

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

**DEPARTMENT:** Information Technology

**AGENDA DATE:** 06/12/07

**CONTACT PERSON/PHONE:** Gerald Gordier, Information Technology, (915) 541-4288

**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 Senior Programmer Analyst, Richard G. Campos, Jr., of the Information Technology Department for an additional year.

**BACKGROUND / DISCUSSION:**

This contract position requires approval by City Council before the individual can continue his duties. As Senior Programmer Analyst Mr. Campos provides technical support on new or existing upgrades to the City's financial and HR systems to include planning, organizing, directing and reviewing systems analysis and design tasks directly or through subordinates. Mr. Campos supervises junior programmers within the HR group; main focal point for the City's HR applications. He conducts or coordinates studies of workflow methods and procedures and other aspects of user processing problems or requests; reviews estimates of cost and resources requirements. He identifies analyses and resolves processes/software problems. Performs other duties assigned.

**PRIOR COUNCIL ACTION:**

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

Yes, June 13, 2006

**AMOUNT AND SOURCE OF FUNDING:**

Funds are available in FY07  
Account No. 39010351-501011-01101  
Contract Total: \$64,049.99

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*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:** \_\_\_\_\_

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**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 **RICHARD G. CAMPOS, JR.**, to employ Richard G. Campos, Jr., as a Senior Programmer Analyst for the Information Technology Department, at a biweekly rate of \$2,463.46. The term of the contract shall be for the period of June 23, 2007 through June 22, 2008.

**APPROVED** this \_\_\_\_\_ day of June, 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

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STATE OF TEXAS        )  
                                  )  
COUNTY OF EL PASO    )

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07 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 **RICHARD G. CAMPOS, JR.**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Senior Programmer Analyst; 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 June 23, 2007 and be completed by June 22, 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 Four Hundred Sixty-three and 46/100 Dollars

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(\$2,463.46) for forty (40) hours per week. The total amount of the contract shall not exceed \$64,049.99 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.

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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

EMPLOYEE: Richard G. Campos, Jr.

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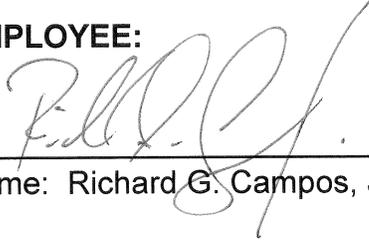
IN WITNESS WHEREOF the parties have executed this agreement at El Paso,

Texas this \_\_\_\_ day of June, 2007

**CITY OF EL PASO, TEXAS:**

**EMPLOYEE:**

\_\_\_\_\_  
Joyce A. Wilson  
City Manager

  
\_\_\_\_\_  
Name: Richard G. Campos, Jr.

Approved as to Content:

Approved as to Form:

  
\_\_\_\_\_  
Gerald Gordier, CIO/Director  
Information Technology Department

  
\_\_\_\_\_  
John R. Batoon  
Assistant City Attorney

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ATTACHMENT A  
SCOPE OF DUTIES STATEMENT

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**SENIOR PROGRAMMER ANALYST**

**(EL PASO CONTRACT POSITION)**

***General Purpose***

Under direction, supervise program development team, analyze computer capabilities and usage, and write programs and documentation.

***Typical Duties***

Direct or personally devise and recommend new or revised system and procedures, including justifications for proposed changes. Involves: Prepare systems development project plans and schedules. Oversee or conduct highly difficult studies of existing systems and procedures of organizations to determine feasibility of conversion to data processing or network application methods. Determine information needs in coordination with personnel of user departments. Estimate personnel requirements, cost and time for programming projects. Evaluate design alternatives of proposed information processing or network systems, and operations of those implemented to ensure efficient utilization of resources. Analyze program specifications for completeness and conformance to established standards. Recommend technical solutions and improvements to automated systems. Ensure that project products meet departmental standards.

Direct or personally write, test, implement and maintain the most complex automated systems and computer programs. Involves: Prepare complete and precise user instructions, programming and system documentation for implemented systems according to established standards. Report programming activity and project status to management. Analyze software packages and modify to meet users' needs. Provide technical assistance to operations and programming personnel by analyzing information work procedures and job methods to solve operating system problems or debug programs. Estimate and document resource requirements for input handling, processing and output preparation for each system function. Prepare systems design alternatives according to established standards. Review and approve proposed program logic. Ensure programs are thoroughly tested and documented before release as operational. Identify documents and evaluate information requirements at various management and operating levels.

