

PUBLIC WORKS DEPARTMENT

CONFLICT OF INTEREST CODE

APPENDIX A

DESIGNATED POSITIONS, DUTIES AND CATEGORIES

POSITIONS	DUTIES	CATEGORY
Department Director	Policy formulation, contract approval, management of CIP and construction related projects, redevelopment projects, budget administration, public relations, and management.	1
Assistant Director	Policy formulation, contract approval, management of CIP and construction related projects, subdivision approval, redevelopment projects, designated City Engineer, budget administration, public relations, and management.	1
Deputy Director(s)	Direct daily operations, contract preparation, consultant management, contract administration and payment approvals, material approval, subdivision and CIP approval, redevelopment projects, develop and manage CIP, designated Deputy City Engineer responsibilities, and management.	1
Assistant Deputy Director(s)	Direct daily operations, contract preparation, consultant management, contract administration and payment approvals, material approval, subdivision and CIP approval, redevelopment projects, develop and manage CIP, designated Deputy City Engineer responsibilities and management.	1
Program Manager(s)	Directs daily operations and ensures City policy is followed; approves and/or recommends financial decisions regarding public works, consultancy and contracting in an audit function.	1
Program Coordinator	Directs daily operations of the department's talent development and organization effectiveness sections; establishes program goals and objectives; presents data and program information; works under minimal supervision with considerable latitude for the use of initiative and independent judgment.	1

POSITIONS	DUTIES	CATEGORY
Information Systems Administrator	<p>Coordinate the development, testing, implementation and modification of the entire department's information systems, using City contracted IT vendors as resources. The position is involved with leading research, analyses, and implementation of new methods to streamline and automate information systems and procedures to support Engineering & Capital Projects Branch, Facilities Division, Contracting Division, and supervision of Publishing Services. This position is also responsible for ensuring the IT supports all levels of staff within all the divisions and branches of the Public Works Department and other client City departments. This position will be responsible for ensuring the availability of existing computer systems and provides training, maintenance, communications, change control, quality assurance, planning, equipment acquisition, installations, review of future technologies and related administrative support.</p>	1
Information Systems Analyst 4	<p>Coordinates the development, testing, implementation and modification of the department's Information Systems (IS). Provides direction to application support staff in the day-to-day maintenance of systems and leads the activities of other IS professional and sub-professional personnel. Additional roles include IS strategic planning, project management, engineering and business application support and administering citywide IS policies, procedures, and budgets.</p>	1

Senior Civil Engineer(s) Project Officer 2 (s)	Manage consultant agreements, design and construction management, material approval, CIP design, and subdivision approval, contract payment, and project management; oversight of contract preparation and administration, supervise the Long-Range Planning section; supervise the design, survey and inspection function for construction projects; review and monitoring of projects for ADA/Title 24 Compliance; designated Deputy City Engineer responsibilities. Review, recommend for selection, select and manage consultant contracts; assist in the environmental review process: address permitting issues, review staff or consultant documents, work and negotiate with resource agencies to secure permits, and review mitigation plans and costs.	1
Senior Land Surveyor	Land surveys, subdivision review, City-wide mapping and survey consultant; designated Deputy City Engineer responsibilities.	1
Senior Traffic-Engineer(s)	Oversight of traffic engineering operations, supervise the design and checking of plans and specifications for traffic related infrastructure such as signals, streetlights, etc. designated Deputy City Engineer responsibly.	1
Senior Electrical Engineer	Oversee the work of electrical construction management section; work in conjunction with Development Services Department to inspect electrical permits issued within the Right of Way; and provide construction support to other construction/design sections.	1

Supervising Management Analyst(s)	Supervise professional staff, confers with department officials in solution of administrative, fiscal or organizational problems.	1
Safety & Training Manager	Plans, coordinates, and supervises training functions within the Department. Provide high level training support to the management team and sections leaders throughout the Department.	1
Organizational Effectiveness Supervisor	Supervises professional staff in performing complex and sensitive large-scale organization effectiveness efforts; manage strategic planning processes; performs statistical analyses; manages programs for performance measurement; diagnose organizational problems and design effective intervention strategies; prepares and presents reports.	2
Principal Contract Specialist	Plans and directs the work of Contract Specialist; participates in complex contract administration; negotiates, awards, administers, and terminates various types of contracts including public work consulting, design, construction, and material and equipment contracts. Develops negotiation plans and strategies; and prepares reports.	2
Senior Contract Specialist	Plans and directs the work of Contract Specialists and participates in the more highly complex duties. Recommends and negotiates financial decisions such as the selection of service providers.	2
Senior Building Maintenance Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2
Building Maintenance Supervisor	Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.	2

Senior Management Analyst	Prepares, recommends, or approves procurement of materials.	2
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 Public Works Director, Assistant Director, and Deputy Directors 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 Public Works Director, Assistant Director, and Deputy Director's determination is 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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APPENDIX B

DISCLOSURE CATEGORIES

Category 1:

All real property interests located within the City of San Diego or within a 2 mile radius of its boundaries. Investments and business positions in and income, including gifts from any construction firm, building supply firm, real estate or land development firm, architectural or engineering firm or financial institution doing business in the City of San Diego or having the potential of doing business in or with the City of San Diego.

All investments and business positions in business entities, and income from construction firms, building firms, real estate or financial institutions, located in or doing business with the City of San Diego. All 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. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego.

Category 2

Investments and business positions in any 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 that 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, receives goods or services from the City that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities. 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 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 Department Director or designated authority 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 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.