

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

DEPARTMENT: El Paso Water Utilities/Information Technology

AGENDA DATE: 07/17/07

CONTACT PERSON/PHONE: Fred Loweree, El Paso Water Utilities, (915) 594-5519
Gerald Gordier, Information Technology, (915) 541-4288

DISTRICT(S) AFFECTED: Citywide

CITY CLERK DEPT.
07 JUL -9 PM 2:32

SUBJECT:

APPROVE a resolution allowing the City Manager to sign the Employment Agreement Renewals between the City of El Paso and the following individuals for an additional year.

1. Edgardo Chacon
2. Michael L. DeMore
3. Jose Esquivel
4. Jose Granillo, Jr
5. Yasmin Lopez
6. Antonio Rios
7. Alfredo Solano
8. David P Wolking

BACKGROUND / DISCUSSION:

Employees have been in these IT positions for the City of El Paso for the past year. These are contract positions and the contracts must be approved by City council before the individual can continue their duties.

PRIOR COUNCIL ACTION:

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

Yes, July 18, 2006

AMOUNT AND SOURCE OF FUNDING:

Funds are available in FY07
Account No. 702-810
Account No. 39010351-501011-01101

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: _____

RESOLUTION

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

That the City Manager be authorized to sign the Employment Agreement renewals between the **CITY OF EL PASO** and the following individuals.

- | | | |
|----|---------------------------|---|
| 1. | EDGARDO CHACON | SENIOR NETWORK ADMINISTRATOR |
| 2. | MICHAEL L. DeMORE | SENIOR NETWORK ADMINISTRATOR |
| 3. | JOSE ESQUIVEL | PROGRAMMER ANALYST |
| 4. | JOSE GRANILLO, JR. | G.I.S. MANAGER |
| 5. | YASMIN LOPEZ | PROGRAMMER ANALYST |
| 6. | ANTONIO RIOS | DATABASE ADMINISTRATOR |
| 7. | ALFREDO SOLANO | DATABASE ADMINISTRATOR |
| 8. | DAVID P. WOLKING | APPLICATIONS SUPPORT ADMINISTRATOR |

APPROVED this _____ day of July, 2007.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
Municipal Clerk

APPROVED AS TO FORM:

John R. Batoon
Assistant City Attorney

CITY CLERK DEPT.
07 JUL -9 PM 2:32

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 **EDGARDO CHACON**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a Senior Network 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 El Paso Water Utilities, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 21, 2007 and be completed by July 20, 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 Ninety-Eight and 34/100 Dollars (\$2,698.34) for forty (40) hours per week. The total amount of the contract shall not

exceed \$70,156.73 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.

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 El Paso Water Utilities, 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
El Paso Water Utilities
Attn: General Manager
1154 Hawkins Blvd.
El Paso, Texas 79925

EMPLOYEE: Edgardo Chacon

(Signatures on following page)

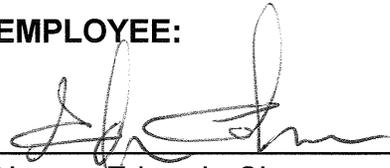
IN WITNESS WHEREOF the parties have executed this agreement at El Paso,

Texas this ____ day of July, 2007

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager



Name: Edgardo Chacon

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:



Edmund G. Archuleta, General Manager
El Paso Water Utilities



John R. Batoon
Assistant City Attorney

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

SENIOR NETWORK ADMINISTRATOR

(EL PASO CONTRACT POSITION)

General Purpose

Under direction, plan, develop, supervise and control computer networks and other data communication devices of a large and complex municipal department and provide the administration and technical support of application and network software.

Typical Duties

Manage the Local Area Network (LAN) and Wide Area Network (WAN). Involves: planning, designing and developing specifications and standards for existing and proposed desktop and LAN/WAN communication services; ensuring that communications access, security, printing services, operating systems, electronic mail, desktop applications and others function properly and adhere to established standards. Make design decisions regarding network and server infrastructure. Work closely with all departments to make sure their network and server needs are met. Recommend acquisition or enhancement of new computer systems and new computer systems and new applications for current equipment in to improve departmental effectiveness. Ensure system requirements are compatible with present platform. Prepare and present recommendations to management.

