

**CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Information Technology Department
AGENDA DATE: January 16, 2007
CONTACT PERSON/PHONE: Information Technology, Gerald Gordier (541-4288)
DISTRICT(S) AFFECTED: Citywide
SUBJECT:

A Resolution which will allow the City Manager to sign an Employment Agreement between the City of El Paso and Kevin Covington of the Information Technology Department for an additional year.

BACKGROUND / DISCUSSION:

This individual will supervise the City's Help Desk and is responsible for research and evaluation of new hardware, software and solutions, and setting up all policies and procedures regarding the service that the IT department provides to the users of the City.

PRIOR COUNCIL ACTION:

No

AMOUNT AND SOURCE OF FUNDING:

Funds are available in FY07
Fund Source: 501011-01101-3901351
Contract Total: \$ 51,500.08

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign an Employment Agreement between the **CITY OF EL PASO** and **KEVIN COVINGTON**, to employ Kevin Covington as a PC LAN Specialist III for the Information Technology Department, at a biweekly rate of \$1,980.77. The term of the contract shall be for the period of January 22, 2007 through January 21, 2008.

APPROVED this _____ day of January 2007.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

EMPLOYMENT AGREEMENT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **KEVIN COVINGTON**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a PC LAN Specialist III; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the Information Technology Department.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about January 22, 2007 and be completed by January 21, 2008. The City Manager shall have the authority to automatically renew this contract for one or more additional set of periods of time, by giving written notice to the Employee not less than thirty (30) days prior to the date upon which this contract would otherwise terminate. Written notice is given by way of this contract.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid biweekly at the rate of One Thousand Nine Hundred Eighty and 77/100 Dollars

(\$1,980.77) for forty (40) hours per week. The total amount of the contract shall not exceed \$51,500.08 plus benefits. The Employee is classified as an Exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. AMENDMENT OF AGREEMENT. This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or pursuant to any City Ordinance authorizing contract amendments.

5. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

6. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

7. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

8. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement or if Contract Employee is in breach of this contract, the contract may be terminated immediately upon written notification to the Contract Employee of the cause for termination. As a member of the unclassified services for the City, Employee is subject to removal from his or her position pursuant to Section 6.2-3 of the Charter. Employee acknowledges that Employee has no right of appeal with respect to termination of his or her employment.

9. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

10. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
Two Civic Center Plaza, Basement
El Paso, Texas 79901-1196

EMPLOYEE: Kevin Covington

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,

Texas this _____ day of January, 2007.

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager



Name: Kevin Covington

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:



Gerald Gordier, Director
Information Technology Department



John R. Batoon
Assistant City Attorney

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

PC/LAN SPECIALIST III

(EL PASO CONTRACT POSITION)

Summary

Under general direction, perform analysis, testing, evaluation and technical support for client personal computers and telecommunications devices.

Typical Duties

Research and evaluate new telecommunications hardware, software and solutions. Involves: researching and analyzing new software and hardware technology including applications software, operating systems, telecommunications protocols and transmission methodologies (e.g., TCP/IP, frame relay), and client server and peripherals; evaluating compatibility issues with existing systems; developing recommendations for management review.

Provide advanced technical support and training to other staff in troubleshooting and defining personal computer based or telecommunications based software or hardware problems. Involves: providing direct personal computer support to all levels of staff by phone or at a job site; maintaining internal document which describes software and hardware installations and which may need to be accessed by other staff members; analyzing and troubleshooting problems at client site or over the phone; implementing appropriate corrective action.

Install and upgrade client hardware and software, as well as telecommunications devices. Involves: training clients and staff on new technology as appropriate; working with clients by evaluating specialized hardware and software needs; assisting in identifying appropriate technology to serve their needs; testing and evaluating available new software for compatibility with existing systems and ensuring such software meets the needs of the client.

Act as Project Manager on complex projects, as assigned. Involves: assisting in directing, training and prioritizing work assignments of lower level staff.

Perform related duties as assigned. Involves: participating in forecasting and development of unit's budget planning, development of short and long range plans and researching and recommending hardware in support of those plans; substituting, if assigned, for immediate supervisor, subordinates or coworkers during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations, as qualified.

