

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

| POSITION | DUTIES | CATEGORY |
|--|---|----------|
| <u>DEPARTMENT MANAGEMENT & STRATEGIC PROGRAMS</u> | | |
| Director of Public Utilities | Administration of the Public Utilities Department. | 1 |
| Executive Assistant Director | Assists the Department Director through executive level oversight and decision making on all matters in administrative and operational support. | 1 |
| Assistant Director, Business Support Branch | Assists Department Director in Business Services administration of the Public Utilities Department. Executive level oversight and decision-making on matters of Finance, Employee Services & Quality Assurance, and Innovation Technology Divisions. | 1 |
| Assistant Director, Pure Water & Technical Support | Assists the Public Utilities Director through executive level oversight and decision-making on matters related to the implementation of potable reuse. Executive level oversight and decision-making on matters of Pure Water Program, Environmental Monitoring & Technical Services, and Engineering & Program Management Divisions. | 1 |
| Assistant Director, Water Recovery Branch | Assists the Public Utilities Director through executive level oversight and decision making on matters of Wastewater Collection, Wastewater Treatment & Disposal and Pure Water Operations Divisions. | 1 |
| Assistant Director, Water Delivery Branch | Assist the Public Utilities Director through executive level oversight and decision-making on matters of Water Construction & Maintenance and Water System Operations Divisions. | 1 |
| Assistant Deputy Director | Assists the Assistant Director with implementation of Pure Water Program. | 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 |
| 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 outreach and technical support to current and potential recycled water customers and manufacturers of cooling towers and pretreatment systems. | 2 |

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

DEPARTMENT MANAGEMENT & STRATEGIC PROGRAMS
CONTINUED

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| Consultant/New Position | As specified in contract. | 3 |
| Project Officer II Principal Water Resources Specialist | Supervises the Water Reliability section, tasked with working 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 |

Public Utilities Department
 Conflict of Interest Code
 Designated Positions
 APPENDIX A

| POSITION | DUTIES | CATEGORY |
|--|--|----------|
| <u>CUSTOMER SUPPORT DIVISION</u> | | |
| Deputy Director | Responsible for oversight, direction and management of Customer Support Division. | 1 |
| Customer Success Program Manager | Leads and manages the Customer Contact Center and Remittance section including related contract oversight, payment processing, and refund consideration. Interprets and enforces Municipal Code, and City and Departmental policies. | 2 |
| Key Customer Advocacy Program Manager | Leads and manages the Billing and Billing Analytics sections including related contract oversight, refund consideration, customer account management, issue resolution, and exception billing. Interprets and enforces Municipal Code, and City and Departmental policies. | 2 |
| Workforce Resources and Development Program Manager | Leads and manages the Data & Analytics, New Services & Sewer Classifications, and Conservation sections including related contract oversight, procurement, business process review, and efficiency/reengineering efforts. Also oversees sewer class investigation, new service installation, and customer data management. Interprets and enforces Municipal Code and City Department policies. | 2 |
| Data & Analytics Program Coordinator | Oversees data development, availability, use, and analytics related to customer accounts, billing, budget, and revenue, and some procurement-related responsibilities. | 2 |
| Conservation Program Supervising Management Analyst | Oversees the Conservation section including government agency reporting and other government mandates, as well as customer rebate programs. | 2 |
| Supervising Management Analyst (Landscape Conservation Designer) | Manages landscape water management programs and serves as the Department's subject matter expert and 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 landscape and irrigation 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 |

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

| POSITION | DUTIES | CATEGORY |
|--|---|----------|
| <u>EMPLOYEE SERVICES AND QUALITY ASSURANCE DIVISION</u> | | |
| 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 |
| Program Manager | Manages and administers overall department hiring, performance management, occupational health and payroll activities. | 2 |
| Program Manager | Responsible for the coordination and supervision of the Department's asset management responsibilities. Responsible for providing contractual, project management, and administrative support. | 2 |
| Program Manager | Responsible for providing contractual, project management, and administrative support. | 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, professional/consultant services and procurement of materials and equipment; performs contract compliance reviews. | 2 |
| Principal Contract Specialist | Supervises staff in the performance of contract administration activities. | 2 |
| Contract Management Specialist | Provides contract administration and oversight related to construction, engineering, professional/consultant services and procurement of materials and equipment; performs contract compliance reviews. | 2 |
| Safety and Training Manager | Supervises departmental safety, training and security activities and functions. Includes Safety Manager, Training Manager and Security Manager. | 2 |
| Organization Effectiveness IV | Supervises staff to administer the strategic plan, departmental optimization and efficiency efforts and other continuous improvement programs. | 2 |
| Supervising Management Analyst | Oversees and manages the Asset Management Program and the City-wide I AM San Diego budget. | 2 |

