

APPENDIX A

PLANNING DEPARTMENT

MANAGEMENT

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Oversees overall direction and operations of the City Planning Department. Advises Mayor, Council and Planning Commission on City long range planning issues; public facilities financing fees; CEQA and environmental policy; park planning; Multiple Species Conservation Program; Urban Forestry Program and land use policy and ordinance matters. Interfaces with professional organizations and groups on urban design and land use planning. Designs, plans, assigns and supervises the work of managerial and professional employees.	1
Assistant Director	Assists with developing and updating policies and procedures and managing department operations; advises on policy and regulatory approaches and works on other projects as needed. Advises Planning Director on City long range planning issues; public facilities financing fees. Designs, plans, assigns and supervises the work of managerial and professional employees.	1

**LONG-RANGE
PLANNING**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Deputy Director	Administers work program for Long Range Planning Division; provides policy guidance for community and land-use planning issues; sets priorities and reviews major projects for the community planning process.	1
Program Manager	Administers work program, policy formulation, writing Manager's Reports which include making recommendations to decision-makers. Manages Department services and functions.	1
Community Development Specialist IV	Oversees and supervises efforts that include community plan updates, planning grant administration and community outreach.	2
Senior Planner/Planning Project Manager	Manages community plan updates, amendments and grant projects. Works with Grant coordinator, obtains funding, oversees project and coordinates the work with consultants. Works with Community Planning Groups.	2
Senior Traffic Engineer	Works with Grant coordinator, obtains funding, oversees project and coordinates work with consultants, other departments and agencies.	2
Consultant	Serves as consultants for policy guidance for community and land-use planning uses. Coordinates between various groups which include making recommendations to decision-makers.	3
	Disclosure as may be required. See Appendix B, Category 3	

**ENVIRONMENT & POLICY
ANALYSIS**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Deputy Director	Administers work program for Environment & Policy Analysis Division including the California Environmental Quality Act (CEQA) citywide CEQA policy, and environmental review, Historic Planning section, Policy & Ordinance Development section, Multiple Species & Conservation Program (MSCP) and Parks Planning section, Urban Forestry, review of all community plan updates and other planning projects and plans.	1
Program Manager	Administers work program, policy formulation, writing Manager's Reports which include making recommendations to decision makers as it relates to Urban Forestry. Manages department services and functions.	1
Development Project Manager III	Manages policy and ordinance and development for the Municipal Code and policy documents; prepares Manager's reports which includes recommendations to decision-making bodies; provides input into the capital improvement program and budget process; manages development project review and coordination with customers; acts as park liaison with other departments and agencies; and makes presentations to community groups and advisory bodies and supervises staff.	2
Park Designer	Manages parks planning projects, amendments to park policy documents, project review, updates park project within finance plans, prepares CIP park projects for the annual budget, reviews land acquisition requests for parks and provides recommendations on future joint use projects with school districts.	2
Senior Planner/Planning Project Manager	Manages parks planning projects, programs, and project reviews; MSCP preserve planning and project reviews; policy and ordinance development; and environmental documentation and processes. Works with Grants Coordinator, obtains funding, oversees projects and coordinate the work with consultants. Works with Community Planning Groups and decision making bodies. Supervises assistant and associate planners.	2
Consultant	Serves as consultants for policy guidance for community and land-use planning uses. Coordinates between various groups which include making recommendations to decision-makers.	3
	Disclosure as may be required. See Appendix B, Category 3	

**FINANCIAL &
ADMINISTRATIVE SERVICES**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Program Manager	Administers work program for Financial & Administrative Services Division. Policy guidance and management of the Facilities Financing Section; manages the assessment and disbursement of Developer Impact fees, cost reimbursement districts and developer cash exactions. Oversees CIP compliance with General Plan, Development Agreement Monitoring and Citywide Infrastructure financing. Manages department Fiscal and Administrative Services and Mapping & IT Services Sections.	1
Fiscal Manager	Manages and directs the fiscal, payroll and support services sections.	2
ISA IV/Mapping and IT Services Supervisor	Directs and manages the MIS and GIS support staff. Liaison between departments on IT and GIS matters and works with IT vendors on contracts and payment processing to include review of all IT procurement-related invoices.	2
Senior Civil Engineer	Provides engineering support to the department in the negotiation and implantation of developer reimbursement agreements, performing and reviewing CIP projects cost estimates, project cost verifications, coordination of consultants contracts, formation of cost reimbursement districts, and review of financing plan project cost estimates.	2
Project Manager (Associate Management Analyst/Senior Management Analyst/Project Manager)	Reviews process of payments of contracts or payments of credit towards reimbursement agreements.	2
Supervising Project Manager (Supervising Management Analyst)	Directs reviews and supervises implementation of assessments and disbursements of Developer Impact Fees and the update of Development Impact Fee Financing Plans.	2
Consultant	Serves as consultants for review and verification of developer project cost submittals for reimbursement, and prepares cost estimates for Development Impact Fee Financing Plans.	3
	Disclosure as may be required. See Appendix B, Category 3.	

APPENDIX B
DISCLOSURE CATEGORY
PLANNING 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.

DISCLOSURE BY CONSULTANTS

Category 3: 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:

The Director, Assistant Director, 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 described in this section. Such written determination shall include a description of the consultant's duties and based upon that description a statement of the extent of disclosure requirements. The Director, Assistant Director or Deputy Directors determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.