

ENVIRONMENTAL SERVICES DEPARTMENT  
APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Environmental Services Director	Manages the Environmental Services Department. Approves major purchases of equipment, vehicles, supplies or services relating to department needs, including consultants, as described in each division.	1
Assistant Environmental Services Director	Assists Director in managing the Environmental Services Department. Approves major purchases of equipment, vehicles, supplies or services relating to department needs, including consultants, as described in each division.	1
Deputy Director & Program Manager (Unclassified)	Approves and/or makes recommendations concerning strategic planning, financial decisions for contracts, equipment purchases, consultant contracts, equipment leases, work clothes, service contracts, contracts for purchases and installation of equipment relating to identification, handling and disposal of hazardous and household hazardous waste, land filling, residential refuse, recycling and curbside greenery (yard waste) collection, and renewable resources (landfill gas, etc.). Administers service contracts and grants. Prepares and administers budget and manages division activities.	1
Principal Planner	Approves and/or makes recommendations concerning strategic planning, financial decisions for contracts, equipment purchases, consultant contracts, equipment leases, work clothes, services contracts, contracts for purchases and installation of equipment relating to planning, permitting and regulatory compliance. Administers service contracts and grants. Prepares and administers budget, policy formulation, and manages division activities.	1
Information Systems Administrator	Manages all department management information system programs and activities, including acquisition, development, implementation and ongoing maintenance. Approves and/or makes recommendations relating to information system hardware, software and consulting services.	1
Supervising Management Analyst	Analyzes need for and/or recommends purchase of equipment, vehicles, supplies or services relating to department needs including consultants as described in each division. Acts as Project Manager and authorizes activities, contracts, supplies and/or equipment as needed on a special project basis. Supervises, analyzes and administers revenue data, cost and budgetary data,	2

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Supervising Recycling Specialist	grants or agency contracts and payments. Administration of franchise agreements; policy formulation; writing Manager's Reports which include making recommendations to decision makers and processing 1472s.	2
Program Manager (Classified)	Analyzes need for and/or recommends purchase of equipment, vehicles, supplies or services relating to Recycling program needs including consultants as described in each division. Acts as Project Manager and authorizes activities, contracts, supplies and/or equipment as needed on a special project basis. Supervises, analyzes and administers revenue data, cost and budgetary data, grants or agency contracts and payments. Administration of agreements; policy formulation; writing Manager's Reports which include making recommendations to decision makers and processing 1472s.	2
Senior Planner	Approves and/or provides management with recommendations concerning program supplies, services and equipment requirements. Evaluates compliance with contract specifications. Develops and manages the material handling and compliance programs, identification of abatement projects. Advises in the awarding of contracts and assigns/oversees the completion of projects; prepares and administers program budget; policy formulation; writing Manager's Reports which include making recommendations to decision makers.	2
Environmental Health Coordinator	Approves and/or provides management with recommendations concerning program supplies, services and equipment requirements. Evaluates compliance with contract specifications. Develops and manages the material handling and compliance programs, identification of abatement projects. Advises in the awarding of contracts and assigns/oversees the completion of projects; prepares and administers program budget; policy formulation; writing Manager's Reports which include making recommendations to decision makers.	2
Environmental Health Coordinator	Supervises staff that support Asbestos, Lead and Mold Program, and Lead Safety and Healthy Homes Program activities. Such activities include: conducting code enforcement related to the City's Lead Hazard Prevention and Control Ordinance, administering grants related to residential health and safety, and	2

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	<p>providing health and safety related trainings to the public. Develops and maintains partnerships with various community organizations to leverage existing resources and maximize benefits to City residents. Prepares grant budget and proposals. Ensures compliance with grant and contract specifications. Prepares status reports for management and various funding agencies.</p>	
Senior Civil Engineer & Senior Mechanical Engineer	Approves and/or makes recommendations regarding financial decisions concerning, consultant contracts and contracts for purchase and installation of equipment. Acts as project manager and authorizes activities, contracts, supplies and/or equipment as needed on a project basis.	2
Information Systems Analyst IV	Evaluates recommendations of new systems and applications development and/or hardware and software enhancements. Approves and/or makes recommendations relating to information system hardware, software and consulting services.	3
Consultants/New Positions	<p>Consultants/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:</p> <p>The Department Director, Assistant Director, or Deputy 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 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, Assistant Director’s or Deputy 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.</p>	4

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APPENDIX B**

**DISCLOSURE CATEGORIES**

<u>CATEGORY</u>	<u>DESCRIPTION</u>
1	Investments and business positions in any business entity located in or doing business with the City. Income, including gifts, loans, and travel payments from sources located in or doing business with the City. 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.
2	Investments and business positions in any firm or business entity that supplies goods or services to the Environmental Services Department. Income, including gifts, loans, and travel payments from any person or business entity that supplies goods or services to the Environmental Services Department. Interests in real property owned or used by any person or business entity that supplies goods or services to the Environmental Services Department, or which is located in the City within a two-mile radius of any property used as a disposal site, transfer station, resource recovery facility and/or renewable resource site (e.g., photovoltaic installation).  For purposes of this Category, “supplies goods or services” to the Environmental Services Department means manufactures or provides general or specialized motive equipment and/or materials; maintenance and industrial services; sustainability, resource recovery, refuse collection, recycling or disposal services or containers; and management consultants for services required by the Department.
3	Investments and business position in, income, gifts, loans and travel payments from, interests in real property owned or used by any person, firm or business entity that manufactures or provides management and information systems (MIS) or geographic information systems (GIS) equipment, supplies or services.
4	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, Assistant Director or Deputy 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 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, Assistant Director’s or Deputy 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.