

**Department of General Services  
CONFLICT OF INTEREST CODE**

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

<b><u>Position</u></b>	<b><u>Duties</u></b>	<b><u>Category</u></b>
Director	<ul style="list-style-type: none"> <li>• Direct the Department of General Services which includes the Fleet Operations Division and Facilities Services Division</li> </ul>	1
Deputy Director	<ul style="list-style-type: none"> <li>• Prepares and administers budgets and manages division operations and activities.</li> <li>• Approves and/or recommends financial decisions.</li> <li>• Undertake special assignments, including participation in internal or external working groups and committees, as assigned.</li> </ul>	1
Program Manager	<ul style="list-style-type: none"> <li>• Manage Department of General Services Programs.</li> <li>• Prepare budgets and approve expenditures and provide administrative oversight.</li> <li>• Undertake special assignments, including participation in internal or external working groups and committees, as assigned.</li> </ul>	1
Program Coordinator	<ul style="list-style-type: none"> <li>• Assist Program Managers and the Director in developing, implementing, and/or monitoring programs and initiatives, and customer experience and service delivery solutions.</li> <li>• Manage research and study efforts in support of the City and Department.</li> <li>• Make budget and expenditure recommendations.</li> <li>• Undertake special assignments, including participation in internal or external working groups and committees, as assigned.</li> </ul>	2
Fleet Manager	<ul style="list-style-type: none"> <li>• Represents the City in meeting with vendors, other City departments and other governmental agencies; supervises the preparation of,</li> </ul>	2

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	and/or approves all specifications and acquisition of motive parts and other materials needed for operations of their assigned areas of responsibility; supervises and manages technical staff in the maintenance and repair of City vehicles and equipment.	
Senior Building Maintenance Supervisor	<ul style="list-style-type: none"> <li>• Approves and recommends financial decisions concerning maintenance, and building modification contracts, consultant services, and other purchases and service agreements for the division.</li> </ul>	2
Building Maintenance Supervisor	<ul style="list-style-type: none"> <li>• Approves and recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.</li> </ul>	2
Construction Estimator	<ul style="list-style-type: none"> <li>• Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.</li> </ul>	2
Building Supervisor	<ul style="list-style-type: none"> <li>• Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.</li> </ul>	2
Project Officer II	<ul style="list-style-type: none"> <li>• Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.</li> </ul>	2

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Project Officer I	<ul style="list-style-type: none"> <li>• Approves or recommends financial decisions concerning maintenance and building modification contracts, consultant services, and other purchases and service agreements for the division.</li> </ul>	2
Information Systems Analyst IV	<ul style="list-style-type: none"> <li>• Reviews and evaluates requests to automate manual procedures; defines user requirements, prepares cost/benefit analysis for new systems to be developed; justified and prioritizes new system development for software and hardware; provides technical interpretation to department staff and private vendors, including consultants as described for department; prepares, monitors, and analyzes the departments data processing budget.</li> </ul>	2
Supervising Management Analyst	<ul style="list-style-type: none"> <li>• Conduct analysis in support of the Department of General Services</li> <li>• Assist Program Coordinators, Program Managers, and the Director in the execution of programs and initiatives, including customer experience and service delivery solutions.</li> <li>• Provide research assistance, prepare and review studies and reports, draft correspondence, and facilitate internal or external working groups and meetings</li> <li>• Assist in formulating recommendations for improvement for consideration by the Mayor and City Council.</li> <li>• Provide as-needed budgetary and administrative support to the Department of General Services and other City departments, offices, and programs.</li> <li>• Undertake special assignments including participation in internal or external working groups and committees, as assigned.</li> </ul>	2

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Senior Management Analyst	<ul style="list-style-type: none"> <li>• Conduct analysis in support of the Department of General Services</li> <li>• Assist Supervising Management Analyst in the execution of programs and initiatives, including customer experience and service delivery solutions.</li> <li>• Provide research assistance, prepare and review studies and reports, draft correspondence, and facilitate internal or external working groups and meetings</li> <li>• Assist in formulating recommendations for improvement for consideration by the Mayor and City Council.</li> <li>• Provide as-needed budgetary and administrative support to the Department of General Services and other City departments, offices, and programs.</li> <li>• Undertake special assignments including participation in internal or external working groups and committees, as assigned.</li> </ul>	2
Fleet Parts Buyer Supervisor	<ul style="list-style-type: none"> <li>• Supervises the purchase of a wide variety of motive and related parts, goods, or commodities; and manages all motive parts storerooms.</li> </ul>	2
Fleet Parts Buyer	<ul style="list-style-type: none"> <li>• Purchases a wide variety of motive and relates parts, goods or commodities; manages a motive parts storeroom.</li> </ul>	2
Consultant/New Position	<ul style="list-style-type: none"> <li>• Perform consulting or staff services in support of programs managed by the Department of General Services.</li> <li>• The Director may determine in writing that a particular consultant/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 duties and, based upon that description, a statement of the extent of disclosure requirements. The (executive director’s or executive officer’s) determination is a public</li> </ul>	3

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	record and shall be retained for public inspection in the same manner and location as this conflict of interest code.	

**PERFORMANCE & ANALYTICS  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1**

1. All reportable investments, business positions, and income (including gifts) from any firm or business entity located in or doing business with the City of San Diego (“City”).
2. All reportable 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.
3. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City, is a tenant of the City, or is granted authority by the City to use City facilities.
4. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City or is granted authority by the City to use City facilities.

**CATEGORY 2**

1. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
2. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
3. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City, is a tenant of the City, is an adverse party to the City in a legal proceeding or is granted authority by the City of San Diego to use City facilities.

**CATEGORY 3**

Consultants/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 Director may determine in writing that a particular consultant/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/new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The 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.