Develop and administer programs to educate management and users in computer and network capabilities and requirements. Involves: Confer with management of user departments to assess specific training needs. Formulate annual training plan documenting courses to be taught, brief course content descriptions, lengths and numbers of sessions, approximate dates, proposed attendees, and equipment and facilities required. Implement and evaluate approved plan to ensure courses are prepared and conducted in an effective and timely manner by arranging for staff or contract instructors and training locations, and directing or personally preparing topic outlines and instructional materials. Oversee course announcements, registrations, change notifications and training records keeping. Coordinate the conduct of the training to ensure schedules are met and that subjects are adequately covered, serving as principal instructor if required. Obtain employee and supervisor feedback to evaluate training effectiveness, and modify content and methods as necessary. Maintain training materials and audiovisual support items inventories.

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 engage in preparation of technical reports, records and studies.

***Minimum Qualifications***

Training and Experience: An accredited Bachelor's degree in Computer Information Systems, Data Processing or related field, and three (3) years of professional data processing experience which regularly included complex programming using one or more advanced third or fourth generation command languages (for example, COBOL, Visual Basic, C+ and SQL).

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

Richard G Campos Jr

## Peoplesoft - Senior Programmer

### OBJECTIVE

11 years of PeopleSoft developer experience. Accomplished developer with PeopleTools, PeopleCode, SQR, COBOL and PeopleSoft 8.0 development tools... Experience with Implementations, Upgrades and Production Support

### JOB SUMMARY

**Job Title:** Senior Programmer

**Alternate Target Job Title:** Programmer

#### Job Description:

Peoplesoft Production Support: HRMS Benefits, Payroll, Pension, Recruitment, Training and HR, Financials Accounts Receivable, Accounts Payable, General Ledger, Inventory, Purchasing, Order Management, Manufacturing. Supported at City of El Paso, Qualcomm, El Paso Water Utilities, Baptist Health Systems and Department of Treasury

Peoplesoft Implementation and Upgrade experience as consultant and technical team member with HR, Financials and Manufacturing modules at City of El Paso, Hawaiian Airlines, El Paso Water Utilities, Qualcomm, Baptist Health Systems and the Department of Treasury

### EXPERIENCE

6/23/2004 - present                      City of El Paso                      El Paso, Tx.

#### Senior Technical Developer

- HRMS Upgrade Version 8.9 member: Benefits, Pension, HR, Payroll
- HR Training Module Implementation currently in progress as of 5/7/2007
- Employee Self Service maintenance and enhancements for Benefits Online Enrollments, Payroll and Direct Deposits
- PeopleSoft Budgets 8.8 Implementation member
- Sqr, Peoplecode, Peopletools and Application Designer Development and Debug, Production Maintenance and Upgrade: Benefits, Payroll, Budgets, Custom Periodic Pension Processes
- Upgrade review of comparison reports, customization review and software re-engineering, change management documentation
- Customer service contact for technical or functional production issues
- Assist Functional Users with procedural design and documentation
- Application Engine Process debug and review
- Mentor/Train Junior Personnel

8/2003 - 6/15/2004                      Arinso International                      Atlanta Ga.

#### Senior Technical Developer

- Created, reviewed and documented SQR's for HRMS/Training module global client conversions and implementations.
- PSQuery report creation.
- Application Designer table creation, panel design, run control design and process scheduler.
- Interface SQRs for Benefits and Upgrade 8.4 to 8.8 HRMS and security
- System Processes - restart Process Schedule, Application Server and Web Server for NT upgrade
- Application Engine debug for Custom Security processes related to user/role creation

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2/2001 - 4/2003

Northrop Grumman/Litton    Washington, D.C.  
PRC

**Programmer Analyst**

- Full Life-cycle production support of a parallel 7.5/8.0 Peoplesoft HRMS system.
- Extensive HRMS 7.5/8.0 Peopletools and Peoplecode customizations.
- New 8.x technologies such as Component Interface and Application Engine 8.x.
- Various Versions of Federal Standalone Peoplesoft Systems merged together into one Peoplesoft System of Record utilizing Data Mover, Excel, Access, SQR, Application Designer project designs and customization, system comparison reports, Business Process review, customization documentation review and the utilization and assistance of peripheral personnel(i.e. Database Administrators, Change Management Personnel and Network Infrastructure personnel)
- Various Implementations of Legacy Systems migrated into one Peoplesoft System of Record utilizing implementation methodology including Business Process review, documentation and customization
- Online and PDF Reports utilizing Application Designer, SQR, Panel Design and Process Scheduler

6/2000 - 8/2000

Litton PRC

Hawaiian Airlines, Honolulu,  
HI

**Consultant**

- Peoplesoft Commercial Financials and Distribution Version 7.5/6.0.
- Purchasing Interface from Legacy Systems Mainframe to Peoplesoft using SQR and Interface Tables, Peoplesoft Version 7.5.

