

Public Utilities Department  
Conflict of Interest Code  
Designated Positions  
APPENDIX A

POSITION	DUTIES	CATEGORY
<b><u>DEPARTMENT MANAGEMENT &amp; STRATEGIC PROGRAMS</u></b>		
Director of Public Utilities	Administration of the Public Utilities Department.	1
Executive Assistant Director	Assists the Department Director with the administration of the Public Utilities Department through executive level oversight and decision making on all matters related to efficient utility management in administrative, operational and maintenance support.	1
Assistant Director, Business Support Branch	Assists Department Director and the Executive Assistant Director in Business Services administration through executive level oversight and decision making on matters of Finance, Employee Services & Quality Assurance, and Innovation Technology Divisions.	1
Assistant Director, Technical Support Branch	Assists the Public Utilities Director and the Executive Assistant Director through 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 and the Executive Assistant Director through executive level oversight and decision making on matters of Water Production, Water Distribution and Water Meter Services Divisions.	1
Assistant Director, Water Recovery Branch	Assist the Public Utilities Director and Executive Assistant 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 and Executive Assistant Director through executive level oversight and decision-making on matters related to implementation of potable reuse and the Pure Water Operations Divisions..	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 and the Executive Assistant Director through executive level oversight and decision-making on external communication, legislative, and regulatory matters related to water and wastewater.	1

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POSITION	DUTIES <b><u>DEPARTMENT MANAGEMENT &amp; STRATEGIC PROGRAMS</u></b> <b><u>CONTINUED</u></b>	CATEGORY
Executive Assistant	Assists the Department Director and Executive Assistant Director with department-wide strategic initiatives, community outreach and engagement in including public relations.	1
External Affairs Program Coordinator	Supports the External Affairs team; responsible for assisting with media inquiries and executive level communication.	2
Senior Water Resources Specialist	Supports the External Affairs team; responsible for assisting with media inquiries and executive level communication.	2
Consultant/New Position	Consultants and newly created positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code as described in Appendix B.	3

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POSITION	DUTIES	CATEGORY
<b><u>CUSTOMER SUPPORT DIVISION</u></b>		
Deputy Director	Responsible for oversight, direction and management of Customer Support Division.	1
Customer Success Program Manager	Responsible for oversight, direction and management of Customer Support Division.	1
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 Success 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
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<b><u>CUSTOMER SUPPORT DIVISION CONT</u></b>		
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Supervising Management Analyst (Landscape Conservation Designer)		
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Manages landscape water management programs and serves as the Department's subject matter expert and liaison to local and state landscape and water conserving landscape organizations. Provides the public technical information on landscape and irrigation designs in order to reduce water consumption. Designs effective landscape and irrigation programs that incorporate water budgets, and incentive-based rate structures for irrigation accounts. Supervises water conservation field personnel including irrigation specialists, residential surveyors and water waste reps and manages those programs.		
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POSITION	DUTIES	CATEGORY
<b><u>EMPLOYEE SERVICES AND QUALITY ASSURANCE DIVISION</u></b>		
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 wireless, warehouses, and site services.	2
Program Manager	Manages and administers overall department training, hiring, performance management, occupational health, and payroll activities.	2
Program Manager	Manages and administers overall department discipline and investigations.	2
Program Manager	Responsible for providing contractual, project management, and administrative 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

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POSITION	DUTIES	CATEGORY
<b><u>EMPLOYEE SERVICES AND QUALITY ASSURANCE DIVISION</u></b> <b>CONT.</b>		
Organization Effectiveness IV	Supervises staff to administer the strategic plan, departmental optimization and efficiency efforts and other continuous improvement programs.	2
Supervising Management Analyst	Oversees and manages the Asset Management Program and the City-wide I AM San Diego budget.	2
Warehouse Manager	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
Supply Chain Program Manager (Option Class: Asset Management Coordinator)	Responsible for providing contractual, Project management, and administrative support on 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
<b><u>ENGINEERING AND PROGRAM MANAGEMENT DIVISION</u></b>		
Deputy Director	Responsible for oversight, direction and management of Engineering and Program Management Division.	1
Assistant Deputy Director	Responsible for the management of the Dam safety Program. Responsible for environmental compliance and water resource planning, business administration, energy management, and Geographic Information System sections	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
Principal Water Resources Specialist	Supervises the Water Resources and Sustainability sections, which oversees groundwater resources, SGMA compliance, sustainability planning including Climate Action Plan and resiliency planning and reporting and long range water supply planning.	2
Project Officer II	Supervises the Environmental Compliance and watershed protection section which includes functions related to environmental review including environmental compliance, permit support 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
<b><u>ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES DIVISION</u></b>		
Deputy Director	Responsible for oversight, direction and management of Environmental Monitoring and Technical Services (EMTS) Division.	1
Assistant Deputy Director	Administer the daily operations of the division, including making financial decisions, and managing regulatory compliance. Responsible for program budgets, interagency agreements, and recommending financial decisions regarding contracts, procurement, and expenditures.	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
Compliance & Business Services Program Manager	Manage daily operations of the Compliance & Business Services branch. Serve as point-of-contact with Departmental regulators and oversee regulatory permit renewals. Guide laboratory accreditation activities and management of databases. Oversee budget development and procurement processes. Recommend financial decisions regarding consultant and service contracts, including procurement, selection, and payments. Manage contract administration and regulatory compliance.	1



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POSITION	DUTIES	CATEGORY
<b><u>ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES DIVISION CONTINUED</u></b>		
Senior Environmental Scientist	Responsible for administration and supervision of EMTS laboratories, research programs, and regulatory monitoring/auditing sections. Laboratories differ from research programs in that labs require Environmental Laboratory Accreditation Program (ELAP) certification. Laboratories include Microbiology, Pure Water Chemistry Services, Environmental Chemistry Services, and Water Quality Chemistry Services. Research programs include the Ocean Monitoring Program and the Reservoir Biology Program. Regulatory monitoring/audit sections include Permits & Compliance and Data Management & Quality Systems. Senior Environmental Scientists supervise programs and projects and materials, supplies equipment, and services necessary for operations. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2

