

CITY OF SAN DIEGO
PARK AND RECREATION DEPARTMENT

DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
Director	Park and Recreation policy formulation, departmental supervision, community relations	1
Deputy Director	Division administration, division policy formulation, community relations	1
Assistant Deputy Director, Program Manager	Assist the Deputy Director or Assistant Director in the administration of work programs and budget of their department division	1
Assistant Director, Administrative Services Program Manager	Park and Recreation departmental supervision, budget administration, strategic planning, grants program, public relations, special projects	1
Project Officer II, Senior Engineer	Planning, designing, construction and negotiation for park projects; trail development and management	2
Senior Planner	Develop and implement plans and programs to manage, enhance, and protect natural resources within park and open space, and represent the department on natural resource issues and policies. Review planning documents for open space issues, and assist in the acquisition of open space.	2
District Manager, Golf Course Manager	District administration, division policy formulation, community relations, negotiation with developers and their agents	2
Training Manager	Administer overall department general job training and safety programs	2
Golf Superintendent	Supervision, administration, scheduling of maintenance-related matters, contract preparation and monitoring	2
Associate Management Analyst, Senior Management Analyst, Supervising Management Analyst	Prepare and administer budget and serve as data systems liaison, perform special procedural, operational and cost analyses for the department, special projects, administer Capital Improvement Program and Maintenance Assessment Districts, grants, and fee schedule	2

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Position	Duties	Category
Area Manager	Area Administrative Officer, assist in policy formulation, community relations; Supervision, administration, scheduling of maintenance-related matters, contract preparation and monitoring	2
Grounds Maintenance Manager, Horticulturist	Supervision, administration, scheduling of maintenance-related matters, contract preparation and monitoring	2
Senior Park Ranger	Management of large open space and regional parks including enforcement of applicable City and State codes	2
Supervising Recreation Specialist	Assist in division policy formulation, assist in division administration, community board support	2
Information Systems Manager	Administer the department's information systems, prepare long-rang automation goals, recommend technology	2
Public Information Manager	Administer the department's public information campaigns, and special events promotion	2
Consultant	Consultant 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, Deputy Director, Assistant Deputy Director or Assistant Director 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 requirement 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 Department Director's, Deputy Director's, Assistant Deputy Director's, or Assistant 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.	3
Zoning Investigator	Investigate and resolve illegal encroachments and grading violations on Open Space Division managed parklands and Multi-Habitat Planning Areas.	2

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Position	Duties	Category
Biologist	Implement and ensure compliance with the operational and maintenance requirements of the Multiple Species Conservation Program on Open Space Division managed parklands. Manage all aspects of brush management operations on Open Space Division managed parklands.	2
Cemetery Manager	Direct the operation of the cemetery in accordance with established policy and practices; administers contracts for services, equipment and supplies for cemetery use.	2

**PARK AND RECREATION DEPARTMENT
CONFLICT OF INTEREST CODE
APPENDIX B
DISCLOSURE CATEGORIES**

- Category 1 Investments and business positions in any business entity located in or doing business with the City. Income and gifts from sources located in or doing business with the City. Interests in real property located in the City, and property located within a two-mile radius of any property owned or used by the City.
- Category 2 Investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego Park and Recreation Department (“Department”), that has a leasehold interest in park property, or that is an adverse party to the Department in a legal proceeding. Interests in real property owned or used by any person or business entity that supplies goods or services to the Department, that has a leasehold interest in park property, or that is an adverse party to the Department in a legal proceeding. Income and gifts from any person or business entity that supplies goods or services to the Department, that has a leasehold interest in park property, or that is an adverse party to the Department in a legal proceeding. For purposes of this Appendix, person or “business entity that supplies goods or services to the Department” includes construction firms, architectural, design, engineering, or consulting firms, recreational equipment or mortuary supply firms, financial institutions, aquatic equipment or supply firms, ground or custodial maintenance or supply firms, audiovisual equipment firms, computer firms, fire or safety equipment firms.
- Category 3 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, Deputy Director, Assistant Deputy Director, or Assistant Director 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 Department Director’s, Deputy Director’s Assistant Deputy Director’s or Assistant 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.