

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

DEPARTMENT: Information Technology
AGENDA DATE: February 13, 2007
CONTACT PERSON/PHONE: Information Technology Department
DISTRICT(S) AFFECTED: Citywide

SUBJECT:

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

BACKGROUND / DISCUSSION:

This individual will coordinate with departments to identify their requirements and will assist management in identifying business needs, determining functional requirements and coordinate project administration, in order to maintain continuity of normal service for all employees of the City of El Paso.

PRIOR COUNCIL ACTION:

No

AMOUNT AND SOURCE OF FUNDING:

Funds are available in FY07
Fund Source: 501011-01101-39010348
Total Contract: \$50,999.82

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:** _____

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CITY CLERK DEPT.

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 **EDWARD J. OZOGAR**, to employ Edward J. Ozogar as a PC LAN Specialist III for the Information Technology Department, at a biweekly rate of \$1,61.53. The term of the contract shall be for the period of February 18, 2007 through February 17, 2008.

APPROVED this _____ day of February, 2007.

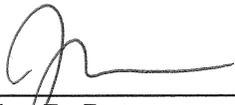
THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

07 FEB - 7 AM 10:45
CITY CLERK DEPT.

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 **EDWARD J. OZOGAR**, 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 February 18, 2007 and be completed by February 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 One Thousand Nine Hundred Sixty-One and 53/100 Dollars (\$1,961.53) for forty (40) hours per week. The total amount of the contract shall not

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exceed \$50,999.82 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. This is an irrevocable election which may not be changed in subsequent contracts.

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.

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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

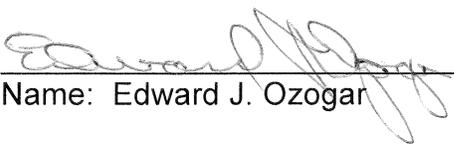
EMPLOYEE: Edward J. Ozogar

IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this day of February , 2007.

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager



Name: Edward J. Ozogar

(Signatures continued on Page 5)

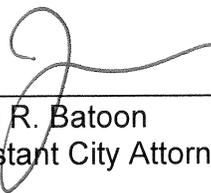
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APPROVED AS TO CONTENT:



Gerald Gordier, CIO and Director
Information Technology Department

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

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ATTACHMENT A
SCOPE OF DUTIES STATEMENT

PC/LAN SPECIALIST III

(EL PASO CONTRACT POSITION)

General Purpose

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: An 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.

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PROFESSIONAL WORK EXPERIENCE

Information Technology,
City of El Paso, Texas

PC/LAN Specialist III January 2004 – Present)

- Currently act as the IT Project Office coordinator, monitoring IT Projects to verify that communication between project teams and customers is ongoing, relevant, and effective, and that project teams continue to deliver value to their customers despite changes in customer circumstances.
- Supervised 11 PC/LAN specialists from 2002 – 2004, providing service to over one hundred and ten city sites. During this period I directed, prioritizing and assigning work assignments of lower level staff. I effectively reduced the departments help desk tickets from over four hundred un-assigned tickets in October of 2002, down to a manageable level of fifty assigned tickets. The Help Desk's response time to tickets in the field went from ten working days down to two working days.

PC/LAN Specialist I September 2001 – January 2004)

- Devised automated pc and laptop deployment plan for the city, saving hundreds of man-hours in the deployment of over nine hundred workstations and one hundred laptops in an eight-month period.
- Successfully upgraded the City's AutoCAD Server and the Engineering department workstations to AutoCAD 2002.
- Successfully upgraded the City's Testing and Management system (TMS) server.
- Assisted in the implementation configuration and installation of the City's Storage Area Networks (SAN) solution.
- Configured and installed a new Windows 2000 Advanced Domain Print Server, which replaced four of the city's old NT print servers.

Information Systems, Sun Apparel (Jones Apparel Group),
El Paso, Texas 79936 (May 1996 – August 2001)

Network Support Specialist

- Systems Administrator for five Novell and two Windows NT servers. Provided direct support to the production department to insure the servers provided a stable and efficient platform for all CAD applications implemented.
- Installed/configured new servers, analyzed and corrected system errors and performance problems.
- Installed and administered the Corporations virus protection server and software (McAfee), which delivered a coordinated, proactive defense against malicious threats and attacks for the enterprise.
- Actively maintained setup and repaired over five hundred IBM workstations.
- Devised a plan to plot all Apparel patterns directly to plotters in Mexico, thereby eliminating the need to have the plans shipped daily by truck to Mexico. This increased productivity by 10% and reduced shipping costs.

Headquarters 69th Air Defense Artillery Brigade (January 1992 -March 1995)

Brigade Human Resource Specialist

- Developed and implemented a multi-level training/awareness program resulting in a 50% reduction in employee grievances.
- Created a computer based information system to display, track and analyze facts surrounding employer discipline, reassignment, promotion, and incentive awards resulting in a 50% cut in report generation time.
- Originated and guided to completion 17 community minority month special programs, three of which were highlighted for excellence by the American Forces Network Europe Television Station.

Headquarters 5/62 Air Defense Artillery Battalion. (June 1990- December 1991)

Senior Manager. Tactical Operations Center.

Manager. Tactical Air Defense Information Link - AWACS Aircraft.

- Managed all aspects of the satellite computer uplink to all A W ACS aircraft during Desert Storm.
- Installed the first mobile computer satellite **communication link** ever used by an air defense artillery unit. Result; flawless aircraft early warning was provided to 87-Air Defense Artillery units during Desert Storm.

Headquarters 6/3 Air Defense Artillery Battalion (June 1987 -May 1990)

Manager. Operations and Intelligence Division.

- Achieved 100% in training during all annual inspections.
- Exceeded quarterly training objectives 3 consecutive quarters.
- Implemented setup and trained over 300 personnel on the Zenith computer to include all related software.
- Set a new standard for professionalism in briefings to the Commanding General, by utilizing my expertise in various software packages.
- Developed, maintained and coordinated short and long range planning operations for the unit's six hundred personnel.

Staff and Faculty Battalion, Fort Bliss, Texas (May 1985- May 1987)

Automated Data Processing Systems Manager

& Systems Security Officer for Deputy Commanding General.

- Actively managed all operations for the INTEL 310 systems at Fort Bliss, resulting in a 50% increase in office productivity.
- Personally handled all security matters for the Deputy Commanding General at Fort Bliss.
- Upgraded the Fort Bliss security program into a model of efficiency and effectiveness.
- Developed PC-based tracking system for the Air Defense School library-utilizing Lotus 1-2-3 and Dbase III+.

Computer Technician, U.S. Army (1977 – 1985)

Telecommunications Specialist. U.S. Army (1973 – 1976)

EDUCATION AND TRAINING

- Working on Associates of Applied Science, Micro Application-Telecommunications and Networking. (Currently have 75 Credit hours & GPA of 3.2)
- A+ Certification, CompTIA, 2001
- Network + Certification, CompTIA, 2001
- Microsoft Certified Professional (MCP), 2002
- Microsoft Certified Systems Administrator (MCSA), 2002
- Siemon Certified Cabling Installer/Designer, 2005
- Project Management, Advstix, Inc. 2005
- Graduate of the Department of Defense Equal Opportunity Management Institute, Patrick Air Force Base, Florida.
- Graduate of U.S. Army Operations and Intelligence School.
- Graduate of U.S. Army Advanced Leadership Development School.
- Graduate of U.S. Army Nike Hercules Fire Control School.
- Graduate of U.S. Army Signal School.