

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Office of Management and Budget
AGENDA DATE: 2/13/07
CONTACT PERSON/PHONE: OMB, David Almonte, (915) 541-4777
DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: A new Employment Agreement to hire Isaura Valdez as the Financial and Benefits System Administrator for the department of OMB. The previous employee resigned on December 16, 2006 to pursue his career as an independent consultant in the private sector.

BACKGROUND / DISCUSSION:

Ms Valdez was employed by the City of El Paso comptroller's Office from July 2002 to July 2006. For approximately two years, she was the Financial System Accountant responsible for maintenance, upgrades, knowledge, and troubleshooting of PeopleSoft Financials. During this period, Ms. Valdez also collaborated with OMB staff to resolve budgetary system issues including assisting with procurement problems. Ms. Valdez' expertise of the City's financial applications, combined with her functional knowledge due to her accounting background, provides the valuable experience required for this position.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

Yes, January 17, 2006

AMOUNT AND SOURCE OF FUNDING:

Funding Source: 04010020-501011-01101
Total Amount of Contract: 120,000.40

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

As per Civil Service Commission approval on 02/08/07

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

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(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: _____

07 FEB - 2 PM 1:50
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 **ISAURA VALDEZ**, to employ Isaura Valdez as a Financial and Benefits Systems Administrator for the Office of Management and Budget, at a biweekly rate of \$2,307.70. The term of the contract shall be for the period of February 28, 2007 through February 27, 2009.

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

John R. Batoon
Assistant City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

EMPLOYMENT AGREEMENT

CITY CLERK DEPT.

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

WHEREAS, the City, on behalf of the Office of Management and Budget, desires to employ the Employee as a Financial and Benefits Systems Administrator; 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 Office of Management and Budget, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the Office of Management and Budget.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about February 28, 2007 and be completed by February 27, 2009. 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 Three Hundred Seven and 70/100 Dollars (\$2,307.70) for forty (40) hours per week. The total amount of the contract shall not exceed \$120,000.40 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, she 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.

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

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The City will provide no other fringe benefits. Employee agrees that at no time will she 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 Office of Management and Budget, 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 her 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
Office of Management and Budget
Attn: Director
Two Civic Center Plaza, 6th Floor
El Paso, Texas 79901-1196

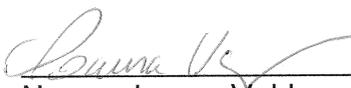
EMPLOYEE: Isaura Valdez

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



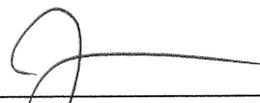
Name: Isaura Valdez

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:



David Almonte, Director
Office of Management and Budget



John R. Batoon
Assistant City Attorney

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APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____
Secretary

Date: February 8, 2007

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ATTACHMENT A
SCOPE OF DUTIES STATEMENT

FINANCIAL AND BENEFITS SYSTEM ADMINISTRATOR

(EL PASO CONTRACT POSITION)

General Purpose

Under general direction supervise, analyze and coordinate functional operations, maintenance and management of automated budgeting enterprises performance management (EPM), insurance information systems, and all PeopleSoft applications. Perform professional work in budget preparation, administration and review, operational management research and analysis, and under OMB's direction may provide IT and other departments with systems assistance and expertise, especially as required for Peoplesoft financial applications.

Typical Duties

Develop and interpret budgeting procedures for automated processing of complex budget preparation and analysis. Maintain a budget preparation database system, enterprise performance management systems, and insurance information database system.

Direct, monitor and analyze automated systems to facilitate financial operations. Involves: Develop and maintain system operation and interface tables. Oversee systems, data processing, system scheduling and system updates. Confer with department staff on system problems and corrective action. Review current system operations and recommend improvements. Analyze and interpret financial data in system-generated reports from the budgeting, EPM, insurance information systems, and all PeopleSoft related applications, as required. Prepare reports, schedules and summaries relating to system analysis and design.

