

**ENVIRONMENTAL SERVICES DEPARTMENT
APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Environmental Services Director	Manages the Environmental Services Department. Approves major purchases of equipment, vehicles, supplies or services relating to department needs, including consultants, as described in each division.	1
Assistant Environmental Services Director	Assists Director in managing the Environmental Services Department. Approves major purchases of equipment, vehicles, supplies or services relating to department needs, including consultants, as described in each division.	1
Deputy Director & Program Manager (unclassified), Environmental Services Department	Approves and/or makes recommendations concerning financial decisions for contracts, equipment purchases, consultant contracts, equipment leases, work clothes, service contracts, contracts for purchase and installation of equipment relating to identification, handling and disposal of hazardous and household hazardous waste, landfilling, energy, residential refuse, recycling and curbside greenery (yard waste) collection, and renewable resources (landfill gas, photovoltaic cells, etc.). Administers service contracts and grants. Prepares and administers budgets and manages division activities.	1
Information Systems Administrator	Approves and/or makes recommendations regarding financial decisions concerning contracts, equipment purchases, consultant contracts, equipment leases, work clothes, service contracts, contracts for purchase and installation of equipment relating to identification, handling and disposal of hazardous and household hazardous waste, landfilling, energy, residential refuse, recycling and curbside greenery (yard waste) collection, information system hardware and software. Evaluates compliance with contract specifications. Develops and manages department management information systems and geographic information systems. Manages all information system programs and activities.	1

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Supervising Management Analyst	Analyzes need for and/or recommends purchase of equipment, vehicles, supplies or services relating to department needs including consultants as described in each division. Acts as Project Manager and authorizes activities, contracts, supplies and/or equipment as needed on a special project basis. Supervises, analyzes and administers revenue data, cost and budgetary data, grants or agency contracts and payments.	1
Information Systems Analyst IV	Approves and/or provides management with recommendations concerning information system hardware, software and consulting services. Evaluates compliance with contract specifications. Develops and manages department management information systems and geographic information systems.	4
Program Manager (Classified)	Approves and/or provides management with recommendations concerning program supplies, services and equipment requirements. Evaluates compliance with contract specifications. Develops and manages the material handling and compliance programs, identification of abatement projects. Advises in the awarding of contracts and assigns/oversees the completion of projects; prepares and administers program budget; policy formulation; writing Manager's Reports which include making recommendations to decision makers.	2
Senior Civil Engineer & Senior Mechanical Engineer	Approves and/or makes recommendations regarding financial decisions concerning, consultant contracts and contracts for purchase and installation of equipment. Acts as project manager and authorizes activities, contracts, supplies and/or equipment as needed on a project basis.	3

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<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Project Officer II	Advises in the awarding of contracts and administers the construction of larger, complex construction projects from the design stage through completion of construction.	2
Community Development Specialist III (Lead Safe Neighborhood Program Coordinator)	Approves and/or provides management with recommendations concerning program supplies, services and equipment requirements. Evaluates compliance with contract specifications. Develops and manages identification and abatement projects.	2
Consultants	Determined by contract. Disclosure will be as required. See Appendix B.	5

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DISCLOSURE CATEGORIES

<u>CATEGORY</u>	<u>DESCRIPTION</u>
1	Investments and business positions in any business entity located in or doing business with the City. Income, including gifts, loans, and travel payments from sources located in or doing business with the City. Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.
2	Investments and business positions in firms or business entities that supply goods or services to the Environmental Services Department. Income, including gifts, loans, and travel payments from any person or business entity that supplies goods or services to the Environmental Services Department. Interests in real property owned or used by any person or business entity that supplies goods or services to the Environmental Services Department, or which is located in the City within a two-mile radius of any property used as a disposal site, transfer station, resource recovery facility and/or renewable resource site (e.g., photovoltaic installation). For purposes of this Category, “supplies goods or services” to the Environmental Services Department means manufactures or provides general or specialized motive equipment and/or materials; maintenance and industrial service companies; sustainability, refuse collection, recycling or disposal services or containers; and management consultants for services required by the Department.
3	All interests in real property owned or used by, all investments and positions in any person, firm or entity which manufactures or supplies refuse collection, refuse disposal, or refuse recovery equipment, general motive equipment, or work clothes. Also any reportable investments in or income, including gifts, loans and travel payments from any person, firm or entity which provides refuse collection, refuse disposal or resource recovery services including consultants as required by the division.
4	All interests in real property owned or used by, all gifts, income, loans and travel payments from all investments and positions in any person, firm or entity which manufactures or provides management information systems (MIS) or geographic information systems (GIS) equipment, services or supplies. Also, all reportable gifts, investments in or income from any person, firm, or entity which provides Information Systems and/or GIS consulting services.

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DISCLOSURE CATEGORIES

CATEGORY

DESCRIPTION

5 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 Department Director, Assistant Department Director, Deputy Directors or Assistant to the 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. This determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.