

Appendix A

CITY OF SAN DIEGO
PARKS AND RECREATION DEPARTMENT

DESIGNATED POSITIONS, DUTIES AND CATEGORIES

Position	Duties	Category
Director	Parks and Recreation policy formulation, departmental supervision, community relations.	1
Assistant Director	Parks and Recreation departmental supervision, budget administration, strategic planning, grants program, public relations, special projects.	1
Deputy Director	Division administration, division policy formulation, community relations.	1
Assistant Deputy Director	Assist the Deputy Director or Assistant Director in the administration of work programs and budget of their department division; establish funding and executing projects with focus on the facilitation of philanthropic capital and deferred maintenance projects. Oversee administration of City's Animal Services contract with SD Humane Society,	1
Program Manager, Program Coordinator	Departmental supervision, Department-wide fiscal services administration, public relations, special projects; Create and implement policy as it relates to dedicated park land and recreational programming, implement equitable programs and funding sources, identify areas of inequity prioritize areas for needs assessments, coordinate development and distribution of community surveys as well as analysis of data; Administer and oversee department Asset Management team and Capital Improvement Program (CIP) projects and grants section, implement policy as it relates to the Parks Master Plan; Oversight and management of the Department's Get It Done and AskParks requests; develop training for field staff, conduct data analytics of requests in both programs. Develop and manage the Land Acquisition Program, by identifying funding and priority areas to build new parks; negotiate with landowners to secure land rights, easements and land contracts; develop policies and procedures related to new park planning, investment priorities and financing sources.	1
Senior Golf Course Superintendent	Management of the development, agronomic management, and maintenance of the three City Courses; develop policies and procedures resulting from emerging technologies, increasing customer expectations, changing climatic conditions such as droughts, and from environmental pests; supervision, administration, contract preparation and monitoring.	1

City of San Diego Parks and Recreation Department Designated Positions, Duties and Categories

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Position	Duties	Category
District Manager, Golf Course Manager	District administration, division policy formulation, community relations, negotiation with developers and their agents.	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; administer the department's permit center operations and community relations.	2
Information Systems Manager, Information Systems Analyst III, Information Systems Analyst II	Administer the department's information systems, prepare long-range automation goals, recommend technology.	2
Area Manager II	Area Administrative Officer, assist in policy formulation, community relations; Supervision, administration, scheduling of maintenance-related matters, contract preparation and monitoring; direct the operation of the cemetery in accordance with established policy and practices; administers contracts for services, equipment and supplies for cemetery use.	2
Grounds Maintenance Supervisor	Assign and direct subordinates in the general maintenance of parks and building facilities, supervise and coordinate special projects, initiate requisitions and issues equipment, tools and equipment; investigate and recommend resolutions to public complaints,.	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

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Position	Duties	Category
Supervising Park Ranger	Supervising Park Ranger positions, under direction and through subordinate Senior Park Rangers, plan, coordinate, implement, and manage general and specialized natural resource management, maintenance, facilities, educational, and resource protection programs. This includes special events, special projects, and administrative tasks; administer district and division-wide contractual programs and services; coordinate and manage safety and rescue services with other governmental and law enforcement agencies; and testify in court regarding matters of enforcement and litigation.	2
Supervising Therapeutic Recreation Specialist, Supervising Recreation Specialist, Supervising Aging Recreation Specialist, Supervising Aquatic Recreation Specialist	Assist in division policy formulation, assist in division administration, community board support and Citywide program development; administers contracts for services, procures equipment and supplies for Citywide programs and events. Supervise Swimming Pool Manager of several municipal swimming pools. Responsible for training, certification of Aquatics Recreation staff (Swimming Pool Mgrs, Pool Guards I/II, Water Safety Instructors and Recreation Aides). Plan and oversee emergency readiness training, and special events hosted at City pools.	2
Senior Utility Supervisor	Supervision, administration, scheduling of maintenance-related matters, monitors contracts for services, equipment and supplies for beach maintenance.	2

Position	Duties	Category
Associate Engineer	Associate Engineer – Civil positions perform complex engineering project design work and research analysis; may plan and supervise the work of professional engineers and technical staff engaged in construction inspection, building and subdivision plan review, development or design engineering, storm water quality inspection, planning engineering, or related work; serve as project manager for complex engineering projects; and perform other duties as assigned; Conduct thorough research and analysis to support project design, development, and implementation; Serve as a project manager for complex engineering projects, ensuring timely completion, budget adherence, and quality control.; Review and evaluate engineering plans, designs, and specifications to ensure compliance with applicable standards, codes, and regulations; Collaborate with other departments, agencies, and stakeholders to facilitate project approvals and coordinate project activities; Prepare and present detailed reports, proposals, and recommendations to management, committees, and the public; Oversee implementation of Wireless Communication Facilities within P&R purview.	2
Landscape Designer	Manage park planning and development projects from planning, to design, through construction phases, supervision of contract design consultants, evaluate master plans and general development plans, work with developers, consultants and non-profit organizations on the delivery of public parks and open space.	2
Project Officer II	Supervision of Landscape Designers, Workload Managers, Liaison to other Asset managing departments for interdepartmental coordination on the development of CIP and planning projects that overlap with parks and recreation's assets. , Department Liaison for Capital Improvement Projects and, Implementation of the Parks Master Plan, Coordinate negotiation for park projects; Open Space and Trail development and management.	2
Environmental Biologist III	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

Position	Duties	Category
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. Manage the Parks and Recreation Department green infrastructure (vegetated BMP's) and the storm water compliance program. Direct the maintenance and repair of green infrastructure in coordination with other divisions, departments, agencies, and consultants. Monitor and review environmental regulatory requirements, policies, and guidelines of agencies and provide recommendations as needed. Review park design plans and provide recommendations of new and existing parks Green Infrastructure design, impacts, and appropriate plant choice, BMP placement within the park, and post maintenance standards for staff to determine if they are reasonable. Oversee department's Jurisdictional Runoff Management Plan and review of biannual Storm Water Compliance Inspection for Municipal Facilities.	2
Senior Zoning Investigator	Investigate and resolve illegal encroachments and grading violations on Open Space Division managed parklands and Multi-Habitat Planning Areas.	2
Consultant/New Position	Consultant and new position 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 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 requirement 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, 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

**PARKS 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 Parks 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 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, Deputy Director, Assistant Deputy Director, or Assistant Director 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 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.