

APPENDIX A

DEVELOPMENT SERVICES DEPARTMENT
INTEREST CODE APPENDIX A DESIGNATED
POSITIONS, DUTIES AND CATEGORIES POSITION
DUTIES CATEGORY

MANAGEMENT

| <u>Position</u> | <u>Duties</u> | <u>Categor y</u> |
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| Development Services Director | Policy formulation, contract approval, discretionary approval, environmental approval. Policy guidance for the operating programs of the Innovation and Technology, Business Operations and Support Services, Cannabis Permit Bureau, Project Submittal & Management, Land Development Review, Engineering, Code Enforcement and Local Enforcement Agency, including code writing, code interpretation and enforcement policy. | 1 |
| Assistant Development Services Director | Administers policy formulation, contract approval, discretionary approval, environmental approval. Administers policy guidance for the operating programs of the Innovation and Technology, Business Operations and Support Services, Cannabis Permit Bureau, Project Submittal & Management, Land Development Review, Engineering, Code Enforcement and Local Enforcement Agency, including code writing, code interpretation and enforcement policy. | 1 |
| Deputy Director (Chief Bldg. Official) | Develop and implement policies and procedures to comply with best practices and use their independent judgment and experience to solve problems and improve the effectiveness of the department operations. They will use their knowledge and political acumen to facilitate and improve communications within the department, city management and business stakeholders. Formulate and administer department policies and programs for the Building Construction and Safety Division. | 1 |
| Deputy Director | Develop and implement policies and procedures to comply with best practices and use their independent judgment and experience to solve problems and improve the effectiveness of the department operations. They will use their knowledge and political acumen to facilitate and improve communications within the department, city management and business stakeholders. Formulate and administer department policies and programs. Administers policy guidance for the operating programs of the Innovation and Technology, Business Operations and Support Services, Cannabis Permit Bureau, Project Submittal & Management, Land Development Review, Engineering, Code Enforcement and Local Enforcement Agency divisions, including code writing, code interpretation and enforcement policy. | 1 |

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| Assistant Deputy Director | Develop and implement policies and procedures to comply with best practices and use their independent judgment and experience to solve problems and improve the effectiveness of the department operations. They will use their knowledge and political acumen to facilitate and improve communications within the department, city management and business stakeholders. Formulate and administer department policies and programs. Administers policy guidance for the operating programs of the Innovation and Technology, Business Operations and Support Services, Cannabis Permit Bureau, Project Submittal & Management, Land Development Review, Engineering, Code Enforcement and Local Enforcement Agency divisions, including code writing, code interpretation and enforcement policy. | 1 |
| Assistant to the Development Services Director | Develop and implement policies and procedures to comply with best practices and use their independent judgment and experience to solve problems and improve the effectiveness of the department operations. They will use their knowledge and political acumen to facilitate and improve communications within the department, city management and business stakeholders. Formulate and administer department policies and programs. Coordinate the flow of information to the Director's office for policy and operational decisions. Coordinate projects and special studies for the Director. | 1 |
| Program Coordinator | Manage projects which includes developing, maintaining and evaluate system performance and design. Implement new programs and features; formulate and administer departmental policies. Conduct special projects, often of a sensitive or confidential nature, to evaluate, improve and establish citywide programs. Formulate and administer department policies and programs. Administers policy guidance for the operating programs of the Innovation and Technology division and supporting the department's current systems. | 1 |
| Principal Accountant | Overseeing the Fiscal Accounting Section of the Department. The position directly oversees two Accountant IV positions who supervise these sections. This position has significant oversight regarding the preparation of the Department's Quarterly and Annual financial reports and is principally responsible for customer financial statements, general ledger entries, and cashier operations. Additionally, the Principal Accountant serves as liaisons to the Department of Finance and City Treasurer in support of their budget development and budget monitoring processes. | 1 |
| Program Manager | Develop and implement policies and procedures to comply with best practices and use their independent judgment and experience to solve problems and improve the effectiveness of the department operations. They will use their knowledge and political acumen to facilitate and improve communications within the department, City management and business stakeholders. Formulate and administer department policies and programs. Administers policy guidance for the operating programs of the Innovation and Technology, Business Operations and Support Services, Cannabis Permit Bureau, Project Submittal & Management, Land Development Review, Engineering, Code Enforcement and Local Enforcement Agency divisions, including code writing, code interpretation and enforcement policy. | 1 |

