

**WATER DEPARTMENT  
 CONFLICT OF INTEREST CODE**

**APPENDIX A  
 DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

**WATER RESOURCES AND PLANNING DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Responsible for oversight, direction and management of all Division activities included in this appendix.	1
Principal Water Resources Specialist	Responsible for selecting consulting firms and overseeing their work on water reliability planning and feasibility studies including but not limited to: pilot, demonstration and other complex water supply initiatives for groundwater and desalination projects. Negotiates or participates in negotiations of agreements with other water agencies. Responsible for the SB610/221 water supply assessments of development proposals.	2
Senior Water Resources Specialist	Formulates opinions and makes recommendations to the Division Deputy Director and/or Department Director regarding most appropriate position for the City on water policy issues; serves on numerous committees for the City of San Diego Water Department dedicated to water policy issues; monitors, reviews, and evaluates, programs and specific proposals developed by various agencies and others which could impact the reliability, price or quality of water supplies available in the City.	2
Senior Environmental Planner	Responsible for environmental, storm water and permit compliance activities for non-CIP projects; supervises the preparation, review and processing of environmental documents and permit applications, as well as implementation of mitigation monitoring, reporting programs and long-term habitat restoration plans; reviews and coordinates the environmental documents and policies of city departments, other agencies and private developers affecting Department resources and programs; coordinates habitat restoration and other resource protection on	2

<p>Supervising Public Information Officer</p>	<p>Water Dept-owned land.</p> <p>Responsible for leading public outreach and community involvement efforts associated with the Water Department’s Water Resource and Planning division. Project work ranges from increasing local water supply such as water recycling and ground water development to water and reclaimed water rate increases. This position also provides back-up support duties to the Deputy Director, in responding to media inquiries and managing consultants hired to perform public outreach work for the department.</p>	<p>2</p>
<p>Recycled Water Program Manager</p>	<p>Manage 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. Negotiate, oversee, prepare or review agreements with other agencies or customers regarding the purchase of recycled water or recycled water system infrastructure. Develop or review participation agreements with water agencies, government entities or other utilities.</p>	<p>1</p>
<p>Senior Civil Engineer (Recycled Water Program)</p>	<p>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. Perform public outreach and technical support to current and potential recycled water customers and manufacturers of cooling towers and pretreatment systems.</p>	<p>2</p>
<p>Senior Civil Engineer (CIP Planning and Design Guidelines)</p>	<p>Oversees water facilities masterplanning, 10% designs, prioritization, Engineering &amp; Capital Project Department’s (ECP) Water CIP Execution, and design guidelines and standards. Ensures that both the operational perspective and long-term supply needs are incorporated in project scopes and reflected in CIP priorities.</p>	<p>2</p>

Senior Civil Engineer (Water Review and Hydraulic Modeling)	<p>Prepares business case evaluations when projects have multiple feasible alternatives. Coordinates with the Business &amp; Support Services' Financial Section to ensure that the CIP is consistent with program budgets.</p> <p>Oversees the new development ministerial and discretionary water reviews for Water Department infrastructure City-wide. In addition, this position oversees the Hydraulic Modeling and Pipeline Assessment groups and performs liaison responsibilities with Caltrans, Unified Port of San Diego, and other agencies.</p>	2
CIP Program Manager	Responsible for planning and program management of the Water Department Capital Improvement Program (CIP). Planning includes hydraulic modeling, master planning, and development review. Program management includes determining the scope, scheduling, and budget of proposed CIP projects, as well as oversight of the Engineering Department's design and construction execution.	1
Sr Contracts Specialist	Prepares contract documents and specifications; Estimates construction costs and time requirements; Monitors consultant contracts; Negotiates scope of work; Ensures contract compliance; Provide functional supervision over contract design consultants	2
Consultant	As specified in contract.	3

