

Metropolitan Wastewater Department

Conflict of Interest Code
Designated Positions
APPENDIX A

POSITION	DUTIES	CATEGORY
ADMINISTRATIVE SERVICES		
Director of Public Utilities	Administration of the Metropolitan Wastewater and Water Departments.	1
Assistant Director	Assist Director in administration of the Metropolitan Wastewater Department	1
Information Systems Administrator	Supervises and administers overall departmental Information Systems; oversees IT project management, infrastructure and customer support; and develops IT budget.	2
Supervising Human Resources Manager	Supervises and administers overall departmental human resources activities and functions	2
Deputy Director	Approves or recommends policy and financial decisions regarding construction and engineering contracts, and procurement of materials and equipment. Oversees information systems, human resources, strategic planning, performance measurement, training, and safety. Negotiates and administers agency contracts. Oversees independent rates oversight issues, wastewater debt and rate analysis; administers grants; prepares operations and maintenance and capital improvements budgets.	1
Administrative Services Manager	Assists in approval and recommendation of policy and financial decisions regarding construction and engineering contracts, and procurement of materials and equipment. Assists in oversight of information systems, human resources, strategic planning, performance measurement, training and safety. Assists in oversight of negotiation and administration of agency contracts. Assists in oversight of independent rates oversight issues, wastewater debt and rate analysis; administers grants; prepares operations and maintenance and capital improvements budgets.	1
Supervising Management Analyst	Supervises, analyzes and administers revenue plan data, independent rates oversight issues, cost and budgetary data, grant and loan requests, agency contracts and payments, and wastewater debt and rate analysis.	2
Asset Management Coordinator	Responsible for the coordination and supervision of Department's asset management responsibilities.	2
Contract Management Specialist	Approves or recommends financial and contractual decisions regarding construction contracts, engineering contracts, and procurement of materials and equipment.	2

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ENGINEERING AND PROGRAM MANAGEMENT

Deputy Director	Approves or recommends policy and financial decisions regarding the schedule, planning, design, land acquisition, permits, environmental issues, value engineering, construction, contracts and cost control of new treatment and reclamation facilities.	1
Senior Civil Engineer	Supervises the engineering functions for wastewater treatment projects including planning, condition assessment, program management quality assurance/quality control, engineering support, and technical studies.	2
Senior Mechanical Engineer	Supervises the function related to energy management including, energy usage and generation, energy audits and conservation and project management of energy projects	2
Project Officer II	Supervises the functions related to environmental review including environmental compliance, permit support, revegetation and mitigation, support to Wastewater Collection Division on canyon projects, redirection of flow studies, substantial conformance review, and canyon access planning and implementation.	2

WASTEWATER TREATMENT AND DISPOSAL DIVISION

Deputy Director	Approves and/or recommends policy and financial decisions regarding the wastewater treatment and disposal of regional wastewater treatment facilities. Oversees COMNET, facilities maintenance and security.	1
Assistant Deputy Director	Assists in the approval and/or recommendation of policy and financial decisions regarding the wastewater treatment and disposal of regional wastewater treatment facilities. Assists in the oversight of COMNET, facilities maintenance and security.	1
Wastewater Treatment Plant 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
Principal Plant Technician Supervisor	Responsible for supervising maintenance and operation for major pump stations. Also supervises all divisional maintenance planning functions and does specialized maintenance throughout the Division. Makes recommendations regarding equipment purchases and capital improvements including expansion, modification and	2

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replacement.

Supervising Management Analyst	Supervises, analyzes, prepares and administers the Wastewater Treatment and Disposal Division budget for the Department.	2
Senior Civil Engineer	Supervise the Wastewater Treatment and Disposal Division's engineering programs, including design, planning, and operations.	2
Senior Control Systems Engineer	Supervises and oversees the administration and support of Instrumentation and Control for the Department.	2
Senior Corrosion Engineer	Responsible for managing and implementing the department's Corrosion Control Program including mitigation, design, maintenance and supervision.	2
ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES		
Deputy Director	Makes or approves all decisions to request equipment, supplies, materials and services. Develops and proposes Division's budget. Makes recommendations and administers all work programs of the Division.	1
Senior Biologist	Responsible for administration and supervision of Marine Microbiology and Vector Management programs, research programs and projects, and approves all materials, supplies, equipment 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 Laboratory and Ocean Monitoring programs, research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2
Senior Chemist	Responsible for administration and supervision of Wastewater Laboratory, Industrial Waste Laboratory regulatory permits and compliance, research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2
Pretreatment Program Manager	Supervises the Industrial Waste Control Program Inspects and issues permits to industrial facilities and waste haulers to ensure compliance with industrial waste discharge regulations.	2

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WASTEWATER COLLECTION

Deputy Director	Administers work programs, policy and budget of the Wastewater Collection Division.	1
Assistant Deputy Director	Assists with the administration of work programs, policy and budget of the Wastewater Collection Division.	1
Senior Civil Engineer	Supervises the Wastewater Collection Division's 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
Program Manager	Responsible for and coordinates all Food Establishment Wastewater Discharge Permit Program (FEWD) activities.	2

CONSULTANTS

	Performs financial, engineering, and varied professional consultant services for the Metropolitan Wastewater Department.	3
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**METROPOLITAN WASTEWATER DEPARTMENT
Conflict of Interest Code**

**APPENDIX B
Disclosure Categories**

<u>CATEGORY</u>	<u>DESCRIPTION</u>
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>
2	<p>All investments and business positions in any firm or business entity that supplies goods or services to the Metropolitan Wastewater Department of the City, ("Department"), that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> <p>All interests in real property owned or used by any firm or entity that supplies goods or services to the Department, that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> <p>All sources of income, loans or gifts from any person, firm or entity that supplies goods or services to the Department, that is a tenant of the Department, that is adverse party to the Department in a legal proceeding, is granted authority by the Department to use City facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p>
3	<p>Consultants 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, Deputy Directors, or Assistant Deputy Directors may determine in writing that a particular consultant, 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 duties and, based on that description, a statement of the extent of disclosure requirements. The Department Director's, Assistant Director's, Deputy Director's, or Assistant 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>