Collaborate with information services personnel, supervisors, and vendors in design, development and installation of new or upgraded budgeting, EPM, insurance and Peoplesoft financial information systems. Evaluate user system requirements, technical developments, capabilities of proposed systems and external interface requirements. Prepare implementation strategies, test user systems installations, upgrades and recommend improvements. Administer the operation, maintenance, and procedures of PeopleSoft Financial modules as required. Work with IT and departments to maintain system integrity and meet business requirements. Prepare and disseminate training tools and related materials, including classroom training as needed.

Knowledge, Abilities and Skills

- Considerable knowledge of personal computer operations including spreadsheets, word processing, and graphics applications.
- Considerable knowledge of operational and management research techniques, methods and procedures.
- Considerable knowledge of municipal budgeting and accounting practices and procedures.
- Considerable knowledge of governmental accounting principles and procedures.
- Considerable knowledge of financial research and analysis methods.
- Good knowledge of data management process control, and government record keeping and reporting procedures.
- Good knowledge of municipal management practices and procedures.
- Good knowledge of statistics.
- Ability to develop and implement research procedures and methodology.
- Ability to analyze financial documents and records.
- Ability to prepare oral and written reports and maintain records.
- Ability to research records and extract, gather, and organize pertinent data.
- Ability to prepare and maintain accurate automated records and reports.
- Ability to plan and conduct system-training programs.
- Ability to work as an exempt employee without eligibility for overtime pay.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Public of Business Administration, Accounting, Computer Information Systems, Data Processing, or a related field that required at least (6) semester hours of structured programming and (3) semester hours of systems analysis and design, plus two years of general professional experience in programming and administering complex applications of PeopleSoft or Oracle Financial Systems.

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

FINANCIAL AND BENEFITS SYSTEM ADMINISTRATOR (EL PASO CONTRACT POSITION)

Licenses and Certifications: Texas Driver's license or equivalent issued by another state.

Special Requirements: Be available to work other than standard workday or workweek, as required.

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July 2003– January 2005 City of El Paso Comptroller Dept.

Accountant I

Accounts Payable/ Accounts Receivable Supervisor

- Developed billing and internal control procedures to record revenue in a timely manner and reduce billing errors.
- Supervise accounts receivable technicians who generate invoices for various City departments. Review aging report and generate customer statements to ensure prompt cash collection.
- Supervise accounts payable technicians who enter travel vouchers, pension refund vouchers, process a check run of approximately 1000 checks weekly, record discounts, verify vendor statements.
- Coordinate testing of Accounts Payable/ Accounts Receivable modules with various city departments and IT during migration and upgrade of Peopsoft Financial System. Automate Account Receivable processes to streamline operations.
- Generate approximately 600 1099m, file tax forms with IRS. Review and respond to IRS notices.

July 2002– July 2003 City of El Paso Comptroller Dept.

Accountant I

Payroll Supervisor

- Supervise payroll for approximately 5000 employees, 1500 retirees.
- Direct three accounting technicians who process w-4 request, direct deposit request, retroactive wage adjustments, defer compensation adjustments, garnishments, terminations, vacation payoff checks, supplemental checks, pension buy backs.
- Develop and maintained complex spreadsheets to ensure payroll tax, pension, insurance and defer compensation payments are paid on a timely basis. Record payroll transactions in the financial system on a weekly basis.
- Generate and file tax reports on a timely basis. Perform year-end adjustment for w-2 and 1099R processing.

EDUCATION

Dec 2001 The University of Texas at El Paso El Paso, TX
Bachelors Business Administration in Accounting and Computer
Information Systems.

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SKILLS

Bilingual can speak/write Spanish, knowledge of Excel, Access, Microsoft Word, C++, SQL, Peachtree, Peoplesoft Human Resource and Peoplesoft Financials.

REFERENCE

Available upon request.

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