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**BUSINESS AND SUPPORT SERVICES DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Responsible for management of department financial, budget and internal control activities; oversees administration of the Financial Services, Contract and Grants, Rate Analysis, IS and Training sections.	1
Program Manager (Rate Analysis and CIP)	Manage rate setting and monitoring of Capital Improvement. Oversee three sections: Rates & Finance, CIP& Records Management.	1
Supervising Economist	Performs water rate analysis and coordinates finances for CIP Program.	2
Supervising Departmental Human Resources Analyst	Responsible for the overall management of the Water Department's Human Resources Program, which include the centralized payroll and HR analytical sections.	2
Supervising Management Analyst (Financial Services)	Supervises, analyzes and administers revenue and expenditure plan data, cost, and budgetary data. Assists in overseeing departmental financial and budget issues.	2
Supervising Management Analyst (Grants and Agreements)	Supervise, analyze and help administer grants, agreements, and legislative review. Assist in overseeing departmental financial, budget and contract issues.	2
Training Manager	Supervise and administer overall department general job training program.	2
Training Supervisor	Assist the Training Manager in administering overall Department job training program. Responsible for making recommendations to the Training Manager regarding selection of outside vendors and services for the Water Department.	2
Information Systems Administrator	Leader and manager of Information Services Section and the Department Information	2

	<p>Systems Program. Advocate and Implementer of Strategic Business Plan Technology Strategy and the Information Systems Master Plan. Manager of IS financial planning and budgeting. Manager of the development and implementation of IS projects, policies, procedures and training.</p>	
<p>Information Systems Analyst IV</p>	<p>Supervises and administers the Systems Application/Data Management Group within the Information Services Section. Oversees the development and maintenance of information systems projects. Leads enterprise data management. Manages the reporting for the Water Operations Bid-To-Goal and Pay for Performance programs.</p>	<p>2</p>
<p>Information Systems Analyst IV (Infrastructure Operations Manager)</p>	<p>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. Leads enterprise network infrastructure.</p>	<p>2</p>
<p>Consultant</p>	<p>As specified in contract.</p>	<p>3</p>

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**WATER OPERATIONS DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Responsible for direction and management of all division activities. Develop and propose the Water Operations Division's budget. Make recommendations for plant expansions, modifications and improvements. Review all plans and specifications for Capital Improvement Projects.	1
Program Manager (Construction)	Responsible for reviewing, modifying, and developing Departmental policy regarding the methods and procedures used to achieve the objectives of the Department's construction operations. Develop and implement internal mechanisms to capture and analyze the fully allocated cost regarding the provisions of service within the new geographic structure.	1
Program Manager (Operations and Engineering)	Responsible for the oversight of operation of the potable water treatment plants and transmission system, for the operation of the Water Quality Laboratory, and the Division's engineering programs including design, planning and operations.	1
Water Production Superintendent	Responsible for supervising the operations and maintenance of the potable water system, including participating in the planning of capital improvement projects.	2
Supervising Management Analyst	Assist in the administration of all work programs and personnel issues in the Water Operations Division.	2
Senior Civil Engineer (Operations)	Plans, directs and supervises the Water Operations Division's engineering programs including design, planning and operations.	2
Senior Chemist	Responsible for the administration and supervision of the Chemistry Section in the	2

	<p>Water Quality Laboratory. Recommends changes to the operation and maintenance of the water system.</p>	
<p>Senior Biologist</p>	<p>Responsible for the administration and supervision of the Biology Section in the Water Quality Laboratory. Recommends changes to the operation and maintenance of the water system.</p>	<p>2</p>
<p>Water Systems District Manager (North)</p>	<p>Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.</p>	<p>2</p>
<p>Water Systems District Manager (South)</p>	<p>Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.</p>	<p>2</p>
<p>Water Systems District Manager (Emergency Services)</p>	<p>Responsible for coordination of all Division construction and distribution system maintenance, including make recommendations for equipment and capital improvements.</p>	<p>2</p>
<p>Senior Water Operations Supervisor (Alvarado)</p>	<p>Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.</p>	<p>2</p>
<p>Senior Water Operations Supervisor (Otay)</p>	<p>Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.</p>	<p>2</p>
<p>Senior Water Operations Supervisor (Miramar)</p>	<p>Responsible for the operation and maintenance of potable water treatment plants, including making recommendations for equipment replacement and capital improvements.</p>	<p>2</p>
<p>Lakes Program Manager</p>	<p>Responsible for the operation and maintenance of the dams, reservoirs, and raw water transmission system. Oversees, directs, and administers the City Lakes Recreation Program.</p>	<p>2</p>
<p>Safety Manager</p>	<p>Supervise and administer overall department safety functions/activities.</p>	<p>2</p>