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POSITION	DUTIES	CATEGORY
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<b><u>ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES DIVISION CONTINUED</u></b>		
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Supervising Management Analyst	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.	2
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POSITION	DUTIES	CATEGORY
<b><u>FINANCE DIVISION</u></b>		
Deputy Director	Responsible for oversight, direction and management of Finance.	1
Assistant Deputy Director	Responsible for assisting the Deputy Director with oversight, and management Finance.	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
Accountant IV	Supervises staff in the performance of quality assurance activities, including audit activities and support	2
Program Manager	Supervises and administers operating and interagency contracts, capital budgets including accounts payable	1
Program Manager	Supervises and administers operating budget	1

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POSITION	DUTIES	CATEGORY
<b><u>INNOVATION &amp; TECHNOLOGY DIVISION</u></b>		
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
Assistant Deputy Director	Supervises and manages the department's industrial controls infrastructure and systems, further responsible for departmental cyber security, and day-to-day delivery of information technology services for the Department.	1
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, Data & Analytics	Supervises and manages departmental data and reporting infrastructure and applications. Further responsible for the management of department Enterprise Asset Management (EAM) Group.	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
Program Coordinator, Enterprise Asset Management	Administers and coordinates day to day operations of the department's Enterprise Asset Management group which supports each division in managing their assets, maintenance plans and work orders.	2
Program Coordinator Data & Analytics	Responsible for the gathering, analyzing, and reporting of departmental data in support of critical operations and strategic decision making	2

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POSITION	DUTIES	CATEGORY
<b><u>WATER DISTRIBUTION DIVISION</u></b>		
Deputy Director	Oversees water construction, maintenance operations	1
Assistant Deputy Director	Assists the Deputy Director in oversight, direction and management of the Water Construction & Maintenance Division	1
Assistant Deputy Director	Assists the Deputy Director in oversight, direction and management of the Field Services and Investigation 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	1
Water Systems District Manager	Responsible for the coordination of all Division construction and distribution system maintenance including making recommendations for equipment and capital improvements	1
Water Systems District Manager (Emergency Response)	Responsible for the water system emergency response program	1
Supervising Management Analyst	Supervises, analyzes, prepares and administers the Water Construction and Maintenance Division budget for the Division.	2
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
<b><u>PURE WATER OPERATIONS DIVISION</u></b>		
Deputy Director	Responsible for oversight, direction and management of Pure Water Division.	1
Program Manager Pure Water Operations	Performs research and development related to Pure Water treatment. Responsible for scientific research related to potable reuse treatment, contaminant fate and removal and related issues; reservoir modeling and tracer studies, regulator and independent advisory panel coordination; assists potable reuse treatment facility in solving complex treatment and regulatory compliance issues	1
Pure Water Treatment Superintendent	Responsible for supervising maintenance and operation for Pure Water plants, pump stations, and dichlorination facilities. Makes recommendations regarding equipment purchases, chemical contracts and capital improvements including expansion, modification and replacement.	2
Senior Civil Engineer	Supervise the Pure Water Operation Division's engineering programs, including design, planning and operations.	2

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POSITION	DUTIES	CATEGORY
<b><u>WASTEWATER COLLECTION DIVISION</u></b>		
Deputy Director	Responsible for oversight, direction and management of the Wastewater Collection Division.	1
Assistant Deputy Director	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. Oversees the implementation of large CIP projects.	1
Program Manager Wastewater Collection	Assists the Deputy Director with various personnel management and personnel-related tasks. Responsible for assisting with the development of budget, approves requests for hiring, discipline, materials, supplies, equipment and services. Negotiates contracts.	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
<b><u>WASTEWATER TREATMENT AND DISPOSAL DIVISION</u></b>		
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 Chief Plant Operator	Responsible for oversight of Wastewater Plant Operations, maintenance and regulatory compliance through supervision of Wastewater Treatment Superintendents and staff	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
<b><u>WATER METER SERVICES DIVISION</u></b>		
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
Compliance and Metering Manager (AMI Maintenance)	Manages and administers field/business operations that include meter reading, AMI maintenance, Smart Meter implementation, conducting organizational analysis, business process review, and efficiency/reengineering efforts.	2
Compliance and Metering Manager (Cross Connection)	Supervises and administers Cross Connection Control Program; enforces State and local codes and regulations. Interprets and enforces Municipal Code and City Department policies.	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	Manages the installation, testing and maintenance of cathodic protections systems for facilities and water distribution systems. Position became part of the Water Meter Services Division because of a reorganization in July 2021.	2
Supervising Management Analyst	Responsible for the administration and supervision of the Division Administration Section. Develop and manage Water Meter Services Division budget.	2

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<b><u>WATER PRODUCTION DIVISION</u></b>		
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 (Distribution)	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 of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Otay)	Responsible for the operation of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Miramar)	Responsible for the operation of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2

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POSITION	DUTIES	CATEGORY
<b><u>WATER PRODUCTION DIVISION CONT.</u></b>		
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
Senior Corrosion Engineer	Responsible for managing and implementing the department's Corrosion Control Program including mitigation, design, maintenance, and supervision.	2
Lakes Program Manager	Responsible for the operation and maintenance of the dams, reservoirs, and raw transmission system. Oversees, directs and administers the City Lakes Recreation Program	2
Senior Water Operations Supervisor (Distribution)	Responsible for the operation and maintenance of the water distribution system.	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.

CATEGORY3:

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.