

Public Utilities Department
 Conflict of Interest Code
 Designated Positions
 APPENDIX A

POSITION	DUTIES	CATEGORY
<u>DEPARTMENT MANAGEMENT & STRATEGIC PROGRAMS</u>		
Director of Public Utilities	Administration of the Public Utilities Department.	1
Executive Assistant Director	Assists the Department Director through executive level oversight and decision making on all matters in administrative and operational support.	1
Assistant Director, Business Support Branch	Assists Department Director in Business Services administration of the Public Utilities Department.	1
Assistant Director, Technical Support	Assists the Public Utilities Director through executive level oversight and decision-making on matters related to the implementation of potable reuse. Executive level oversight and decision-making on matters of Environmental Monitoring & Technical Services, and Engineering and Program Management Divisions.	1
Assistant Director, Water Delivery Branch	Assists the Public Utilities Director through executive level oversight and decision making on matters in the Distribution, Recovery, Production and Meter Services Divisions.	1
Assistant Director, Water Recovery Branch	Assist the Public Utilities Director through executive level oversight and decision-making on matters of Wastewater Collections and Wastewater Treatment & Disposal Divisions.	1
Assistant Director, Pure Water Branch	Assists the Public Utilities Director through executive level oversight and decision-making on matters in the Pure Water Program.	1
Assistant Deputy Director Pure Water Program	Assists the Assistant Director with implementation of Pure Water Program	1
Program Manager, External Affairs	Assists the Public Utilities Director through executive level oversight and decision-making on external communication matters	2

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POSITION	DUTIES <u>DEPARTMENT MANAGEMENT & STRATEGIC PROGRAMS</u> <u>CONTINUED</u>	CATEGORY
External Affairs Manager (Legislation and External Policy)	Assists the External Affairs Program Manager and Public Utilities Department Director with oversight and decision-making on legislation and external affairs matters	2
Consultant/New Position	Performs services as specified in consultant's contract or new position job description.	3

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POSITION	DUTIES	
<u>CUSTOMER SUPPORT DIVISION</u>		
Deputy Director	Responsible for oversight, direction and management of Customer Support Division.	
Customer Success Program Manager	Responsible for oversight, direction and management of Customer Support Division	
Key Customer Advocacy Program Manager	Leads and manages the Customer Contact Center and Remittance section including related contract oversight, payment processing, and refund consideration. Interprets and enforces Municipal Code, and City and Departmental policies.	2
Workforce Resources and Development Program Manager	Leads and manages the Data & Analytics, New Services & Sewer Classifications, and Conservation sections including related contract oversight, procurement, business process review, and efficiency/reengineering efforts. Also oversees sewer class investigation, new service installation, and customer data management. Interprets and enforces Municipal Code and City Department policies.	2
Systems Performance Program Coordinator	Oversees system and process improvements, makes policy and procedure recommendations, and some procurement-related responsibilities.	2
Data & Analytics Program Coordinator	Oversees data development, availability, use, and analytics related to customer accounts, billing, budget, and revenue, and some procurement-related responsibilities	2
Conservation Program Supervising Management Analyst	Oversees the Conservation section including government agency reporting and other government mandates, as well as customer rebate programs	2
Customer Service Supervising Management Analyst	Leads on revolving elevated customer complaints from the Mayor and Council offices, prepares documentation for out of policy account adjustment considerations, and manages third-party water and wastewater credit assistant programs	2