Assist users and maintain the LAN/WAN. Involves: providing technical support for communications equipment, network server systems and related software; scheduling preventive and emergency maintenance for the network with minimal disruption to users when maintaining, troubleshooting, installing and servicing the LAN/WAN; maintaining network inventories and network backup procedures. Schedule preventive and emergency maintenance for minimal disruption to users. Maintain network inventories and backup procedures. Schedule equipment analysis, feasibility studies and systems planning.

Perform network system functions. Involves: adding users; defining, establishing and enforcing security access to data; identifying device access paths and availability; configuring network hardware; customizing applications to ensure proper functioning in a network environment.

Monitor network performance. Involves: measuring computer, server and network resource performance and availability; using system software analysis programs and preparing reports of the analysis; analyzing traffic flow and volume on the networks; and adjusting network parameters to improve performance, minimize transmission errors and data collisions, and optimize user response times.

Perform supervisory and administrative work. Involves: supervising, training and evaluating assigned personnel; enforcing established rules and regulations, standards of conduct, work attendance and safe working practices and procedures; maintaining an inventory and accounting of the network equipment, configuration control, supplies and software; ensuring efficient use and allocation of network resources; monitoring, compiling and analyzing network expenses and providing regular written reports of network costs, performance and operations; work in concert with the database administrator to ensure optimum performance of the network and database applications. Supervise assigned personnel. Schedule, assign and evaluate work; interview applicants and recommend selection, and changes in staffing levels and job designs.

Perform related network administration duties as required.

Minimum Qualifications

Education and Experience: An accredited Bachelor's Degree in Business Administration, Computer Science, Mathematics, Management Information Systems, or related field, plus four (4) years of local and wide area network technology experience in information systems departments including at least two (2) years as a technical systems specialist with networks and on-line data communications.

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EDGAR CHACON

Proven IT Professional With Experience In Management

SUMMARY OF QUALIFICATIONS

- 17 years experience in the Information Technology field with expertise in Management.
- Successful in meeting new technical challenges and finding solutions.
- Hard working individual with intercommunications skills to work at all levels of the organization.
- Proficient skills in team building and leadership, budget analysis, and solid management skills.
- Strong background in networks and telecommunications.

EMPLOYMENT EXPERIENCE

El Paso Water Utilities

Senior Network Administrator

July 2006 to present

Manage Wide Area Network that includes servers, PC's, printers and other peripherals for the entire Utility. Responsible for major Data and communication systems, such as; Customer Information System, Avaya Voice over IP Telephone System, E-mail, Microsoft Active Directory. Design and implement network architecture for upgrades and new data networks. Plan, manage, and perform system upgrades on all network and computer systems. Responsible for network security, Internet firewall, VPN's, and anti-virus solutions. Maintain and upgrade all network routers, switches, wireless bridges, and cabling. Responsible for the Utility's Help Desk. Supervise IT Staff including PC/LAN Specialists. Responsible for budgeting and procurement all of the Utilities Computer related equipment such as: Servers, PC's, Printers, Monitors, and Laptops. Evaluate, recommend, and procure all computer software. Perform network backups on all major systems. Responsible for all Satellite and video conferencing for the Utility. Support all Audio/Visual systems. Involved in several major construction projects for the Utility which include the Desalination Plant and Tech H2O Center.

El Paso Water Utilities

Network Administrator

January 1997 to July 2006

Supervise IT Staff including PC/LAN Specialists. Evaluate, recommend, and procure all computer software. Perform network backups on all major systems. Maintained Microsoft Active Directory and Novell 4.2 systems.

El Paso Water Utilities

Programmer Analyst

September 1996 to January 1997

Documentation of current Customer Information Systems. Analyzed work procedures. Planning for future Customer Information System implementation.

