

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

DEPARTMENT: Information Technology
AGENDA DATE: January 16, 2007
CONTACT PERSON/PHONE: Informtion Technology, Gerald Gordier, (915)541-4288
DISTRICT(S) AFFECTED: Citywide
SUBJECT:

To allow the City Manager to sign an Employment Agreement between the City of El Paso and Ron Graham of the Information Technology Department for an additional year.

BACKGROUND / DISCUSSION:

This individual will supervise the City's communications network, assisting management in identifying business needs, determining functional requirements, and manage all resources in order to maintain continuity of normal communications service for all employees of the City of El Paso.

PRIOR COUNCIL ACTION:

Yes, January 17, 2006.

AMOUNT AND SOURCE OF FUNDING:

Funds are available in FY07
Fund Source: 501011-01101-3901351
Total Contract: \$68,869.80

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A
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 **RON GRAHAM**, to employ Ron Graham as a Network Systems Manager for the Information Technology Department, at a biweekly rate of \$2,687.30. The term of the contract shall be for the period of January 18, 2007 through January 17, 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 **RON GRAHAM**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Network Systems Manager; 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 18, 2007 and be completed by January 17, 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 Two Thousand Six Hundred Eighty-Seven and 30/100 Dollars

(\$2,687.30) for forty (40) hours per week. The total amount of the contract shall not exceed \$68,869.80 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: Ron Graham

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



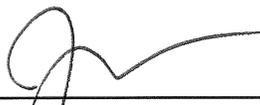
Name: Ron Graham

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

NETWORK SYSTEMS MANAGER

(EL PASO CONTRACT POSITION)

General Purpose

Under general direction, manage the operation and activities of an enterprise network.

Typical Duties

Plan, develop, and organize administrative practices and policies for information services operations. Involves: Coordinate management and users in identifying business needs and determining functional requirements. Assist in projecting long and short range information services requirements. Establish information services goals and priorities. Interface with city departments, public agencies and other organizations regarding cooperative data sharing projects. Recommend acquisition or enhancement of new computer systems and new computer systems and new applications for current computer equipment to improve departmental effectiveness. Ensure system requirements are compatible with present platform. Prepare and present recommendations to management.

Implement, direct and review information services, local area networks and databases. Involves: Establish master production schedules and operating systems standards and ensure security and integrity of databases. Evaluate proposed computer equipment including support requirements, cost/benefits, and suitability to the task. Identify trends in reported problems. Schedule preventive and emergency maintenance for minimal disruption to users. Maintain network inventories and backup procedures. Schedule equipment analysis, feasibility studies and system planning. Oversee the division's capital planning and operating budget. Ensure stability and security of computer system by enforcing related information services policies and procedures. Track software license agreements, warranty expiration and inventory. Monitor contract performance by determining compliance and need for amendments or extensions. Coordinate end user support and training.

Supervise assigned personnel. Involves: Schedule, assign, check and evaluate work. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend salary adjustments, discipline and termination of employees. Prepare and review performance evaluations. Interview applicants and recommend selection, and changes in staffing levels and job designs.

Perform miscellaneous related professional and managerial functions as required. Involves: Perform any duties and responsibilities of subordinates or coworkers sufficient to maintain continuity of normal service. Oversee and personally engaging in preparation of technical reports, records and studies.

Minimum Qualifications:

Training and Experience: Equivalent to a combination of a Bachelor's degree in Business Administration, Management Information Systems, Mathematics, Computer Sciences or related field and five (5) years of professional experience in a combination of automated information systems including systems analysis, applications programming, relational databases, data communications and networking, including one (1) year in project management or in a supervisory capacity.

Licenses and Certificates: Valid Texas Class "C" Driver's license or equivalent issued by another state required by time of appointment.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

Ron Graham

Objective

After seventeen years in information systems services, seek opportunity to use extensive experience and management skills in an information systems position offering immediate challenge and a career advancement opportunity in a management level position.

Education

Master of Information Systems
University of Phoenix – Santa Theresa, NM
June, 2006

Bachelor of Business Administration, Computer Information Systems
University of Texas at El Paso – El Paso, Texas
July, 1995

Associate of Arts, Business Administration
El Paso Community College – El Paso, Texas
May, 1991

Associate of Applied Science, Mental Health / Mental Retardation
El Paso Community College – El Paso, Texas
May, 2000

Certifications

Microsoft Certified Systems Engineer on Windows 2000 (MCSE-Windows 2000)	11/19/2001
Microsoft Certified Systems Engineer on Windows NT (MCSE-Windows NT 4.0)	05/16/2000
Microsoft Certified Professional + Internet (MCP+Internet)	05/16/2000
Microsoft Certified Professional (MCP)	02/25/2000
Certified Cisco Networking Professional (CCNP)	Certified 07/10/2002 thru 07/11/2005
Cisco Certified Network Associate (CCNA)	Certified 01/18/2002 thru 07/11/2005

Employment History

City of El Paso – El Paso, Texas

Network/Systems Manager (July, 2002 - Present)

Network Administrator (August, 1999 – July 2002)

Manager of a team executing the planning, implementation, and support of a network with 200+ servers, 4000+ workstations, and 110+ sites throughout the El Paso metropolitan area. Installation of four Storage Area Networks housing all critical application data. Implementing a strategic plan designed to document, upgrade, and provide strategic guidance to improve network performance. Upgrading all Windows NT 4.0 infrastructures to Windows 2000/2003 server including Active Directory. Responsible for security of network including perimeter, internal, physical, and all associated policies and procedures. Manage technical staff members.