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POSITION	DUTIES	CATEGORY
<u>EMPLOYEE SERVICES AND QUALITY ASSURANCE DIVISION</u>		
Deputy Director	Responsible for oversight, direction and management of Employee Services and Quality Assurance Division.	1
Assistant Deputy Director	Assists the Deputy Director oversight, direction and management of Employee Services and Quality Assurance Division.	1
Program Manager	Manages and administers overall departmental safety, security, and training.	2
Program Manager	Manages and administers overall department hiring, performance management, occupational health, and payroll activities.	2
Program Manager Program Manager	Responsible for the coordination and supervision of the Department's asset management responsibilities. Responsible for providing contractual, project management, and administrative support.	2 2
Accountant IV	Supervises staff in the performance of quality assurance activities, including audit activities and support.	2
Senior Contract Management Specialist	Provides contract administration and oversight related to construction, engineering, professional/consultant services and procurement of materials and equipment; performs contract compliance reviews.	2
Principal Contract Specialist	Supervises staff in the performance of contract administration activities.	2
Contract Management Specialist	Provides contract administration and oversight related to construction, engineering, professional/consultant services and procurement of materials and equipment; performs contract compliance reviews.	2
Safety and Training Manager	Supervises departmental safety, training and security activities and functions. Includes Safety Manager, Training Manager and Security Manager.	2
Organization Effectiveness IV	Supervises staff to administer the strategic plan, departmental optimization and efficiency efforts and other continuous improvement programs.	2

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POSITION	DUTIES	CATEGORY
<u>EMPLOYEE SERVICES AND QUALITY ASSURANCE DIVISION</u> CONT.		
Supervising Management Analyst	Oversees and manages the Asset Management Program and the City-wide I AM San Diego budget.	2
Storekeeper III	Supervises the Division's warehousing and Central Store operation which provides supplies, parts, equipment, and consumable items Department-wide.	2
Storekeeper II	Operates the Division's warehousing and Central Store operation which provides supplies, parts, equipment, and consumable items Department-wide.	2
Recycling Program Manager (Option Class: Asset Management Coordinator)	Responsible for providing contractual, Project management, and administrative support Department-wide related to various contracts and ensuring Department warehouses are fully stocked with consumable items.	2
Fleet Parts Buyer (Option Class: Wastewater Parts Buyer)	Responsible for soliciting quotes from vendors to procure parts, equipment, and consumable items for Department-wide use.	2

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POSITION	DUTIES	CATEGORY
<u>ENGINEERING AND PROGRAM MANAGEMENT DIVISION</u>		
Deputy Director	Responsible for oversight, direction and management of Engineering and Program Management Division.	1
Assistant Deputy Director	Responsible for the management of the water master planning, environmental compliance and watershed protection, long range water resources, business support and Geographic Information System sections, provides back up to Deputy Director.	1
Senior Civil Engineer	Supervises the engineering functions for water and wastewater projects including planning, condition assessment, hydraulic modeling, program management, quality assurance/quality control, engineering support, construction management and technical studies.	2
Senior Electrical Engineer	Supervises the functions related to energy management including, energy usage and generation, energy audits and conservation and project management of energy projects.	2
Project Officer II (Principal Water Resources Specialist)	Supervises the functions related to environmental review including environmental compliance, permit support, revegetation and mitigation, support to operational divisions on construction and maintenance, land management and watershed protection, DREAM coordination, real estate actions, general environmental technical support and emergency response., Supervises the functions related to water planning, long-range water resources, groundwater and sustainability planning.	2
Project Officer II	Supervises the functions related to management and oversight of the PUD GIS dataset, as- built records, Compass GIS platform, custom mapping and other GIS related technical tasks.	2

