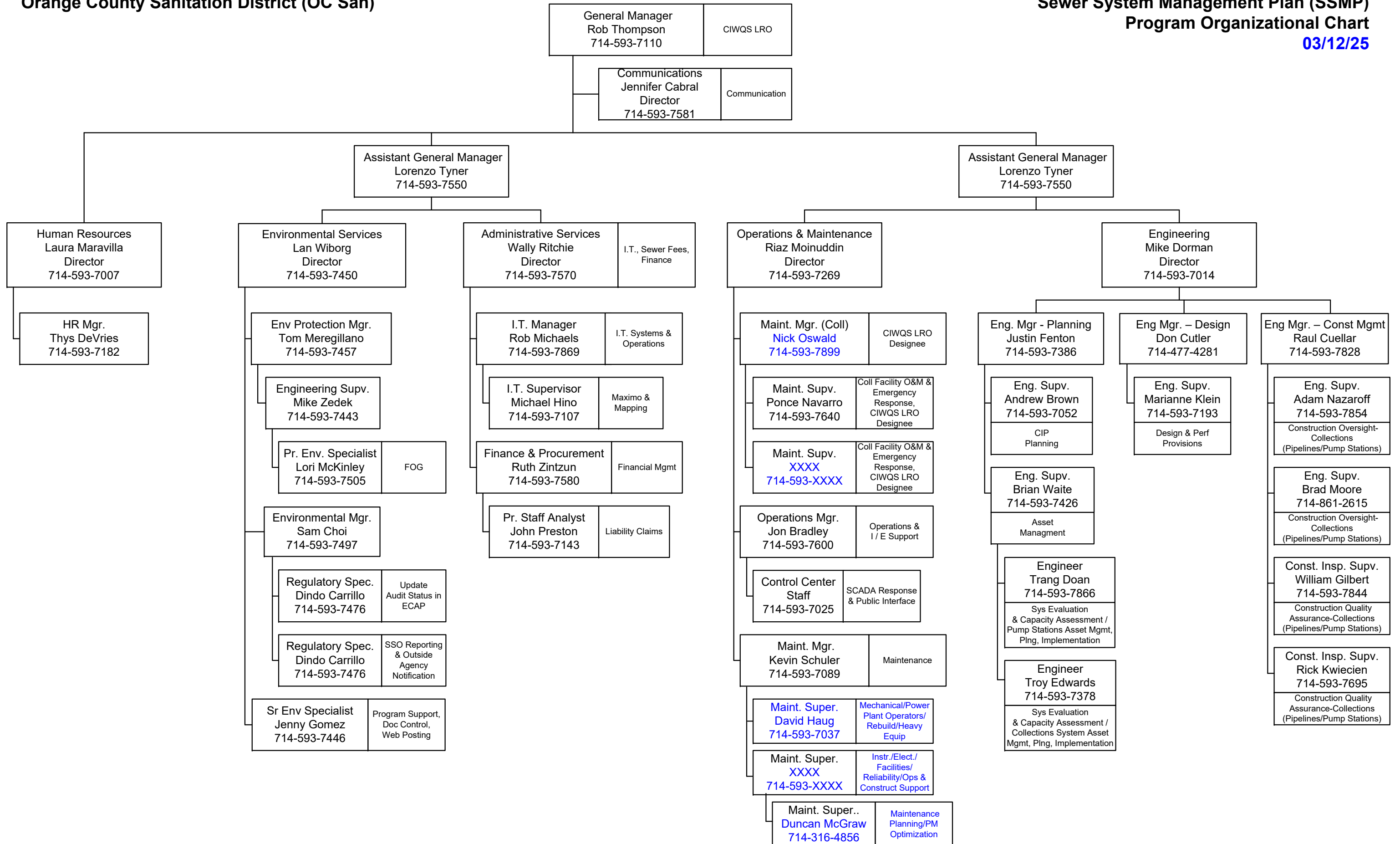


APPENDIX C

SSMP Organization

Revision History			
Revision	Date	Approval	Reason
0	09/30/05		Original
1	06/25/08		▪
2	12/19/11		▪
3	09/12/12		▪
4	01/09/13		▪
5	11/27/13		▪ Updated org chart, Appendix list (App B, C, P1)
6	01/08/14		▪ Updated org chart and Appendix list (App C)
7	04/04/14		▪ Updated org chart; Appendix list (App C, H, U)
8	06/16/14		▪ Updated org chart, Appendix list (App C)
9	08/18/14		▪ Updated Appendix list (App I2)
10	12/16/14		▪ Updated Appendix list (App C)
11	03/12/15		▪ Updated Appendix list (App C)
12	08/11/15		▪ Updated Appendix list (App P2 & P3)
13	09/22/15		▪ Updated Appendix list (App G3)
14	12/02/15		▪ Updated Appendix list (App G3)
15	12/11/15		▪ Updated Appendix list (App G3)
16	03/23/16		▪ Updated org chart & Appendix (App P2 & P3)
17	06/09/16	M. Esquer	▪ Updated narrative, org chart & appendix list
18	01/11/17	P. Echavarria	▪ Updated org chart, narrative and appendix list
19	01/20/17	L. Frigo	▪ Updated narrative and appendix list; replaced M. Esquer with R. Coss for ES, Chapters 1, 2 and 10
20	05/09/17	P. Echavarria	▪ Updated Pr. PA Specialist to PA Supervisor
21	05/19/17	P. Echavarria	▪ Updated org chart - DREAM Team designation
22	09/26/17	P. Echavarria	▪ Updated org chart – removed Sr. IT Analyst, moved Mapping task to IT Supervisor; Updated Narrative and App R task owner.
