

**FLEET OPERATIONS DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
	<u>ADMINISTRATION</u>	
Director	Oversees and approves budgets and division activities; approves financial decisions regarding construction/engineering/consultant contracts, and procurement of materials and equipment.	1
Deputy Director	Prepares and administers budgets and manages division activities; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	1
Program Manager	Prepares and administers budgets and manages division activities; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	1
Program Coordinator	Represents the City in meeting with vendors, other City departments and other government agencies; makes recommendations for the Department, detailed analysis for information system needs; Supervises and plans fleet IT operations and procurement activities for operations.	2
Fleet Manager	Represents the City in meeting with vendors, other City departments and other governmental agencies; supervises the preparation of, and/or approves all specifications and acquisition of motive parts and other materials needed for the operation of the division.	2

Supervising Management Analyst	1
Prepares and administers budgets and manages division activities; recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	
Fleet Parts Buyer Supervisor	2
Supervises the purchase of a wide variety of motive and related parts, goods, or commodities; and manages all motive parts storerooms.	
Fleet Parts Buyer	2
Purchases a wide variety of motive and related parts, goods or commodities; and manages a motive parts storeroom.	
Info Sys Analyst 3	2
Makes recommendations for the Department, detailed analysis for information system needs and preparation of the purchase of on-going maintenance of information systems.	
Fleet Repair Supervisor	2
Represents the City in meeting with vendors, other City departments and other governmental agencies. Supervises and plans fleet operations and procurement activities for fleet maintenance facilities.	
Metal Fabrication Supervisor	2
Represents the City in meeting with vendors, other City departments and other governmental agencies. Supervises and plans fleet operations and procurement activities for fleet maintenance facilities.	
Consultant	3
Refer to the Disclosure Category section (Exhibit B) for consultants	

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APPENDIX B

DESIGNATED POSITIONS

<u>CATEGORY</u>	<u>DESCRIPTION</u>
Category 1	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>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.</p>
Category 2	<p>Investments and business positions in a firm 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 of the City in a legal proceeding, or that 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, 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.</p> <p>Interests in real property owned or used by 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.</p>
Category 3	<p>Consultants shall be included in the list of designated employees for the General Services Department and shall disclose pursuant to the broadest category in the code subject to the following limitation:</p> <p>The Department Director 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</p>

description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of Interest Code.