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**El Paso Water Utilities
Departmental Computer Specialist**

August 1994 to September 1996

Implement procedures for information systems. Install, program and troubleshoot personal computer systems and network servers. Provide training to employees in the use of computer systems and software such as E-mail, spreadsheets, word processing and online applications. Maintain and secure data files. Assist employees in correcting problems associated with computer hardware and software. Network responsibility and duties includes working with Novell 4.1 network operating system, creating and deleting users on the network. Create printer queues for the sharing of printers. Manage network files (i.e., backup and restore data files, delete files). Knowledgeable in Novell 3.x and 4.x, TCP/IP, Windows 95 and below. Assist in maintaining EPWU's PBX, (AT&T's Definity system) and AUDIX

**El Paso Water Utilities
Computer Programmer I**

October 1990 to December 1993

Wrote and maintained computer programs written in COBOL, Assembler and RPG for online user applications such as payroll, inventory, general accounting, Customer Service and file maintenance. Configure telecommunications using VTAM, SNA for IBM 3270 terminal and PC's linked to IBM 9370 mainframe. Set up terminals and P.C.'s and other hardware.

**El Paso Water Utilities
Computer Operator**

February 1990 to September 1990

Ran and maintained IBM 9775 mainframe computer.

EDUCATION

BS in Management/Computer Information Systems
Park College - Fort Bliss
Graduated spring 1997

Associates Degree in Data Processing - Programming
El Paso Community College, El Paso, Texas
Graduated December 1987. Dean's Honor list

University of Texas at El Paso
Attended from 1979 to 1982

SPECIAL SKILL AND ACTIVITIES

Exchange 5.5, Exchange 2003, Netware 4.2, Windows Server 2003 Active Directory
Router, firewall, and switch configuration (CISCO IOS)
AIX UNIX, Storserver management
AVAYA Definity system (VOIP)
A/V Nerd

Ability to communicate well with both technical and non-technical personnel.

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 **MICHAEL L. DeMORE**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Senior Network 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 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 October 8, 2007 and be completed by October 7, 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 Ninety-Eight and 91/100 Dollars

(\$1,998.91) for forty (40) hours per week. The total amount of the contract shall not exceed \$51,971.55 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.

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: Michael L. DeMore

(Signatures on following page)

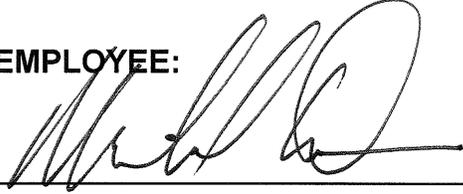
IN WITNESS WHEREOF the parties have executed this agreement at El Paso,

Texas this ____ day of July, 2007.

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager



Name: Michael L. DeMore

Approved as to Content:

Approved as to Form:



Gerald Gordier, CIO & Director
Information Technology Department



John R. Batoon
Assistant City Attorney

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

SENIOR NETWORK ADMINISTRATOR

(EL PASO CONTRACT POSITION)

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Typical Duties

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Assist users and maintain the LAN/WAN. Involves: providing technical support for communications equipment, network server systems and related software; scheduling preventive and emergency maintenance for the network with minimal disruption to users when maintaining, troubleshooting, installing and servicing the LAN/WAN; maintaining network inventories and network backup procedures. Schedule preventive and emergency maintenance for minimal disruption to users. Maintain network inventories and backup procedures. Schedule equipment analysis, feasibility studies and systems planning.

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Monitor network performance. Involves: measuring computer, server and network resource performance and availability; using system software analysis programs and preparing reports of the analysis; analyzing traffic flow and volume on the networks; and adjusting network parameters to improve performance, minimize transmission errors and data collisions, and optimize user response times.

Perform supervisory and administrative work. Involves: supervising, training and evaluating assigned personnel; enforcing established rules and regulations, standards of conduct, work attendance and safe working practices and procedures; maintaining an inventory and accounting of the network equipment, configuration control, supplies and software; ensuring efficient use and allocation of network resources; monitoring, compiling and analyzing network expenses and providing regular written reports of network costs, performance and operations; work in concert with the database administrator to ensure optimum performance of the network and database applications. Supervise assigned personnel. Schedule, assign and evaluate work; interview applicants and recommend selection, and changes in staffing levels and job designs.