23	02/28/18	P. Echavarria	▪ Updated org chart – replaced Eng. Mgr with O&M Ops Mgr. – I/E Support; Updated narrative; replaced Eng. Mgr.-I/E Div. with Ops Mgr.
24	10/17/18	P. Echavarria	▪ Updated org chart & narrative – Updated: HR Mgr.; IT Supv (Maximo); updated Eng. Supervisors (pipelines & pump stations)
25	01/04/19	P. Echavarria	▪ Updated org chart to reflect vacant positions
26	03/04/19	P. Echavarria	▪ Updated org chart – Pr Staff Analyst (HR); Env Svcs Dir; Eng Dir; Eng Mgr (Pln); Maint Supv (O&M)
27	03/25/19	P. Echavarria	▪ Updated org chart – Eng Mgr (Collections); Appendix list (App P2 & P3)
28	05/14/19	P. Echavarria	▪ Updated org chart & narrative (Maint. Mgr- Collections)
29	07/16/19	P. Echavarria	▪ Updated org chart & narrative
30	07/22/19	P. Echavarria	▪ Updated org chart & narrative
31	09/09/19	P. Echavarria	▪ Updated org chart & narrative



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Organizational Narrative – 03/12/25

Job descriptions for the positions listed in the organizational chart are available from the Human Resources Division. Primary responsibility for the day-to-day management and operations & maintenance of the collection facility assets resides within the O&M Department, and the daily field activities are managed by the Collection Facilities Division. Specific roles are described below:

OCSD Position	SSMP Responsibility
General Manager	CIWQS Legally Responsible Official (LRO)
Administration Manager – Communication	Ensures OC San's SSMP is available to the public and the public has input
Maint. Manager – Collection Facilities Div.	Legally Responsible Official (LRO) Designee – certify SSOs
Eng. Supv. – Collection Facilities Div.	Collection Facilities Operations and Maintenance, Emergency Response, CIWQS LRO Designee to certify SSOs
Maint. Supv., Collection Facilities Div.	Collection Facilities Operations and Maintenance, Emergency Response, CIWQS LRO Designee to certify SSOs
Operations Manager – Ops Division	Designate resources for Plants 1 & 2 operations
Control Center Staff – Ops Division	SCADA Response, Public interface
Eng. Manager –Maintenance & Instrumentation and Electrical Div.	Designate resources for maintenance, and repairs of electrical systems throughout the OCSD Collection System
Maint. Super. – Maintenance Division	Designate resources for maintenance reliability and PM optimization activities
Maint. Super. – Maintenance Division	Electrical/Instrumentation/Mechanical
Maint. Supv – Maintenance Division	Designate resources for maintenance planning activities
Director of Environmental Services	Overall responsibility for the SSMP; SSMP budgeting and staffing to comply with the Order; Lead OC San stakeholder meetings, Audit Closure
Env. Protection Manager – Resource Protection Division (RPD)	Overall responsibility for the FOG Program
Eng. Supervisor – Non-Industrial Source Control (NISC)	FOG Program
Pr. Environmental Specialist – Resource Protection Division	FOG Program
Supervisor – Regulatory Compliance	SSS WDR Order and audits.
Pr. Environmental Specialist – Regulatory Compliance	Responsible for updating the status of the SSMP audit in ECAP, Approves third-party invoices for audits.
Regulatory Specialist - Regulatory Compliance	SSO reporting and outside agency notification, Legislative tracking
Sr Environmental Specialist – Environmental Services Department	Program support, Update SSMP documents and implement document control, SSMP web posting
Director of Administrative Services	Sewer Fees and Finance
I.T. Manager	I.T. Systems & Operations
I.T. Supervisor	OC San Mapping Tools to support the SSMP; Maximo
Controller	Financial Management
Principal Staff Analyst – Finance	Liability Claims
Eng. Mgr. – Eng. Dept., Planning Div.	Overall responsibility for Planning
Eng. Supv. – Eng. Dept., Planning Div.	CIP Planning

Organizational Narrative – 03/12/25

OCSD Position	SSMP Responsibility
Eng. Supv. – Eng. Dept., Planning Div.	Asset Management
Eng. – Eng. Dept. Planning Div.	Sys Evaluation & Capacity Assessment / Collections System Asset Mgmt, Plng, Implementation
Eng. – Eng. Dept. Planning Div.	Sys Evaluation & Capacity Assessment / Pump Stations Asset Mgmt, Plng, Implementation
Eng. Mgr. – Eng. Dept., Design Division	Overall responsibility for Design & Perf; Construction Oversight; and Construction QA
Eng. Supv. – Eng. Dept., Design Division	Design & Perf Provisions
Eng Mgr. – Eng Dept., Construction Mgmt. Division	Overall responsibility for Construction Management
Eng. Supv. – Eng. Dept., Construction Mgmt. Division	Construction Oversight (Pump Stations)
Eng. Supv. – Eng. Dept., Construction Mgmt. Div.	Construction Oversight (Pipelines)
Construction Insp. Supv. – Eng. Dept., Construction Mgmt. Division	Construction Quality Assurance (Pump Stations)
Construction Insp. Supv. – Eng. Dept., Construction Mgmt. Division	Construction Quality Assurance (Pipelines)

CHAPTER LIST & APPENDICES 03/12/25

Chapter/Section & Stakeholder		Title	Referenced Appendix & Stakeholder	
Front matter	J. Gomez	Table of Contents, Acronyms	----	----
ES	S. Choi	Executive Summary	Y	S. Choi
1	S. Choi	Prohibitions and Provisions	----	----
2	S. Choi	Goal	A & B	D. Carrillo
3	D. Carrillo	Description of Organization	P1	D. Carrillo
			C	D. Carrillo
			Q1	P. Navarro
4	L. McKinley	Legal Authority	E1, E2, E3	L. McKinley
5.1	M. Mendez	Mapping	K1, K2, K3	M. Mendez
			H	T. Edwards
5.2	N. Oswald	Preventive Maintenance	I1-I2	P. Navarro
5.3	J. Fenton	Rehabilitation and Replacement	J	T. Edwards
5.4	P. Navarro	Training	----	----
6	M. Klein	Design and Performance	----	----
7	P. Navarro	Overflow Emergency Response Plan	R	N. Oswald
			P1, P2, P3	D. Carrillo
			Q1 & Q2	P. Navarro
			S	Finance
			C	D. Carrillo
8	L. McKinley	Fats, Oils, and Grease Control Program	E1,E2,E3, F, G1,G2,G3	L. McKinley
9	J. Fenton	System Evaluation and Capacity Assurance Plan	M, U	T. Edwards
10	S. Choi	Monitoring, Measurement, and Program Modifications	----	----
11	S. Choi	Program Audits	X1	D. Carrillo
			X2	D. Carrillo
12	J. Cabral	Communication Plan	V	K. Newell

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