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POSITION	DUTIES	CATEGORY
<u>ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES DIVISION</u>		
Deputy Director	Responsible for oversight, direction and management of Environmental Monitoring and Technical Services (EMTS) Division.	1
Assistant Deputy Director	Broad management oversight over the laboratory sections of EMTS including the (1) Environmental Chemistry Services (ECS) section, (2) Water Quality Chemistry Services (WQCS) section, (3) Pure Water Chemistry Services (PWCS) section, (4) Reservoir Biology section, (5) Microbiology section, (6) Marine Biology & Ocean Operations (MBOO) section, and Storm Water & APCD Permits & Compliance section. Ensures laboratories comply with Environmental Accreditation Laboratory Program (ELAP) requirements,	1
Industrial Wastewater Control Program Manager	Supervises the Industrial Wastewater Control Program (IWCP). Inspects and issues permits to industrial facilities and waste haulers to ensure compliance with industrial waste discharge regulations. Oversees industrial wastewater sampling. Enforces permit requirements. Influences chemical and mechanical treatment of wastewater.	1
Technical Services Program Manager	Oversees the (1) Administration & Business Support (ABS) and (2) Data Management & Quality Systems (DMQS) sections of the Environmental Monitoring and Technical Services Division. Additionally, manages the NPDES Permits & Compliance workgroup. Responsible for development and submission of the Department's Point Loma Wastewater Treatment Plant (PLWTP) waiver application that prevents upgrading the PLWTP to secondary treatment.	1
Senior Biologist	Responsible for administration and supervision of (1) Microbiology section, or (2) Reservoir Biology section. Supervises and oversees research programs and projects, Environmental Accreditation Laboratory Program (ELAP) requirements, and approves all materials, supplies, requirements and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2
Senior Marine Biologist	Responsible for the administration and supervision of the Marine Biology and Ocean Operations (MBOO) section. Supervises and oversees research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2

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POSITION	DUTIES	CATEGORY
<u>ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES DIVISION CONTINUED</u>		
Senior Chemist	<p>Responsible for administration and supervision of (1) Environmental Chemistry Services (ECS) section, or (2) Water Quality Chemistry Services (WQCS) section, or (3) Pure Water Chemistry Services (PWCS) section, or (4) Stormwater & APCD Permits and Compliance (SAPC) section, or (5) Data Management and Quality Systems (DMQS) section. Supervises and oversees regulatory permits and compliance, Environmental Accreditation Laboratory Program (ELAP) requirements, Laboratory Information Management System (LIMS) administration, research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for water and wastewater.</p>	2
Supervising Management Analyst	<p>Responsible for the administration and supervision of the Administration and Business Support Section, development of division budget and fiscal policies. Approves requests for materials, supplies, equipment and services. Negotiates contracts and supervises pricing of laboratory services. Manages special projects and studies performed by consultants. Approves payments for contracted services. Approves billing of services rendered to other agencies.</p>	2

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POSITION	DUTIES	CATEGORY
<u>FINANCE DIVISION</u>		
Deputy Director	Responsible for oversight, direction and management of Finance & Information Technology.	1
Assistant Deputy Director	Supervises and administers rates and finance, grants and loans and interagency contracts.	1
Supervising Budget Analyst (Operating)	Supervises and administers operating budget.	2
Supervising Budget Analyst (Capital)	Supervises and administers capital budget.	2
Supervising Management Analyst (Wastewater)	Supervises staff that provide rate and finance information for rate review annual reporting, and bond issuances.	2
Supervising Economist (Water)	Supervises staff that provide rate and finance information for rate review annual reporting and bond issuances	2
Supervising Management Analyst	Supervises the interagency agreements staff, coordinates the administration of the agreements with regional public agencies for the sale of potable and recycled water and treatment and disposal of wastewater.	2
Supervising Management Analyst	Supervises analyzes and administers the grants and loans staff.	2