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| Principal Plan Review Specialist | Develops section policies and procedures to comply with best practices and use their independent judgment and experience to solve problems and improve the effectiveness of the department operations. Implements employee training plans. Serves as the department subject matter expert on permit issuance rules and procedures. Coordinates the implementation of new code and ordinances interpretation. Serves as a liaison with other City departments and outside agencies. | 2 |
| Accountant 3 | Perform revenue audits, accounting, or financial information systems work; maintain and analyze complex accounting records/documents; direct the input and updating of data contained within the City's accounting system; maintain and revise accounting and related system procedures; evaluate and document internal controls and provide general guidance to staff regarding internal controls; lead the work of professional staff and supervise Accountant 2 and cashier staff; and perform other duties as assigned. | 2 |
| Accountant 4 | Perform revenue audits, accounting, or financial information systems work; maintain and analyze complex accounting records/documents; respond to staff and outside agency inquiries relating to budget and financial matters; direct the input and updating of data contained within the City's accounting system; maintain and revise accounting and related system procedures; evaluate and document internal controls and provide general guidance to staff regarding internal controls; lead the work of professional staff and supervise Accountant 3 and subprofessional and/or clerical staff; and perform other duties as assigned. | 2 |
| Development Project Manager I | Project management and coordination; code and ordinance interpretation; code writing; development review; project approval. | 2 |
| Development Project Manager II | Project management and coordination; code and ordinance interpretation; code writing; development review; project approval. | 2 |
| Development Project Manager III | Project management and coordination; code and ordinance interpretation; code writing; policy formation; development review; project approval. | 2 |
| Environmental Biologist 3 | Working with private applicants and other City departments to ensure project compliance with the ESL Regulations and Biology Guidelines pertaining to project impacts and mitigation, monitoring and reporting, and management. | 2 |
| Hazardous Materials Program Manager | Under direction to plan, coordinate and direct a City-wide hazardous materials management and Household Hazardous Waste Programs; to direct and supervise personnel in the performance of professional level hazardous materials management work such as conducting investigations and inspections of work sites involved in the management of hazardous materials and/or waste for conformance to state, federal and local regulations; conduct training classes; oversee the household hazardous waste transfer facility and related programs and perform other duties as assigned. | 2 |

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| Information Systems Administrator | Administer appropriate work programs, policy formulation and makes recommendations to decision-makers on automated systems. | 2 |
| Information Systems Analyst IV | Liaison between department and San Diego Processing Corporation or private vendors of automated systems. | 2 |
| Safety & Training Manager | Monitors program expenditures and prepares budget estimates and reports; Chairs and coordinates specialized committees to address and resolve training problems and issues; Makes presentations to the City Council and community groups. Prepares correspondence and reports and provides information to regulatory agencies, community groups, and the public. | 2 |
| Senior Building Inspector (Combination, Electrical, Life Safety, Mechanical, Structural) | Construction code interpretation and inspection policy formation. | 2 |
| Senior Engineer (Civil, Electrical, Mechanical, Structural, Traffic) | Code interpretation and policy formation; construction inspection; consultants' agreements; material approval; subdivision approval; project management; contract payment; assessment spreads. | 2 |
| Senior Engineer (Fire Protection) | Technical advisor for fire and building staff, advise the Board of Appeals, review smoke control systems for large buildings, provide training for staff, code interpretations and administrative duties assigned by the building official. | 2 |
| Senior Engineering Geologist | Review geological documents, construction inspection, material approval, subdivision approval and project management. | 2 |
| Senior Land Surveyor | Code interpretation and formation; consultants' agreements; subdivision and street action approval. | 2 |
| Senior Planner (Assigned as Hearing Officer) | Development review; Discretionary Permit review; policy interpretations of adopted ordinances; conduct hearings for Process 3 projects; perform Environmental Review. | 2 |
| Senior Planner (Code Enforcement Coordinator) | Obligates and commits City to courses of action to include administrative remedies. Advises and makes recommendations to decision-makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests. | 2 |
| Senior Zoning Investigat | Construction inspection, code interpretation and policy formation. Obligates and commits City to courses of action to include administrative remedies. Advises and makes | 2 |

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| Supervising Management Analyst | Analyzes budgetary data; prepares and administers budgets; assures proper disbursements and expenditures; performs special procedural, operational, revenue and expenditure analysis. | 2 |
| Supervising Development Project Manager | Fiscal management and analysis; Project management and coordination; code and ordinance interpretation; code writing; policy formation; development review; project approval. | 2 |
| Supervising Plan Review Specialist | Plan checking; code and ordinance interpretation. | 2 |
| Consultant/New Position | Disclosure as may be required. See Appendix B, Category 3. | 3 |

APPENDIX B
DISCLOSURE CATEGORY
DEVELOPMENT SERVICES DEPARTMENT

Category 1: Investments and business positions in any business entity located in or doing business with the City of San Diego.

Income and gifts from sources located in or doing business with the City of San Diego.

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 2: Investments and business positions in any firm or 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 is granted authority by the City to use City facilities.

Interests in real property owned or used by any person or 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 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, that is a tenant of the City, that; is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.

For purposes of this category, any person or business entity means any construction firm, building supply firm, real estate or land development firm, architectural or engineering firm, land use data services firm, property information retrieval firm, geological services firm or financial institution doing business in or with the City of San Diego, or having the potential of doing business with the City of San Diego.

**DISCLOSURE BY CONSULTANTS/NEW
POSITIONS**

Category 3: Consultants/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:

The Director, Deputy Directors or Assistant Deputy Directors may determine in writing that a particular consultant/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 described 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 Director, Deputy Directors or Assistant 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.