

**TRANSPORTATION DEPARTMENT
CONFLICT OF INTEREST CODE**

Date of Final Passage:
10/29/24 R-315851

**APPENDIX A
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
TRANSPORTATION DIVISION		
Director and Assistant Director	Administers the Transportation Department.	1
Deputy Director (Finance, Administrative Services & IT)	Oversees the Department's budget, finance, information technology and administrative functions, and recommends financial decisions Department-wide.	1
Safety and Litigation Assistant Deputy Director	Oversees and manages overall operations of the Transportation Department's safety and litigation section; ensures that safety and training policies and procedures are maintained and updated; facilitates the accident review committee administrative process; oversees the tracking of light duty employees and facilitates reasonable accommodation requests; and ensures any process improvements or trainings are integrated into field operations based on the result of claims and litigation.	1
Finance Program Manager	Oversees and manages the finance section; manages the City's TransNet Program; oversees the Department's CIP budget development process; manages and administers the Department's grants program; oversees the Five-Year CIP Financial Outlook process; ensures compliance to City & outside agencies financial rules and regulations; and manages the Department's Rewards and Recognition Program.	2
Customer Advocate Program Manager	Implements policies and procedures aimed at enhancing customer service; manages customer services issues related to right-of-way infrastructure maintenance requests; and recommends policy and process changes to ensure performance measures and customer needs are met.	2
Supervising Management Analyst	Supervises assigned finance, budget (operational, capital, grants), and administrative functions.	2
Information Systems Analyst IV	Reviews and evaluates requests to automate manual procedures; defines user requirements; prepares cost/benefit analyses for new systems to be developed; justifies and prioritizes new systems development for software and hardware; provides technical interpretation to Department staff and private vendors, including consultants; and prepares, monitors, and analyzes the Department's data processing budget.	2
Safety & Training Manager	Manages and oversees material purchases, selection of safety materials used in maintenance operations, and employee training. Interacts with and selects private safety vendors and trainers for the Department.	2

RIGHT-OF-WAY MANAGEMENT DIVISION

Deputy Director (Right-of-Way Management)	Prepares and administers budgets for undergrounding of utilities and transportation projects; manages the daily operations of the Division; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, and procurement of materials and equipment; and formulates policies that impact public and private utilities.	1
Utilities Undergrounding Program Assistant Deputy Director	Reviews and evaluates agreements for professional/technical services related to the City's Utility Undergrounding Program; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies received from utilities; represents the City at meetings with consultants, participating utilities, and community groups; prepares recommendations to City Council and Mayor for approval of utility undergrounding projects; and formulates policies that impact public and private utilities.	1
Program Manager (City Forester)	Administers grants; negotiates and administers agreements and contracts for tree-related services; recommends service levels and budgets for the City Forestry Program; and oversees tree planting programs.	2
Senior Engineer-Civil	Reviews and evaluates agreements for professional/technical services related to the City's Utility Undergrounding Program; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies received from utilities; represents the City at meetings with consultants, participating utilities, and community groups; and prepares recommendations to Council and Mayor for approval of utility undergrounding projects.	2
Associate Engineer-Civil	Performs complex engineering project design work and research analysis; programs projects for future funding; plans and supervises the work of professional engineers and technical staff, planning engineering or related work; prepares and presents technical reports to other agencies, community groups, or other groups; estimates the cost of future projects; and prepares preliminary roadway layout designs and roadway alignments for feasibility and future capital improvement projects (CIP).	2
Horticulturist	Assists in developing City policies and ordinances on street tree plantings and removals; provides staff support; develops requirements and specifications for tree trimming and removal; evaluates trees health and stability; supervises contractor's work; researches and evaluates methods of reducing or preventing damage to public improvements by trees and other plantings; develops tree planting programs that include obtaining grant funding; and reviews locations to determine best method to retain trees while protecting the public improvements (e.g., sidewalks & curbs).	2
Urban Forestry Program Coordinator	Assists with the management of tree planting programs; supervises urban forestry staff; supervises the work of contract vendors and manages contracts; oversees community meetings regarding program activities; coordinates with other departments and government agencies.	2

UUP Program Coordinator	Oversees functions that broadly support the Utilities Undergrounding Program operations including maintaining a master plan of future undergrounding projects; recommends pace of undergrounding project initiation based on program capacity to fund new projects; determines project sequential order based on prioritization policy; manages public communications; maintains quality management protocols; establishes and monitors measurable targets for quality and quantity of production; and maintains operational assets such as the program's centralized database and inventory of software tools.	2
Project Officer 1	Under direction, assists with the overall coordination, initiation, research, planning, design, and construction of City projects, maintenance contracts, and related work; assists section head with project and contract scheduling, financial and asset management related data reporting; participates in division interview processes.	2
Project Officer 2	Assists in the oversight of grant funded projects; develops tree planting and protection goals; supervises staff assigned to projects; ensures all performance reporting related to project gets completed accurately and on time; represents the City at community events; sets up and administers contracts for tree protection and tree well installation.	2
Public Information Officer	Oversees campaigns to promote Urban Forestry projects through social media, community meetings, planting events, and workshops; develops outreach materials such as flyers and doorhangers; collaborates with non-profits to deliver tree stewardship programs; represents the City at community events and organizes the community outreach process.	2
Senior Planner	Manages environmental compliance activities for Utilities Undergrounding Program projects; oversees consultant preparation of CEQA documents; obtains planning department and Council approvals; coordinates with the Mitigation, Monitoring and Compliance program; and manages consultant services for environmental monitoring.	2

