

**PUBLIC WORKS DEPARTMENT –  
ENGINEERING & CAPITAL PROJECTS**

**CONFLICT OF INTEREST CODE  
APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<b>POSITIONS</b>	<b>DUTIES</b>	<b>CATEGORY</b>
PW - Director	Policy formulation, contract approval, management of CIP and construction related projects, redevelopment projects, budget administration, public relations, and management.	1
Assistant Director Engineering & Capital Projects	Policy formulation, contract approval, management of CIP and construction related projects, subdivision approval, redevelopment projects, designated City Engineer, budget administration, public relations, and management.	1
Deputy Director(s)	Direct daily operations, contract preparation, consultant management, contract administration and payment approvals, material approval, subdivision and CIP approval, redevelopment projects, develop and manage CIP, designated Deputy City Engineer responsibilities, and management.	1
Assistant Deputy Director	Direct daily operations, contract preparation, consultant management, contract administration and payment approvals, material approval, subdivision and CIP approval, redevelopment projects, develop and manage CIP, designated Deputy City Engineer responsibilities and management.	1
Program Manager(s)	Directs daily operations and ensures City policy is followed; approves and/or recommends financial decisions regarding public works, consultancy and contracting in an audit function.	1
Principal Planner	Directs daily operations and ensures City policy is followed; approves and/or recommends environmental permitting decisions regarding public works.	1

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**CONFLICT OF INTEREST CODE  
APPENDIX B  
DISCLOSURE CATEGORIES**

Category 1: All real property interests located within the City of San Diego or within a two mile radius of its boundaries.

Investments and business positions in and income, including gifts from any construction firm, building supply firm, real estate or land development firm, architectural or engineering firm or financial institution doing business in the City of San Diego or having the potential of doing business in or with the City of San Diego.

Category 2: Investments and business positions in any business entity that supplies goods or services to the City that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.

Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.

Interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

Category 3:  
Disclosure by  
Consultants  
and New Positions

As Required. Consultants and new positions shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Engineering & Capital Projects Director and Deputy Directors may determine in writing that a particular consultant or new position, although a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Engineering & Capital Projects Director and Deputy Director’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.

<b>POSITIONS</b>	<b>DUTIES</b>	<b>CATEGORY</b>
Principal Contract Specialist	Plans and directs the work of Contract Specialist; participates in complex contract administration; negotiates, awards, administers, and terminates various types of contracts including public work consulting, design, construction, and material and equipment contracts. Develops negotiation plans and strategies; and prepares reports.	2
Senior Contract Specialist	Plans and directs the work of Contract Specialists and participates in the more highly complex duties. Recommends and negotiates financial decisions such as the selection of service providers.	2
Information Systems Analyst IV	Coordinates the development, testing, implementation and modification of the department's Information Systems (IS). Provides direction to application support staff in the day-to-day maintenance of systems and leads the activities of other IS professional and sub-professional personnel. Additional roles include IS strategic planning, project management, engineering and business application support and administering citywide IS policies, procedures, and budgets.	1
Senior Civil Engineer(s) Project Officer II(s) (CIP, ADA, Development review, GRC, Asset Management)	Manage consultant agreements, design & construction management, material approval, CIP design, and subdivision approval, contract payment, and project management; oversight of contract preparation and administration, supervise the Long-Range Planning section; supervise the design, survey and inspection function for construction projects; review and monitoring of projects for ADA/Title 24 Compliance; designated Deputy City Engineer responsibilities.	1
Senior Land Surveyor	Land surveys, subdivision review, City-wide mapping and survey consultant; designated Deputy City Engineer responsibilities.	1
Project Officer II (Environmental)	Review, recommend for selection, select and manage consultant contracts; assist in the environmental review process: address permitting issues, review staff or consultant documents, work and negotiate with resource agencies to secure permits, and review mitigation plans and costs.	1

<b>POSITIONS</b>	<b>DUTIES</b>	<b>CATEGORY</b>
Senior Traffic-Engineer(s)	Oversight of traffic engineering operations, Supervise the design and checking of plans and specifications for traffic related infrastructure such as signals, streetlights, etc. designated Deputy City Engineer responsibly.	1
Supervising Management Analyst(s)	Supervise professional staff, confers with department officials in solution of administrative, fiscal or organizational problems.	1
Consultants/New Positions	<p>Consultants and new positions 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 limitation:</p> <p>The Engineering &amp; Capital Projects Director, Assistant Director, and Deputy Directors may determine in writing that a particular consultant or new position, although a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and based upon that description, a statement of the extent of disclosure requirements. The Engineering &amp; Capital Projects Director, Assistant Director, and Deputy Director’s determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.</p>	3