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POSITION	DUTIES	CATEGORY
	DEPARTMENT MANAGEMENT & STRATEGIC PROGRAMS	
Director of Public Utilities	Administration of the Public Utilities Department.	1
Assistant Director, Business Support Branch	Assists Department Director in Business Services administration of the Public Utilities Department.	1
Assistant Director, Potable Reuse	Assists the Public Utilities Director through executive level oversight and decision-making on matters related to the implementation of potable reuse.	1
Assistant Director, Distribution & Collection Branch	Assists the Public Utilities Director through executive level oversight and decision making on matters in the Wastewater Operations Divisions.	1
Assistant Director, Water Quality Branch	Assists the Public Utilities Director through executive level oversight and decision-making on matters of water system planning and operations.	1
Assistant Director, Strategic Programs	Assist the Public Utilities Director through executive level strategic planning, oversight and decision-making for efficiency and optimization effort and other high level projects.	1
Program Manager, Management Support	Assists the Public Utilities Director and Assistant Directors through executive level oversight and is responsible for the management and performance of the department.	1
Program Manager, Potable Reuse	Assists the Assistant Director with implementation of potable reuse.	1
Program Manager, External Affairs	Assists the Public Utilities Director through executive level oversight and decision-making on external communication matters	1
External Affairs Manager (Legislation and External Policy)	Assists the External Affairs Program Manager and Public Utilities Department Director with oversight and decision-making on legislation and external affairs matters	2
Program Manager Asset Management	Responsible for the coordination and supervision of Department's asset management responsibilities.	2
Organization Effectiveness IV	Supervises staff to administer the strategic plan, departmental optimization and efficiency efforts and other continuous improvement programs.	2
Program Manager Recycling	Responsible for the management of the ERP EAM project, development of budget, approves requests for materials, supplies, equipment and services. Negotiates contracts and supervises consultant staff.	2

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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: The Department Director or Assistant 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 or Assistant 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.	3

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POSITION	DUTIES	CATEGORY
	CUSTOMER SUPPORT DIVISION	
Deputy Director	Responsible for oversight, direction and management of Customer Support Division.	1
Claims and Insurance Manager (Customer Information and Billing Manager)	Supervises Customer Service Section, office operations, including billing charges and adjustments, payment processing, delinquent account collection and resolution. Interprets and enforces Municipal Code, and City and Departmental policies.	2
Metering and Compliance Manager	Supervises Customer Service Section, Field Operations, including consumer services, code compliance, sewer classification and inspection, meter reading, route management, and water restoration. Interprets and enforces Municipal Code and City Department policies.	2
Claims and Insurance Manager (Customer Information and Billing Manager) QA	Manages QA Program comprised of the exception billing, sewer class, new installation section and new centralized data management sections. Manage customer experience, collections and remittance processing of the CSO Program	2
Principal Engineering Aide(Code Compliance and Cross Connection Prevention Program)	Responsible for enforcement of cross-connection prevention requirements at all private and public water consuming properties; enforces State and local codes and regulations.	2

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POSITION	DUTIES	CATEGORY
	EMPLOYEE SERVICES AND QUALITY ASSURANCE	
Deputy Director	Responsible for oversight, direction and management of Employee Services and Quality Assurance Division.	1
Program Manager	Manages and administers overall departmental safety, security and training.	2
Supervising Human Resources Manager	Supervises and administers, overall, department payroll and human resource activities and functions.	2
Supervising Management Analyst	Supervises staff that supports the Independent Rates Oversight Committee, records management and other quality assurance efforts.	2
Accountant IV	Supervises staff in the performance of quality assurance activities, including audit activities and support.	2
Senior Contract Management Specialist	Provides contract administration and oversight related to construction, engineering and consultant contracts and procurement of materials and equipment; performs contract compliance reviews.	2
Principal Contract Specialist	Supervises staff in the performance of contract administrations activities	2
Safety and Training Manager	Supervises departmental safety and security activities and functions	2

