

SUSTAINABILITY DEPARTMENT  
APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Director	Oversees and administers the Sustainability Department. Advises Mayor's Office and City Council on community and sustainability programs. Plan, assign and supervise the work of managerial and professional staff. Duties also include staffing and annual budget administration.	1
Deputy Director	Approves and/or makes recommendations concerning strategic planning, financial decisions for contracts, equipment purchases, consultant contracts, equipment leases, work clothes, service contracts, contracts for purchases and installation of equipment relating to identification, energy, and renewable resources (photovoltaic cells, etc.) Reviews and oversees service contracts and grants. Prepares and administers budget and manages division activities.	1
Program Managers	Approves and/or provides management with recommendations concerning program supplies, services and equipment requirements. Advises in the awarding of contracts and assigns/oversees the completion of projects; prepares and administers program budget; policy formulation; writing Manager's Reports which include making recommendations to decision makers. Administers service contract and grants and evaluates compliance with contract specifications.	1
Program Coordinators	Responsible for coordinating the management of program strategic and operational goals; works closely with City Departments, agencies, consultants and community representatives to develop, administer and coordinate sustainability policies and practices and work program objectives.	2
Supervising Management Analyst	Analyzes need for and/or recommends purchase of equipment, vehicles, supplies or services relating to department needs including consultants as described in each division. Acts as Project Manager and authorizes activities, contracts, supplies and/or equipment as needed on a special project basis. Supervises, analyzes and administers revenue data, cost and budgetary data, grants or agency contracts and payments. Administration of	2

SUSTAINABILITY DEPARTMENT  
APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
	franchise agreements; policy formulation; writing Manager’s Reports which include making recommendations to decision makers and processing 1472s.	
Senior Planner Climate Action Plan Program	Plan, direct, coordinate and promote the expansion, attraction and retention of businesses that develop products and technologies that provide environmentally sustainable solutions.	2
Community Development Specialist IV Climate Action Plan Program	Plan, direct and coordinate the preparation and implementation of community and sustainability programs, serves as liaison officer, oversees projects, contract management and economic research; coordinate and work with consultants, advisory boards, community-based organizations, non-profit entities, general public, other departments and agencies.	2
Project Officer II Municipal Energy Program	Advises in the awarding of contracts and administers the construction of larger, complex construction projects from the design stage through completion of construction. Acts as project manager and authorizes activities, contracts, supplies and/or equipment as needed on a project basis.	2
Senior Civil Engineer Municipal Energy Program	Approves and/or makes recommendations regarding financial decisions concerning, consultant contracts and contracts for purchase and installation of equipment. Acts as project manager and authorizes activities, contracts, supplies and/or equipment as needed on a project basis.	2
New Positions/Consultants	Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:  The Assistant Chief Operating Officer or Deputy Chief Operating Officer 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	3

SUSTAINABILITY DEPARTMENT  
APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

POSITION

DUTIES

CATEGORY

or new position's duties and, based upon that description, a statement of the extend of disclosure requirements. The Assistant Chief Operating Officer's or Deputy Chief Operating Officer'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.

APPENDIX B  
DISCLOSURE  
CATEGORY  
**SUSTAINABILITY DEPARTMENT**

<p><b><u>Category 1:</u></b></p>	<p>Investments and business positions in any business entity located in or doing business with the City of San Diego.</p> <p>Income and gifts from sources located in or doing business with the City of San Diego.</p> <p>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.</p>
<p><b><u>Category 2:</u></b></p>	<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 or is granted authority by the City to use City facilities.</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.</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 an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.</p> <p>For purposes of this category, any person or business entity means any construction or property management firm, tax consultant/professional, real estate broker/professional, for-profit business entity, non-profit economic development entity, non-profit community based entity, non-profit educational institution, financial and/or investment institution doing business in or with the City of San Diego, or having the potential of doing business with the City of San Diego.</p>

<p><b><u>Category 3:</u></b></p>	<p>Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:</p> <p>The Assistant Chief Operating Officer or Deputy Chief Operating Officer 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 extend of disclosure requirements. The Assistant Chief Operating Officer’s or Deputy Chief Operating Officer’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>
----------------------------------	--