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

EMPLOYEE SERVICES AND QUALITY ASSURANCE DIVISION
CONTINUED

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| 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 |

Public Utilities Department
 Conflict of Interest Code
 Designated Positions
 APPENDIX A

| POSITION | DUTIES | CATEGORY |
|---|---|----------|
| <u>ENGINEERING AND PROGRAM MANAGEMENT DIVISION</u> | | |
| Deputy Director | Responsible for oversight, direction and management of Engineering and Program Management Division. | 1 |
| Program Manager | Responsible for the management of the water planning, environmental, administration, watershed protection, and Geographic Information System sections. | 1 |
| Assistant Deputy Director | Assists the Deputy Director with Pure Water Program implementation. | 2 |
| 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, construction management and technical studies. | 2 |
| Senior Electrical Engineer | 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 Watershed and Resource Protection section, which oversees Natural Resource Management, the San Dieguito Watershed/JPA Support and Regional Water Programs. This team is responsible for handling water planning initiatives, water resource projects, natural resource protection programs and manages 42,000 acres of rural land owned by the Department and coordinates the City's interactions with land use agencies over 906 square miles of watershed land draining to the City's water supply reservoirs. | 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 |

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

| POSITION | DUTIES | CATEGORY |
|--|--|----------|
| <u>ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES DIVISION</u> | | |
| Deputy Director | Responsible for oversight, direction and management of Environmental Monitoring and Technical Services Division. | 1 |
| Industrial Wastewater Control Program Manager | Supervises the Industrial Wastewater Control Program (IWCP). Inspects and issues permits to industrial facilities and waste haulers to ensure compliance with industrial waste discharge regulations. Oversees industrial wastewater sampling. Enforces permit requirements. Influences chemical and mechanical treatment of wastewater. | 2 |
| Technical Services Program Manager | Oversees the Administration & Business Support and Data Management & Quality Assurance sections of the Environmental Monitoring and Technical Services Division. Additionally, manages the NPDES Permits & Compliance workgroup. Responsible for development and submission of the Department's Point Loma Wastewater Treatment Plant (PLWTP) waiver application that prevents upgrading the PLWTP to secondary treatment. | 2 |
| Senior Biologist | Responsible for administration and supervision of Marine Microbiology, Drinking Water Microbiology, Source Water Monitoring, and Toxicology 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 environmental chemistry laboratory, water quality chemistry laboratory, permits and compliance section, and data management and quality assurance section. Supervises and oversees regulatory permits and compliance, Environmental Accreditation Laboratory Program (ELAP) requirements, Laboratory Information Management System (LIMS) administration, 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 |

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

| POSITION | DUTIES | CATEGORY |
|----------|--------|----------|
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ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES
DIVISION CONTINUED

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| 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. Manages special projects and studies performed by consultants. Approves payments for contracted services. Approves billing of services rendered to other agencies. | 2 |
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Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

| POSITION | DUTIES | CATEGORY |
|---|--|----------|
| <u>FINANCE DIVISION</u> | | |
| 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. | 1 |
| Supervising Budget Analyst (Pure Water) | Coordinates and assists in directing all budgetary, CIP, contractual, and monitoring aspects of the Pure Water Program. | 1 |
| Supervising Budget Analyst (Capital) | Supervises and administers capital budget. | 1 |
| Supervising Management Analyst (Wastewater) | Supervises staff that provide rate and finance information for rate review annual reporting, and bond issuances. | 1 |
| Supervising Economist (Water) | 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 |

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

| POSITION | DUTIES | CATEGORY |
|---|--|----------|
| <u>INNOVATION & TECHNOLOGY DIVISION</u> | | |
| Deputy Director | Responsible for oversight, direction and management of Innovation & Technology. Sets policy and budgets for information technology service delivery, outside services contracts, leases and purchases. | 1 |
| Program Manager, IT Operations | Supervises and manages the delivery of day-to-day delivery of information technology services for the Department. | 2 |
| Program Manager, Innovation & Planning | Supervises the long-term planning and introduction of new, innovative technologies and services for the Department. | 2 |
| Program Manager, Projects & Governance | Supervises projects managers and sets policies and processes for regulatory compliance for the Water and Wastewater Critical Infrastructure for the Department. | 2 |
| Program Coordinator, Strategic Projects | Administers and coordinates IT deliverables related to strategic projects and capital improvement projects (CIP). | 2 |
| Information Systems Analyst IV Application Maintenance Services | Information Systems Analyst (ISA) IV-Application Services and Project Management. Supervises ISA's to administer the development of new and enhanced software applications and report writing for Public Utilities Department. | 2 |
| Information Systems Analyst IV Operations Maintenance Services | Information Systems Analyst IV-Operations and Service Delivery. Completes IT projects assignments of Departmental-wide scope, monitors and escalates vendor support and related contracts, may supervise ISA's to administer ShopIS requests, to complete IT operations daily tasks such as tape backups, patch management, inventory management, ICS systems and network administration, ICS automation-programming, and other IT duties. | 2 |
| Senior Electrical Engineer | Supervises and oversees the design, builds and field-testing of Industrial Controls Systems' instrumentation and controls for the Department. | 2 |