ENGINEERING & ASSET MANAGEMENT DIVISION

Deputy Director (Engineering & Asset Management)	Administers and manages the daily operations of the Division; manages and oversees contract preparation, consultants, contracts, and payment approvals; approves material purchases and creation of CIP projects; develops and manages the Department's Capital Improvements Program; and performs designated Deputy City Engineer responsibilities.	1
Engineering and Asset Management Assistant Deputy Director	Oversees and manages the engineering and operations functions of the Engineering & Asset Management Division; reviews and evaluates agreements for consulting services; negotiates and/or administers agency contracts; develops and administers policies and programs for the Division such as the long-range operational needs, asset management, and the management of engineering and litigation functions; leads the development of funding requirements to manage many of the Division's assets; monitors the improvement of Transportation assets such as street pavement, sidewalks, and traffic signals; ensures the progress of programs is appropriately tracked and reported to City Council and other stakeholders; and leads policy discussions related to these programs.	1

Engineering and Asset Management Program Manager	Provides technical and management support to the Division; reviews and evaluates agreements for professional services and contracts; provides oversight and management of Vision Zero and Bicycle Master Plan activities; provides oversight for CIP planning; and provides oversight in monitoring and reporting of the performance goals and objectives of the Division.	2
Senior Engineer-Traffic	Oversees Division's operations; supervises the design and checking of plans and specifications for transportation related infrastructure such as signals, streetlights, etc.; and performs designated Deputy City Engineer responsibilities.	2
Senior Engineer - Electrical	Reviews and evaluates agreements for professional / technical service related to the City's street light and traffic signal programs; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies received from consultants and other departments; represents the City at meetings with consultants, participating utilities and community groups; and prepares recommendations to Council and Mayor for approval of street lighting and traffic signal projects.	2
Senior Engineer - Civil	Reviews and evaluates agreements for professional/technical services; approves procurement of materials; approves contract payments; reviews and approves technical reports and studies; supervises the preparation of and/or approves documents, plans, specifications, bidding procedures, and contract awards; and responsible for contract payments and management.	2
Associate Engineer-Traffic	Oversees the operation and design of the City's transportation system; conducts complex traffic studies; develops the transportation circulation element of community plans; performs traffic investigations for signage, striping, signalization, parking, and other modifications to streets; performs traffic studies for bikes, pedestrians, transit, and automobiles; programs projects for future funding; prepares and presents technical reports to other agencies, community groups, or other groups; and oversees transportation improvement projects through design and construction.	2
Associate Engineer-Civil	Performs complex engineering project design work and research analysis; programs projects for future funding; plans and supervises the work of professional engineers and technical staff, planning engineering, or related work; prepares and presents technical reports to other agencies, community groups, or other groups; estimates the cost of future projects; and prepares preliminary roadway layout designs and roadway alignments for feasibility and future CIP.	2
Project Officer 1	Assists with coordination, initiation, research, planning, design, and construction of City projects, maintenance contracts, and related work; assists section head with project and contract scheduling as well as financial and asset management related data reporting; participates in division interview processes.	2

STREET DIVISION

Deputy Director (Street Division)	Administers and manages the daily operations of the Division; approves and/or recommends financial decisions regarding construction and/or engineering contracts, procurement of materials, and equipment; negotiates and/or administers agency contracts; prepares and administers resurfacing contracts and consultant contracts; and prepares operations & maintenance and CIP budgets.	1
Street Operations Assistant Deputy Director	Oversees and manages the asset management and engineering functions of the Division; reviews and evaluates agreements for consulting services; negotiates and/or administers agency contracts; develops and administers policies and programs for the Division such as the long-range operational needs, asset management, and the management of engineering and litigation functions; leads the development of the funding requirements to manage the Division's assets; monitors the improvement of surface assets such as street pavement, sidewalks, and traffic signals; ensures that the progress of programs is appropriately tracked and reported to the Mayor, City Council, and other stakeholders; and leads policy discussions related to these programs.	1
Public Works Superintendent	Represents the City in meetings with citizen groups, architects, engineers, contractors, other City Departments, and other governmental agencies; supervises work of assigned teams; determines high priority work, sets expectations, and assigns work; selects and purchases materials used in maintenance operations.	2

CONSULTANTS /NEW POSITIONS

Consultants/New Positions	Refer to the Disclosure Category section (Appendix B) for consultants/new positions.	3
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**APPENDIX B
DISCLOSURE CATEGORIES**

<u>CATEGORY</u>	<u>DESCRIPTION</u>
Category 1	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>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.</p>
Category 2	<p>Investments and business positions in a firm 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 of the City in a legal proceeding, or that is granted authority by the City to use City facilities.</p> <p>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.</p> <p>Interests in real property owned or used by 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.</p>
Category 3	<p>Consultants/new positions shall be included in the list of designated employees for the Transportation Department and shall disclose pursuant to the broadest category in the code subject to the following limitation:</p> <p>The Department Director 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/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.</p>