

**ENGINEERING & CAPITAL PROJECTS DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITIONS</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Engineering & Capital Projects Director	Policy formulation, contract approval, management of CIP and construction related projects, redevelopment projects, budget administration, public relations, and management.	1
Assistant Director	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
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
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 responsibilities.	1
Supervising Management Analyst(s)	Supervise professional staff, confers with department officials in solution of administrative, fiscal or organizational problems.	1
Consultant	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 limitation: The Engineering & Capital Projects Director, Assistant Director, and Deputy Directors may determine in writing that a particular consultant, 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 duties and based upon that description, a statement of the extent of disclosure requirements. The Engineering & 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.	2

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**APPENDIX B
DISCLOSURE CATEGORIES**

Category 1: All real property interests located within the City of San Diego or within a 2 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 (See Section 7.B & 7.C).

Category 2: Disclosure by Consultants

As Required Consultants 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, 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 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.