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POSITION	DUTIES	CATEGORY
<u>INNOVATION & TECHNOLOGY DIVISION</u>		
Deputy Director	Responsible for oversight, direction and management of Innovation & Technology. Sets policy and budgets for information technology service delivery, outside services contracts, leases and purchases	1
Program Manager, IT Operations	Supervises and manages the delivery of day-to-day delivery of information technology services for the Department.	2
Program Manager, Future Technologies & Architecture	Supervises the long-term planning and introduction of new, innovative technologies and services for the Department	2
Program Manager, Project Management & Governance	Supervises projects managers and sets policies and processes for regulatory compliance for the Water and Wastewater Critical Infrastructure for the Department	2
Program Manager, Reporting & Data Analytics	Supervises and manages all data, reporting and Enterprise Asset Management for the Public Utilities Department.	2
Program Coordinator, Strategic Projects	Administers and coordinates IT deliverables related to strategic projects and capital improvement projects (CIP)	2
Information Systems Analyst IV	Information Systems Analyst (ISA) IV. Supervises ISAs and other division staff to administer the development of new and enhanced software applications and report writing, completes IT projects assignments of Departmental-wide scope, monitors and escalates vendor support and related contracts, administers ShopIS requests, completes and manages IT operations daily tasks such as tape backups, patch management, inventory management, ICS systems and network administration, ICS automation-programming, and other IT duties for Public Utilities Department.	2
Senior Electrical Engineer	Supervises and oversees the design, builds and field-testing of Industrial Controls Systems' instrumentation and controls for the Department.	2

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POSITION	DUTIES	CATEGORY
<u>WATER DISTRIBUTION DIVISION</u>		
Deputy Director (Water Distribution Division)	Oversees water construction, maintenance, distribution, and operations	1
Assistant Deputy Director	Assists the Deputy Director in oversight, direction and management of the Water Distribution Division	1
Water Systems District Manager (Construction)	Responsible for the coordination of all Division construction and distribution system maintenance including making recommendations for equipment and capital improvements	
Water Systems District Manager (CIP)	Responsible for the coordination of all Division construction and distribution system maintenance including making recommendations for equipment and capital improvements	2
Water Systems District Manager (ES/Valves)	Responsible for the coordination of all replacement and installation of small diameter water valves, and first responders to main breaks, hydrant knock-overs, Get It Done, and Council inquiries	2
Supervising Management Analyst	Supervises, analyzes, prepares and administers the Water Construction and Maintenance Division budget for the Division.	2
		2

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POSITION	DUTIES	CATEGORY
	<u>WATER DISTRIBUTION CONSTRUCTION AND MAINTENANCE DIVISION CONT.</u>	
Program Coordinator	Responsible for researching Litigation, claims and PRA inquiries. Services as Division lead EAM implementation.	1
Water Production Superintendent	Responsible for operating/monitoring the potable water drinking system and authorizing large transmission main shutdowns.	2
Senior Engineer Civil	Responsible for authoring plan checks and approving changes/augmentations to potable water assets and infrastructure.	2

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POSITION	DUTIES	CATEGORY
	<u>PURE WATER OPERATIONS DIVISION</u>	
Deputy Director	Responsible for oversight, direction and management of Pure Water Division.	1

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POSITION	DUTIES	CATEGORY
<u>WASTEWATER COLLECTION DIVISION</u>		
Deputy Director	Responsible for oversight, direction and management of the Wastewater Collection Division.	1
Assistant Deputy Director	Assists the Deputy Director in oversight, direction and management of the Wastewater Collection Division	1
Program Manager Wastewater Collection	Assists the Deputy Director with various system management and operations tasks. Responsible for the development of budget, approves requests for hiring, discipline, materials, supplies, equipment and services. Negotiates contracts and oversees the implementation of large CIP projects.	1
Supervising Management Analyst	Supervises Division administrative staff and assists with policy and budget of the Wastewater Collection Division.	2
Senior Civil Engineer	Supervises the Wastewater Collection Division's and Water distribution engineering programs including design, planning, and operation.	2
General Water Utility Supervisor	Responsible for coordination of all wastewater collection maintenance in the City of San Diego.	2
FEWD Program Manager	Responsible for and coordinates all Food Establishment Wastewater Discharge Permit Program (FEWD) activities.	2