Yazaki North America – El Paso, Texas

Technical Services Supervisor (January, 1999 – April, 1999)

Responsible for networking servers and infrastructure in El Paso offices and 5 plants in Mexico. Coordinated all activities for year 2000 evaluation of network equipment in El Paso offices and the installation of network hardware to support physical inventory at all plants. Supervised day-to-day activities of technical staff.

Dayco Products (Purchased by the Flexaust Company, Inc. September 2000) – El Paso, Texas

Information Technology Coordinator (July, 1997 – January 1999)

Management level position requiring sole responsibility for all hardware and software systems within the manufacturing plant. Completed various enhancements on both existing and new systems, set priorities, analyzed, designed, tested, installed, and provided guidance. Documentation and specifications were supplied for enhancements. On a daily basis on call as the PC and AS/400 support for over 120 employees, (e.g. meet with individuals on a departmental basis and determine the exact requested enhancements and/or system changes and provide solutions to these requests). Corporate office designated as Year 2000 site manager to lead conversion effort for the year 2000. Designed, implemented and administered systems during start-up of plant.

Thomason Hospital – El Paso, Texas

System Analyst (October, 1995 – May, 1997)

Worked with department managers to manage projects for new and existing information systems. Projects managed: development of the Community Health Information Network, solving laboratory system problems including applications and interfaces and installing remote access to the hospital information systems. Provided SQL programming services to management to produce custom reports needed to facilitate more informed business decisions. Chaired information security team responsible for managing security and confidentiality of all information within the hospital and online clinics. Member of year 2000 team which identified and corrected any potential year 2000 problems with current applications, interfaces, and hardware. Daily contact with managers, information systems personnel, and contract programmers was required.

Currey, Adkins, Cook and Co. – El Paso, Texas

Systems Engineer / Project Manager (May, 1989 – October, 1995)

Managed projects contracted by customers. Staff of 3 employees reported to me. Projects worked on included: coordination of scheduling strategies for data network installations, systems analysis, systems implementation and systems support. Software responsibilities: support of turnkey applications, maintenance programming of applications on the AS/400 and HP3000 using COBOL programming language, JCL, native query tools, and providing operating system maintenance. Daily contact with customers, sales representatives, network consultants, programmers and management.

Skills

Network Management / Network Administration / Network Engineering

- **LAN / WAN / MAN Services:** Fiber, DS3, T1, frame relay, leased analog, ISDN (BRI and PRI), wireless ethernet services, firewalls, routers, switches, cabling, bridges, and terminal servers.
- **Protocols:** TCP/IP V4, IPX/SPX, NetBEUI, Decnet phase IV, LAT, and SNA.
- **Server/Workstation Services:** Dell/EMC SANS (CX700, CX600, FC4750), EMC NAS, Windows 2003 server / 2000 server and workstation / NT4 server and workstation / ME / 98 / 95, OpenVMS 7.2, OS400, file, print, web, domain controller, Active Directory, WINS, DNS, DHCP and Microsoft Clustering.
- **Application Services:** Microsoft Exchange 2003 and 5.5, Microsoft SQL 2000/7.0/6.5, Cisco IOS, 3Com IOS, Big Brother, Unicenter, Veritas backup Exec and NetBackup, MRP II, order inventory system, human resource systems, Police Records Managements Systems, Fire Records Management Systems, data warehousing, engineering, and document imaging.
- **Administration:** documentation (including cabling layouts), analysis of network design, engineering of network architecture, security, software license administration, and data backup services.

Project Management

- **Management:** managed multiple projects simultaneously while resolving complex technical problems. Supervised project teams (employees and contractors).
- **Technical Documentation:** resource-loaded cost / schedule baselines, detailed cost estimates, and cost / schedule variances, RFPs, RFQs, scopes of work, and after-action reports.

System Maintenance

- **Configuration, Repair, and Replacement:** internal and external components on Servers and Workstations—motherboards, processors, memory, video cards, modems, NICs, sound cards, IDE hard drives, floppy drives, CD-ROM drives, CD-RW drives, and SCSI tape drives.

User Support and Training

- **Applications:** Microsoft Office Professional Suite, Microsoft Outlook, Microsoft Internet Explorer, Microsoft Project, MRP II, Police Records Management Systems, Accounting, Payroll, MRP II, and Terminal/Client Server services for VMS and OS/400.
- **Training:** Windows 2000 Server, Windows 2000 Professional, basic network theory, MRP II, OS/400, Windows 98, and basic internet browsing using Internet Explorer 5 / 6.