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POSITION	DUTIES	CATEGORY
	ENGINEERING AND PROGRAM MANAGEMENT	
Deputy Director	Responsible for oversight, direction and management of Engineering and Program Management Division.	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, and technical studies.	2
Project Officer II	Supervises the functions 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, support to Water Operations on construction and maintenance, redirection of flow studies, substantial conformance review, and canyon access planning and implementation.	2

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POSITION	DUTIES	CATEGORY
	ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES	
Deputy Director	Responsible for oversight, direction and management of Environmental Monitoring and Technical Services Division.	1
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
Senior Biologist	Responsible for administration and supervision of Marine Microbiology and Vector Management programs, research programs and projects, and approves all materials, supplies, requirements 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, water quality laboratory, industrial waste laboratory, and permits and compliance section. Supervises and oversees 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 water and wastewater.	2
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.	2

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POSITION	DUTIES	CATEGORY
	FINANCE & INFORMATION TECHNOLOGY	
Deputy Director	Responsible for oversight, direction and management of Finance & Information Technology.	1
Program Manager	Supervises and administers operating and capital budgets including accounts payable.	1
Program Manager	Supervises and administers rates and finance, grants and loans and interagency contracts.	1
Supervising Budget Analyst (Operating)	Supervises and administers operating budget including revenue and the accounts payable functions.	1
Supervising Budget Analyst (Capital)	Supervises and administers capital budget.	1
Supervising Management Analysts	Supervises staff that provide rate and finance information for rate review annual reporting, and bond issuances.	1
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.	1
Supervising Management Analyst	Supervises analyzes and administers the grants and loans staff.	1
Information Systems Administrator	Manages information technology services for the Department. Sets policy and budgets for information technology services.	2
Information Systems Analyst IV	Information Systems Analyst (ISA) IV-Program Management/New & Enhanced Applications. Supervises USA III's and II's to administer the development of new and enhanced software applications for Public Utilities Department.	2
Information Systems Analyst IV (Infrastructure Operations Manager)	Supervises and administers the infrastructure/operations group within the Information Services Section. Oversees the Department help desk, network, server and desktop environments. Manages hardware/software procurement, installations, maintenance and inventories.	2
Information Systems Analyst IV (Modifications and maintenance)	Information Systems Analyst IV (Maintenance & Modifications): Supervises staff for ongoing maintenance and modification of IT Projects. Responsible for the creation and tracking of Department IT Budget.	2

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POSITION	DUTIES	CATEGORY
	FINANCE & INFORMATION TECHNOLOGY CONTINUED	
Information Systems Analyst IV (System Integration and Architecture)	Analyst responsible for enterprise systems design (hardware and software), Data Center operation, Data Warehouse Management, and supervision of IT Systems Analysts.	2

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POSITION	DUTIES	CATEGORY
	LONG-RANGE PLANNING AND WATER RESOURCES	
Deputy Director	Responsible for oversight, direction and management of the Long-Range Planning and Water Resources Division.	1
Principal Water Resources Specialist (Water Reliability)	Supervises work on long-range water reliability planning, water feasibility studies, pilot and demonstration projects and other complex water supply initiatives for groundwater and desalination projects. Responsible for the SB610/221 water supply assessments of development proposals and the preparation of the Urban Water management plan. Responsible for selecting and managing consultants hired to assist in the efforts above.	2
Senior Biologist	Leads and coordinates management of Public Utilities Department watershed and landholdings in order to minimize risk and protect water quality. Responsible for selecting and managing consultants hired to assist with these efforts.	2
Recycled Water Program Manager	Manages and directs Department's water recycling program including: regulatory "on-site" field inspections and cross connection control, long-range planning and recycled water project development, feasibility studies, engineering and plan checking for future customer sites, marketing activities and consultant contracts. Negotiates, oversees, prepares or reviews agreements with other agencies or customers regarding the purchase of recycled water or recycled water system infrastructure. Develops or reviews participation agreements with water agencies, government entities or other utilities.	1
Senior Civil Engineer (Recycled Water Program)	Oversees in-house design, plan review and regulatory inspections (cross connection control) for the Recycled Water Program, as well as construction administration of recycled water retrofit projects. Performs public outreach and technical support to current and potential recycled water customers and manufacturers of cooling towers and pretreatment systems.	2
Water Conservation Manager	Responsible for the development and implementation of water conservation programs and the evaluation of new programs and technologies that help and support conserving water.	1
Supervising Management Analyst (Water Conservation)	Coordinates California Urban Water Conservation Council BMP Report Submittals and development of Annual Water Conservation Report. Responsible for developing water conservation campaign and assists with overall management of Water Conservation Program.	2