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POSITION	DUTIES	CATEGORY
<u>WASTEWATER TREATMENT AND DISPOSAL DIVISION</u>		
Deputy Director	Responsible for oversight, direction and management of the Wastewater Treatment and Disposal Division.	1
Assistant Deputy Director	Assists the Deputy Director in oversight, direction and management of the Wastewater Treatment and Disposal Division.	1
Wastewater Treatment Superintendent	Responsible for supervising maintenance and operation for wastewater plants, sludge processing facilities, training, and major pump stations. Makes recommendations regarding equipment purchases and capital improvements including expansion, modification and replacement.	2
Supervising Management Analyst	Supervises, analyzes, prepares and administers the Wastewater Treatment and Disposal Division budget for the Division.	2
Senior Civil Engineer	Supervise the Wastewater Treatment and Disposal Division's engineering programs, including design, planning, and operations.	2

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POSITION	DUTIES	CATEGORY
<u>WATER METER SERVICES DIVISION</u>		
Deputy Director	Responsible for oversight, direction, and management of Water Meter Services Division.	1
Assistant Deputy Director	Assists the Deputy Director in oversight, direction and management of the Water Meter Services Division.	1
Program Manager	Manages and administers Field Services and Investigations Programs including meter reading/AMI implementation and related operations. code compliance and Cross Connection Control Program. Oversees all Division functions in the absence of the Deputy Director.	1
Compliance & Metering Manager(s)	Manages and administers field/business operations that include meter reading/AMI operations and implementation, solving issues with customers. conducting organizational analysis, business process review, and efficiency/reengineering efforts. Interprets and enforces Municipal Code and City Department policies. Supervises and administers Cross Connection Program, code compliance, and responsible for enforcing State and local codes and regulations.	2
Compliance & Metering Manager	Manages and administers field/business operations that include meter reading/AMI operations and implementation, solving issues with customers, conducting organizational analysis, business process review, and efficiency/reengineering efforts. Interprets and enforces Municipal Code and City Department policies. Supervises and administers Cross Connection Program, code compliance, and responsible for enforcing State and local codes and regulations.	2
Water Systems District Manager (Meter Services)	Responsible for the coordination of all replacement and installation of domestic, commercial and construction water meters and backflow systems.	2
Senior Engineer-Corrosion	Oversee impressed current cathodic protection systems, maintain assets and facilities and perform studies associated with corrosion of facilities and water conveyance systems.	2
Supervising Management Analysts	Responsible for the administration and supervision of the Division Administration Section. Develop and manage Water Meter Services Division budget.	2

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POSITION	DUTIES	CATEGORY
<u>WATER PRODUCTION DIVISION</u>		
Deputy Director (Water Production)	Responsible for oversight, direction and management of the Water Production Division.	1
Assistant Deputy Director	Assists the Deputy Director in oversight, direction and management of the Water Production Division	1
Lakes Program Manager	Responsible for the operation and maintenance of the reservoirs and oversees directs and administers the City Lakes Recreation Program.	2
Water Production Superintendent (Alvarado)	Manages and oversees the operation and maintenance of the water treatment plant.	2
Water Production Superintendent Otay	Manages and oversees the operation and maintenance of the water treatment plant.	2
Water Production Superintendent (Miramar)	Manages and oversees the operation and maintenance of the water treatment plant.	2
Water Production Superintendent (Raw Water)	Manages and oversees the operation and maintenance of the raw water system	2
Supervising Management Analyst	Assists in the administration of all work programs and supervises administrative staff.	2
Senior Water Operations Supervisor (Alvarado)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Otay)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Miramar)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2

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POSITION	DUTIES	CATEGORY
<u>WATER PRODUCTION DIVISION CONT.</u>		
Senior Civil Engineer	Manages and oversees engineering services related to treatment plant operations of the Division.	2
Project Officer II (Principal Water Resource Specialist)	Plans and develops water policies and water resources projects, manages, negotiates and implements multi-agency agreements.	2

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APPENDIX B
DISCLOSURE CATEGORIES

CATEGORY 1:

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. 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:

- a. 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.
- b. 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.
- c. Interest 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 Code.