<p>Supervising Public Information Officer</p> <p>Consultant</p>	<p>Responsible for the Division's public information and outreach efforts.</p> <p>As specified in contract.</p>	<p>2</p> <p>3</p>
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**ADMINISTRATION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Director of Public Utilities	Administration of the Water and Metropolitan Wastewater Departments	1
Assistant Director	Responsible for directing and coordinating the daily managerial activities of the Department; represents the Department at City Council Committees and in various civic, community, professional, and business forums.	1

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**CUSTOMER SUPPORT DIVISION**

<b><u>POSITION</u></b>	<b><u>DUTIES</u></b>	<b><u>CATEGORY</u></b>
Deputy Director	Administer work programs and budget of the Customer Support Division.	1
Assistant Deputy Director	Assists work programs and budget of the Customer Support Division.	1
Water Resources Manager	Responsible for the development and implementation of water conservation programs and evaluation of new programs and technologies that help and support conserving water.	1
Supervising Management Analyst (Water Conservation)	Supervise and administer overall water conservation efforts for City. Perform field investigations and water conservation audits.	2
Supervising Management Analyst (Landscape Conservation Designer)	In charge of developing and implementing outdoor water conservation programs and supervising Field Reps and Irrigation Specialists. The person also is the subject matter expert in landscape and irrigation technology, principles and practices, often advising City and other agency staff as it relates to landscape design and irrigation efficiency.	2
Supervising Management Analyst (Automated Meter Reading Program Manager)	Supervises a team of professional level administrative staff performing a variety of Division support work, including: budget and expenditure monitoring; performance measurement development; BID TO GOAL implementation monitoring; development and deployment of Automated Meter Reading technology, including contract procurement and negotiations, cost accounting, performance monitoring of selected vendor(s), financing, etc.; and other assigned admin duties.	2
Supervising Public Information Officer	Educates and informs the public of the Water Department's programs and policies. Responds	2

<p>Claims and Insurance Manager (Customer Information and Billing Manager)</p>	<p>to media inquiries and runs the Department's web pages.</p> <p>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.</p>	<p>2</p>
<p>Claim and Insurance Manager(Compliance and Meter Reading Manager)</p>	<p>Supervises Customer Service section, Field Operations, including Consumer Services, Code Compliance, Sewer Classification and Inspection, Meter Reading, Route Management, and Water Restoration. Interpret and enforce Municipal Code and City Department policies.</p>	<p>2</p>
<p>Water System District Manager (Meter Services Manager)</p>	<p>Supervises meter services operations and assumes responsibility for and coordinates the water meter installation replacement program and the Cross-Connection Inspection program.</p>	<p>2</p>
<p>Associate Engineer - Civil</p>	<p>Oversees the Recycled Water System.</p>	<p>2</p>
<p>Principal Engineering Aide (Cross-Connection Prevention Program)</p>	<p>Responsible for enforcement of cross-connection prevention requirements at all private and public water consuming properties; enforces State and County codes and regulations; Certifies private backflow maintenance personnel for work within the City's jurisdiction; is the representative at County/State level on all regulatory matters.</p>	<p>2</p>
<p>Consultant</p>	<p>As specified in contract.</p>	<p>3</p>

**Appendix B**

**Water Department  
 Conflict of Interest Code  
 Disclosure Categories**

<b>Category</b>	<b>Description</b>
<b>1</b>	<p>All 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>
<b>2</b>	<p>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, that is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>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, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p> <p>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 adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities, or whose rates or charges for services are subject to approval by the City, or which is regulated by the California Public Utilities Commission or any of the federal regulatory agencies.</p>
<b>3</b>  <b>(As Required)</b>	<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 Manager, 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 Manager'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>

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