

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

<b>POSITIONS</b>	<b>DUTIES</b>	<b>CATEGORY</b>
Department Director	Administration of the Engineering & Capital Projects Department including Policy formulation, program development, management of CIP and construction related projects, budget administration, public relations, management, and designated City Engineer responsibilities.	1
Assistant Director(s)	Assist the Department Director in policy formulation, program development, programming and management of CIP and construction related projects, subdivision approval, designated Assistant City Engineer responsibilities (if deputized), budget administration, public relations, and management.	1
Deputy Director(s)	Direct daily operations, contract preparation, consultant management, operating budget development, contract administration and payment approvals, material approval, subdivision and CIP approval, programming and management of CIP and construction related projects, designated Deputy City Engineer responsibilities (if deputized), and management.	1
Assistant 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
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. Directs daily operations of the department's talent acquisition and safety and training development sections; establishes program goals and objectives; presents data and program information; works under minimal supervision with considerable latitude for the use of initiative and independent judgement.	1

POSITIONS	DUTIES	CATEGORY
Information Systems Administrator	Coordinate the development, testing, implementation, and modification of the entire department's information systems, using City contracted IT vendors as resources. The position is involved with leading research, analyses, and implementation of new methods to streamline and automate information systems and procedures. This position is also responsible for ensuring the IT supports all levels of staff within all divisions. This position will be responsible for ensuring the availability of existing computer systems and provides training, maintenance, communications, change control, quality assurance, planning, equipment acquisition, installations, review of future technologies and related administrative support.	1
Information Systems Analyst 4	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 2 (s)	Manage consultant agreements, design and 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. 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 Land Surveyor	Procure and manage consulting contracts. Perform and surveys, subdivision review, City-wide mapping, and survey consultant; designated Deputy City Engineer / Land Surveyor responsibilities.	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
Senior Electrical Engineer	Oversee the work of electrical construction management section; work in conjunction with Development Services Department to inspect electrical permits issued within the Right of Way; and provide construction support to other construction/design sections.	1
Supervising Management Analyst(s)	Supervise professional staff, confers with department officials in solution of administrative, fiscal, or organizational problems.	1
Supervising Public Information Officer	Providing and managing the department outreach to council, mayor, public, city departments, and other stakeholders for all infrastructure capital improvement related project and program inquiries, which includes service delivery reporting, trend analysis and addressing questions from different stakeholders. The position is key to developing and implementing policies and procedures related to improving operational efficiencies for OUTREACH tracking and evaluate effectiveness and processing times. Also using new and efficient way of informing the stakeholders such as dashboards, web-based applications, and other interactive tools.	1

Safety & Training Manager	Plans, coordinates, and supervises training functions within the Department. Provide high level training support to the management team and sections leaders throughout the Department.	2
Senior Management Analyst	Prepares, recommends, or approves procurement of materials. Confers with department officials in solution of administrative, fiscal, or organizational problems.	2
Senior Public Information Officer	<p>Assisting the Supervising public information officer in providing and managing the department outreach to council, mayor, public, city departments, and other stakeholders for all infrastructure capital improvement related project and program inquiries, which includes service delivery reporting, trend analysis and addressing questions from different stakeholders.</p> <p>The position will document, analyze and implement system changes and requirements, and implement training and integrate internal controls, policies and procedures set by Supervising Public Information Officer and the department management , and ensure all E&amp;CP divisions complete the necessary tasks to complete the OUTREACH &amp; INQUIRIES requests and report on their progress in a timely and effective manner. On an as needed or recurring basis this position represents the department in internal and external meetings and involves presentation and collaboration with other internal and external parties.</p>	2

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: The Engineering & 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 & Capital Projects Director, Assistant Director's, 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.

# ENGINEERING & CAPITAL PROJECTS DEPARTMENT

## CONFLICT OF INTEREST CODE 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).
- All investments and business positions in business entities, and income from construction firms, building firms, real estate, or financial institutions, located in, or doing business with the City of San Diego. All 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. All reportable income, including gifts, from any person or business entity that supplies goods or services to 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: 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:
- The Department Director or designated authority 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 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 Department 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.