Minimum Qualifications

Education and Experience: Equivalent to a combination of an accredited Associate's Degree in Computer Information Systems, Microcomputer Technology or a related field, plus three (3) years of personal computer. And wide and local area network hardware and software technical support experience, including one (1) year of providing complex, specialized technical support such as configure, implement utilities for and solve problems with operating system, and research and evaluate software packages and hardware platforms.

Licenses and Certificates: Must possess at time of appointment and maintain throughout employment manufacturer's certification(s) appropriate for software and hardware currently installed in requesting department; Texas Class "C" Driver's License.

Special Requirements: Work beyond standard workday or workweek hours as necessary.

KEVIN COVINGTON

Objective

Highly motivated Information Technology Professional seeking Computer Administrative Position.

Experience

2000 – Present City of El Paso

El Paso, TX

PC LAN Specialist III

Manage a help desk staff consisting of eight PC LAN Specialists and two User Support Specialist. Providing guidance to help desk staff in resolving technical support issues. Take over management of the Information Services Division while the Information Services Manager is not present. Have filled this duty for the last two Managers. Manage and provide PC Administration (Configuration Management, PC Life Cycle). Analysis of the daily call logs using Computer Associates ServiceDesk software package. Analysis includes performing second level support and prioritizing, categorizing and escalating calls to Network Administration, Database Administration or Application Support as needed. Manage ongoing projects focused on increasing help desk areas of support to include the implementation of Unicenter Remote Control (Remote Desktop Management App), Asset Management (Software/Hardware Inventory) and Software Delivery (Software Deployment Package).

Oversee resolution of hardware or communications related problems. Oversee the reinstallation, replacement, and reconfiguration of non-operational software or hardware to ensure data availability to customers. Manage and coordinate with others to ensure 24/7 response.

Other duties included are the management of a budget consisting of 3.1 million dollars in Capital and 3.6 million dollars in operating as well the design, acquisition, installation and configuration of the organization's Desktop technology. Evaluation and Management of software, hardware and computer-related consumable (PC monitors, mouse, printers, etc.) acquisitions. Manage vendor selection based on price, quality, performance and integration factors.

1998 - 2000 Consolidated Data Processing -- County/City of El Paso

El Paso, TX

Computer Operator

Responsible for computer operations and to provide operational support, monitoring and processing of jobs on an IBM 205-mainframe computer system. Process data jobs for H/R and Financials. Performed system backups and restores. Other duties included PC maintenance, upgrades, and helpdesk support.

1995 – 1997 White House Comm Agency. (US ARMY)

Washington D.C.

Lead Computer Operator

Primary duties included coordinating the setting up and maintaining of mobile computer systems, providing network support and maintaining Hub site connectivity. Non-trip duties included system support, server backups and helpdesk support. Analyze needs and identify ways of improving computer services to the organization. Troubleshoot and solve operational problems. Monitor the AS400 and IBM Mainframe hardware platforms. Provide phone, in-person, and written support for end users. Ensure that the CPU's are available to support all production processing both interactive and batch. Further, ensure that all jobs are run in accordance with the schedule and the output is delivered in a timely fashion. Instruct and train new employees. Prioritize and assign a large volume of work in order to meet critical deadlines. Work on and complete all the troubling shooting of all operational problems.

1993 – 1995 Directorate of Info Management. (US ARMY)

Ft Huachuca, AZ

Lead Computer Operator

Duties included supervision of two Computer Operators, job scheduling, system maintenance, PC support, and secure data encryption. Provided technical support to over 5000 users. Processed and monitored jobs on an IBM mainframe computer system. Collected, processed, and distributed data to Intel Division. Submit user job requests to systems. Execute daily backups. Print and download reports.

**Education
And
Training**

El Paso Community College.

- Associate of Applied Science in Computer Information Systems – Telecommunications and Networking.

2001 University of Texas at El Paso

- Implementing Microsoft Windows 2000 Professional and Server
- Implementing Microsoft Windows 2000 Network Infrastructure
- Implementing and Administering Microsoft Windows 2K Active Directory Services
- Microsoft SQL Server 2000.

Certifications

- A+ Certified.

**Software
And
Equipment**

- Windows 2k Server, Professional and XP
- Microsoft Office (Standard and Pro)
- CA Unicenter Service Desk, Remote Control, Asset Management and SDO
- Personal Computers/Servers