6/1998 - 5/2000

PRC

Baptist Health System,  
Birmingham, Alabama

**Consultant**

- PeopleSoft Commercial Financials and Distribution Version 7.5/6.0.
- Upgrade Member Peoplesoft Version 6.1 to Version 7.5 for Purchasing, Accounts Payable, General Ledger, Inventory and Asset Management.
- Implementation of Peoplesoft Inventory and Purchasing Version 6.0.
- Technical Lead for Purchasing Data Migration for Version 6.0 Implementation from Legacy System to Peoplesoft Tables accomplished with SQR and Migration Interface Tables.
- Post Production support for Inventory and Purchasing Version 6.0.
- Peoplesoft Fix/Patches implementation and Review.

6/1997 - 5/1998

PRC

Qualcomm, San Diego, CA

**Consultant**

- Peoplesoft Commercial Financials Version 5.1/6.0.
- Peoplesoft Manufacturing Version 3.
- Technical Resource for Corporate Financials Accounts Receivable, General Ledger, Asset Management, Purchasing, Billing, Crystal Reports, SQR/SQL, PsQuery, PeopleCode and MicroFocus Cobol.
- General Ledger Panel Changes, Purchasing Reconciliation Queries, Asset Management Mass Change, SQR reports.
- Some Peoplesoft Manufacturing and Order Management consisting of online panel changes and SQR modifications and OMBILL review for interfaces to PeopleSoft Billing and Accounts Receivable.
- Application Engine modifications.
- Peoplecode Trace, COBOL Traces and Modifications.
- Patches and Fixes for Financials.

12/1995 - 6/1997

Public Water Utility

Texas

**Programmer**

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- Implementation team member for Peoplesoft Human Resources and Payroll Peoplesoft Version 4.
- Data Conversion using Peoplesoft Import Manager, SQR and COBOL.
- HR post production support using Crystal Reports, SQR, Online Panel changes and PeopleCode.
- HRMS upgrade member for Peoplesoft Version 4 to Version 5.1.
- HRMS SQR for Paychecks and Advice, Benefits Administration Forms and Direct Deposits.
- HRMS Tax Updates.
- Developed Pension Tracking System using Peoplesoft Tools, customized tables, SQR processes and interface to City Payroll from the Water Utility Payroll.
- Implementation team member for Peoplesoft Financials Version 3.
- Upgrade team member for Peoplesoft Financials from Version 3 to Version 5.
- Developed Meter Tracking System using PeopleTools, Panels, Tables, SQR/SQL and PeopleCode.
- Developed and maintained Peoplesoft Interface from Point of Service, Maintenance Division transactions to Peoplesoft General Ledger.

11/1983 - 6/1990 El Paso Police Department Texas

**9-1-1 Shift Supervisor**

- TLETS/NLETS Coordinator 21 teletype personnel (2 yrs)
- 14 assigned Shift Dispatch and Radio operators
- Documented and reviewed personnel every 6-month Evaluation
- Coordinated Vacations, Holidays and other time off as required for assigned personnel
- Recorded Daily Timesheets for assigned personnel
- Participated in Hiring Interviews
- Attended Police Academy Supervisor Training

06/1979 - 7/1982 El Paso Police Department Texas

**9-1-1 Radio/PBX Operator**

06/1974 -6/1978 USN

**Cryptologic Technician**

**EDUCATION**

8/1994 University of Texas US-Texas-El Paso

**BBA**

Management and Computer Information Systems

Peoplesoft US-DC-Washington

**Professional**

- Peoplesoft 8.9 HRMS, Peopletools 8.46
- Peoplesoft 8.8 Financials, Peopletools 8.44
- Peoplesoft 8.8 EPM, Peopletools 8.44
- Peoplecode
- Application Engine
- Data Management & Upgrade
- Crystal Reports 9

**SKILLS**

Skill Name	Skill Level	Last Used	Experience
SQR	Expert	Currently used	11 years

COBOL	Intermediate	Currently used	5 years
Oracle SQL/PL-SQL with Peoplesoft Development	Expert	Currently used	11 years
Peoplecode	Expert	Currently used	11 years
Application Engine	Expert	Currently used	11 years
PeopleTools	Expert	Currently used	11 years
DB2 SPUFI	Expert	7 years ago	2 years
PeopleSoft Install (7.5 & 8)	Some Knowledge	7 years ago	1 year
Sybase Isql Peoplesoft Development	Intermediate	7 years ago	1 year
MVS / OS390	Beginner	7 years ago	1 year
Crystal Reports	Intermediate	Currently Used	8 years

**ADDITIONAL  
INFORMATION**

Platforms, Environments:  
 DB2/MVS/OS390  
 Sybase  
 Oracle  
 Windows NT  
 Client/Server  
 PeopleSoft Internet Architecture(PIA)

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