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POSITION	DUTIES	CATEGORY
	LONG-RANGE PLANNING AND WATER RESOURCES CONTINUED	
Supervising Management Analyst (Landscape Conservation Designer)	Manages landscape water management programs and serves as the Department's 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 turf 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.	2

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POSITION	DUTIES	CATEGORY
	WASTEWATER COLLECTION	
Deputy Director	Responsible for oversight, direction and management of the Wastewater Collection Division.	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
	WASTEWATER TREATMENT AND DISPOSAL DIVISION	
Deputy Director	Responsible for oversight, direction and management of the Wastewater Treatment and Disposal Division.	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 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
Senior Control Systems Engineer	Supervises and oversees the administration and support of instrumentation and controls for the Department.	2
Program Manager-COMNET	Supervises the COMNET group, the City's third party IT Providers, and various consultants and contractors to install, maintain, upgrade, and repair components of the Distributed Control System and the related programs and components.	2
Senior Plant Technician Supervisor-Warehouse section only	Oversees the Division's warehousing and central store operation which provides suppliers, parts, equipment and consumable items Department wide.	2
Storekeeper III	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

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POSITION	DUTIES	CATEGORY
	WATER SYSTEM OPERATIONS DIVISION	
Deputy Director (Water Systems Operations)	Responsible for oversight, direction and management of the Water Operations Division.	1
Program Manager (Admin)	Administers and advises on high level Branch-wide operational efforts, to include hiring, training and discipline; conducts efficiency studies; and coordinates special Branch-wide administrative projects. Oversees the Reservoir and Recreation Program and Administrative and PIO sections.	2
Water Production Superintendent	Manages and oversees the operation and maintenance of the water treatment plants and the electrical/instrumentation support of the Branch.	2
Water Production Superintendent	Manages and oversees the operation (monitoring and control) and maintenance of the City's municipal water distribution system (potable and recycled).	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 and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Senior Water Operations Supervisor (Otay)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2

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POSITION	DUTIES	CATEGORY
	WATER SYSTEM OPERATIONS DIVISION CONTINUED	
Senior Corrosion Engineer	Responsible for managing and implementing the department's Corrosion Control Program including mitigation, design, maintenance and supervision.	2
Senior Water Operations Supervisor (Miramar)	Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.	2
Lakes Program Manager	Responsible for the operation and maintenance of the dams, reservoirs, and raw water transmission system. Oversees, directs and administers the City Lakes Recreation Program.	2
Senior Civil Engineer	Manages and oversees engineering services related to corrosion control for both the Water Operations Branch and the Wastewater Branch.	2
Senior Water Operations Supervisor (Distribution)	Responsible for the operation and maintenance of the water distribution system.	2

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POSITION	DUTIES	CATEGORY
	WATER CONSTRUCTION AND MAINTENANCE DIVISION	
Deputy Director (Construction and Maintenace)	Oversees water construction and maintenance operations	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	2
Water Systems District Manager (CIP)	Responsible for the coordination of all Division construction and distribution system maintenance including making recommendations for equipment and capital improvements	2
Water Systems District Manager (Meter Shop)	Responsible for the coordination of all replacement and installation of domestic, commercial and construction water meters and backflow systems	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.

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 or Assistant Director 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 or Assistant 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.