation Advisor, Business Relocation Advisor, Senior Home Management Counselor, Housing Manager, Assistant Housing Manager, Housing Development Coordinator II, Housing Development Coordinator I, Rehab, Supervisor II, Rehab. Supervisor I, Rehab. Advisor II, Rehab, Paint Technician, PSE 14, Graffiti Specialist, Super. Housing Inspector, Code Enforcement Inspector, Chief Appraiser, Economic Development Coordinator, Account Clerk II, Executive Assistant, Payroll Personnel Clerk, Program Management Supervisor, Public Information Officer, Film Coordinator, PSE 14(OBRA), PSE 51 (OBRA).

12. Office of the City Attorney

Add Executive Director Neighborhood Law Corps, Disclosure, Open Government Coordinator, Director of Communications, Disclosure Category 1.

13. Office of Information Technology

No Changes Required

14. Police Services Agency

Add Manager, Budget and Accounting Division. Change Commander, Special Operations Section to Commander, Special Operations Division, Administrative Assistant to the Director of Police Services to Chief of Staff, Disclosure Category 1.

15. Office of the Mayor

Add PSE 14 (Community Services Coordinator). Delete PSE 51 (Community Organizer), Disclosure Category 1.

16. Museum

Delete Museum Programs Supervisor

17. Retirement and Risk Administration and Office of Personnel Resource Management

Consolidate Retirement and Risk Administration and Office of Personnel Resource Management. Add Affirmative Action Manager, Program Manager, Disclosure Category 1. Delete Assistant to the Manager.

18. Office of Craft and Cultural Arts

Add Co-Director, Program Analyst I, Program Analyst II, Program Analyst III, Facilities Manager (Alice Arts Center), Disclosure Category 1.

19. Agency Directors

Delete Director, Administrative Services Agency

The revisions to Appendix A are attached and designated as revised December 12, 2000

**Section 2:**

Appendix A (Boards and Commissions) is amended as follows:

Boards and Commissions

Delete Central East Oakland Community Development Association, Chinatown and Central District Community Development District Council, Council of Seven Community Development District Chairpersons, Elmhurst Community Development District Board, Fruitvale Community Development District Council, North Oakland Community Development Committee, San Antonio Community Development District Board, West Oakland District Council.

City COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_ 20 \_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BRUNNER, CHANG, MILEY, NADEL, REID, SPEES, WAN AND PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

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

CEDA FLOYD  
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: 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 12, 2000**

<b><u>JOB TITLE</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>
Director	1
Administrative Services Manager II	1
Assistant to the City Manager	1
Support Services Supervisor	1
City Manager Analyst	1
Area One Manager	1
Area Two Manager	1
Area Three Manager	1
Tree Supervisor 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 Manager or his designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written documentation shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager or his designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

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The revisions to Appendix A are attached and designated as revised December 12, 2000.

Section 2:

Appendix A (Boards and Commissions) is amended as follows:

Boards and Commissions

Delete Central East Oakland Community Development Association, Chinatown and Central District Community Development District Council, Council of Seven Community Development District Chairpersons, Elmhurst Community Development District Board, Fruitvale Community Development District Council, North Oakland Community Development Committee, San Antonio Community Development District Board, West Oakland District Council.

*I hereby certify that the foregoing is a full, true and correct copy of a 2001 ordinance passed by the City Council of the City of Oakland on \_\_\_\_\_, 2001.*

CEDA FLOYD

City Clerk and Clerk of the Council

Per Onetha Middleton Deputy