

APPENDIX A

DEVELOPMENT SERVICES DEPARTMENT**MANAGEMENT**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Policy formulation, contract approval, discretionary approval, environmental approval. Policy guidance for the operating programs of the Permit Issuance, Engineering, Code Enforcement, Local Enforcement Agency and Project Management divisions, including code writing, code interpretation and enforcement policy.	1
Assistant Director	Administers policy formulation, contract approval, discretionary approval, environmental approval. Administers policy guidance for the operating programs of the Permit Issuance, Engineering, Code Enforcement, Local Enforcement Agency and Project Management divisions, including code writing, code interpretation and enforcement policy.	1
Deputy Director (Chief Bldg Official)	Develop and implement policies and procedures to comply with best practices and use independent judgment and experience to solve problems and improve the effectiveness of the department's operations. Use knowledge and political acumen to facilitate and improve communications within the department, city management and business stakeholders. Formulate and administer department policies and programs.	1
Deputy Director	Develop and implement policies and procedures to comply with best practices and use independent judgment and experience to solve problems and improve the effectiveness of the department's operations. Use knowledge and political acumen to facilitate and improve communications within the department, city management and business stakeholders. Formulate and administer department policies and programs.	1
Assistant Deputy Director	Develop and implement policies and procedures to comply with best practices and use independent judgment and experience to solve problems and improve the effectiveness of the department's operations. Use knowledge and political acumen to facilitate and improve communications within the department, city management and business stakeholders. Formulate and administer department policies and programs.	1
Program Manager	Develop and implement policies and procedures to comply with best practices and use independent judgment and experience to solve problems and improve the effectiveness of the department's operations. Use knowledge and political acumen to facilitate and improve communications within the department, city management and business stakeholders. Formulate and administer department policies and programs.	1
Consultants/New Positions	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:	3

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 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.

DEVELOPMENT SERVICES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Development Project Manager I	Project management and coordination; code and ordinance interpretation; code writing; development review; project approval.	2
Development Project Manager II	Project management and coordination; code and ordinance interpretation; code writing; development review; project approval.	2
Development Project Manager III	Project management and coordination; code and ordinance interpretation; code writing; policy formation; development review; project approval.	2
Information Systems Administrator	Administer appropriate work programs, policy formulation and makes recommendations to decision-makers on automated systems.	2
Information Systems Analyst IV	Liaison between department and San Diego Processing Corporation or private vendors of automated systems.	2
Senior Building Inspector (Combination, Electrical, Mechanical, Structural)	Construction code interpretation and inspection policy formation.	2
Senior Engineer (Civil, Mechanical Structural, Traffic)	Code interpretation and policy formation; construction inspection; consultants agreements; material approval; subdivision approval; project management; contract payment; assessment spreads.	2
Senior Engineer (Fire Protection)	Technical advisor for fire and building staff, advise the Board of Appeals, review smoke control systems for large buildings, provide training for staff, code interpretations and administrative duties assigned by the building official.	2
Senior Engineering Geologist	Review geological documents, construction inspection, material approval, subdivision approval, project management.	2
Senior Land Surveyor	Code interpretation and formation; consultants agreements; subdivision and street action approval.	2
Senior Planner (Assigned as Hearing Officer)	Development review; Discretionary Permit review; policy interpretations of adopted ordinances; conduct hearings for Process 3 projects; hear appeals of Process 2 projects; perform Environmental Review.	2
Senior Planner (Code Group)	Researches, reviews, and interprets Land Development Codes; advises and makes recommendations to decision-makers; and drafts amendments.	2
Supervising Management Analyst	Analyzes budgetary data; prepares and administers budgets; assures proper disbursements and expenditures; performs special procedural, operational, revenue and expenditure analysis.	2
Supervising Plan Review Specialist	Plan checking; code and ordinance interpretation.	2

CODE ENFORCEMENT

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Deputy Director	Administers the work program for the Land Development and Building & Housing Code; code writing, code interpretation and enforcement policy formulation.	1
Assistant Deputy Director	Assist the Deputy Director in the administration of appropriate work programs.	1
Program Manager	Develop and implement policies and procedures to comply with best practices and use independent judgment and experience to solve problems and improve the effectiveness of the department's operations. Use knowledge and political acumen to facilitate and improve communication within the department, city management and business stakeholders. Formulate and administer department policies and programs.	1
Senior Civil Engineer	Plan checking; code and policy interpretation and enforcement policy formulation.	2
Senior Planner (Code Enforcement Coordinator)	Obligates and commits City to courses of action to include administrative remedies. Advises and makes recommendations to decision-makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Housing Advisory and Appeals Board Member	Obligates and commits City to courses of action. Advises and makes recommendations to decision-makers. Makes decisions that may affect real estate interests.	2

**LOCAL ENFORCEMENT
AGENCY**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Program Manager	Administer Local Enforcement Agency work program; perform permit and environmental review; writing and revising ordinances; code writing and interpretation; policy formulation; writing Manager's Reports, which include making recommendations to decision-makers.	1

APPENDIX B
DISCLOSURE CATEGORY
DEVELOPMENT SERVICES DEPARTMENT

Category 1: Investments and business positions in any business entity located in or doing business with the City of San Diego.

Income and gifts from sources located in or doing business with the City of San Diego.

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: 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.

Interests in real property owned or used by 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.

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.

For purposes of this category, any person or business entity means any construction firm, building supply firm, real estate or land development firm, architectural or engineering firm, land use data services firm, property information retrieval firm, geological services firm or financial institution doing business in or with the City of San Diego, or having the potential of doing business with the City of San Diego.

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, 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.