Public Utilities Department
 Conflict of Interest Code
 Designated Positions
 APPENDIX A

| POSITION | DUTIES | CATEGORY |
|---|--|----------|
| <u>WASTEWATER COLLECTION</u> | | |
| Deputy Director | Responsible for oversight, direction and management of the Wastewater Collection Division. | 1 |
| Program Manager Wastewater Collection | Assists the Deputy Director with various system management and operations tasks. Responsible for the development of budget, approves requests for hiring, discipline, materials, supplies, equipment and services. Negotiates contracts and oversees the implementation of large CIP projects. | 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 |

Public Utilities Department
 Conflict of Interest Code
 Designated Positions
 APPENDIX A

| POSITION | DUTIES | CATEGORY |
|--|---|----------|
| <u>WASTEWATER TREATMENT AND DISPOSAL DIVISION</u> | | |
| Deputy Director | Responsible for oversight, direction and management of the Wastewater Treatment and Disposal Division. | 1 |
| Assistant Deputy Director | Assists the Deputy Director in oversight, direction and management of the Wastewater Treatment and Disposal Division. | 1 |
| Wastewater Treatment 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 |
| Program Manager Recycling | Responsible for providing contractual, project management, and administrative support for –emerging project. | 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 |

Public Utilities Department
 Conflict of Interest Code
 Designated Positions
 APPENDIX A

| POSITION | DUTIES | CATEGORY |
|--|--|----------|
| <u>WATER SYSTEM OPERATIONS DIVISION</u> | | |
| Deputy Director (Water Systems Operations) | Responsible for oversight, direction and management of the Water Operations Division. | 1 |
| Assistant Deputy Director | Assists the Deputy Director in oversight, direction and management of the Water Systems Operations Division. | 1 |
| 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 (Water Quality) | Responsible to ensure compliance with all federal and state water quality regulations of the raw water system, water treatment plants process and the distribution system. | 2 |
| Water Production Superintendent (Asset Manager) | Manages and oversees maintenance and operation plans for all water treatment plants assets and conduct quality/control assurance of all maintenance performed. | 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 |

Public Utilities Department
 Conflict of Interest Code
 Designated Positions
 APPENDIX A

| POSITION | DUTIES | CATEGORY |
|--|--|----------|
| <u>WATER SYSTEM OPERATIONS DIVISION CONTINUED</u> | | |
| 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 operations of the Division. | 2 |
| Project Officer II (Principal Water Resource Specialist) | Plans and develops water policies and water resources projects, manages, negotiates and implements multi-agency agreements. | 2 |
| Senior Water Operations Supervisor (Distribution) | Responsible for the operation and maintenance of the water distribution system. | 2 |

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

| POSITION | DUTIES | CATEGORY |
|---|---|----------|
| <u>WATER CONSTRUCTION AND MAINTENANCE DIVISION</u> | | |
| Deputy Director (Construction and Maintenance) | Oversees water construction and maintenance operations. | 1 |
| Assistant Deputy Director | Assists the Deputy Director in oversight, direction and management of the Water Construction & Maintenance Division. | 1 |
| Assistant Deputy Director | Assists the Deputy Director in oversight, direction and management of the Field Services and Investigation Division. | |
| Program Manager | Manages and administers Field Services and Investigations Programs including meter reading/AMI implementation and related operations, code compliance and Cross Connection Control Program. Oversees all Division functions in the absence of the Deputy Director. | 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 |
| Supervising Management Analyst | Supervises, analyzes, prepares and administers the Water Construction and Maintenance Division budget for the Division. | 2 |
| Metering and Compliance Manager | Manages and administers field/business operations that include meter reading/AMI operations and implementation, resolving issues with customers, code compliance, conducting organizational analysis, business process review, and efficiency/reengineering efforts. Interprets and enforces Municipal Code and City Department policies. | 2 |
| Cross Control Program Administrator | Supervises and administers Cross Connection Control Program; enforces State and local codes and regulations. | 2 |

Public Utilities Department
Conflict of Interest Code
Designated Positions
APPENDIX A

| POSITION | DUTIES | CATEGORY |
|-----------------|---|----------|
| | <u>PURE WATER OPERATIONS DIVISION</u> | |
| Deputy Director | Responsible for oversight, direction and management of Pure Water Division. | 1 |

PUBLIC UTILITIES
DEPARTMENT CONFLICT OF
INTEREST CODE

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 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 determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.