Perform related network administration duties as required.

Minimum Qualifications

Education and Experience: An accredited Bachelor's Degree in Business Administration, Computer Science, Mathematics, Management Information Systems, or related field, plus four (4) years of local and wide area network technology experience in information systems departments including at least two (2) years as a technical systems specialist with networks and on-line data communications.

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Michael L. DeMore

OBJECTIVE: Senior Network Administrator position that will utilize my computer system and network skills.

SUMMARY OF QUALIFICATIONS

- Eight years of progressive experience in computer network installations, maintenance and operations in corporate environment with multi-locations across the United States and local private sector with multi-locations and users.
 - Six years of accelerated experience in all phases of major hotel operations, including sales, administration, accounting, auditing, supervision of employees, and guest services.
 - Solid IT hardware and networking perspective and successes in multi-location business and user environment.
 - Extensive knowledge of and hands-on experience with LANs and WANs, Windows NT 4.0, and Novell 3.12-4.0. CCNA Certified; MCSA 2000 Certified.
 - Experienced with Compaq and Dell Servers, Cisco routers and switches, and personal computer systems, workstations and file servers.
 - Project oriented with extensive project management experience from inception through final implementation of IT project goals, within required time constraints and budgetary guidelines.
 - Strong customer service ethic, with ability to communicate in technical and non-technical settings to assure user needs are understood and addressed.
 - Proven problem solving, planning, and organizational skills. Solid Team experience.
 - Computer Literacy: Microsoft Office Suite (Word, Excel, Power Point, Project, Access); Windows 2000, XP Professional, Server 2000, Server 2003, Windows NT 4.0
-

EMPLOYMENT HISTORY

Senior Network Administrator, City of El Paso, El Paso TX **10/06 – Present**

Provide network support and supervision of Network Administrators

- Help Network Manager with current and on going projects.
- Supervise and support Network administrators
- Manage Microsoft Exchange Environment
- Migration and finalization of NT 4.0 to Active Directory
- Setup and support of all Cisco Equipment
- General Network support for all City Departments
- Managing the Active Directory domains, including group policies and OU setup.
- Support and advise for Motomesh Project

Network Administrator, City of El Paso, El Paso, TX **12/05 – 10/06**

Provide network support for all City Departments

- 80% Active Directory Migration and support, includes migrating all users, systems and servers from each domain into either the AD or Pubsafety domains.
- 10% Other projects, including OWA using the ISA 2004 server to connect to the front-end email server.

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- 10% Other duties as assigned by management.

Tech Manager, Computer Labs Inc, El Paso, Texas

10/04- 12/05

Provide computer and network and telecom support for both office and customers.

- Installed and maintained new email server.
- Developed new policies and procedures for Technical Support Business.
- Manage five technicians.
- Setup and maintain time clock system.
- Setup and Maintain Network and remote access at new Las Cruces office.
- Setup and Maintain Network and telecom at new Butterfield Office.
- Maintain up to date inventory of all systems and software.
- Schedule trainers and technicians for corporate classes.
- Maintain all systems including office and classroom systems.
- Conduct phone support for existing clients.
- Teach Classes for MS Project, Windows OS Server and Workstation.
- Developed imaging strategy for workstation so software will always be fresh on the systems.
- Developed wireless solutions for Clients.

Systems Analyst, Homestead Village LLC, El Paso, Texas

09/00 – 10/04

Provide Network support for 132 properties, 400 workstations and 100+ servers in a multi-location hotel corporation with locations throughout the United States, including internal users and customers staying at hotel locations.

- Maintained and troubleshot problems with remote servers.
- Integrated and implemented all new software and hardware on company-wide scale.
- Developed e-mail purchasing spreadsheets for company-wide use.
- Participated in planning and two relocations of company data center.
- Served as backup to Network Administrator, including maintaining and programming Cisco Switches and Routers; maintaining and monitoring all Data Center operations; testing and troubleshooting non-functioning network lines and T1 frame relay setups; maintaining and working with remote sites and third-party vendors to keep Wide Area Network (WAN) up and running; creating network diagrams using Microsoft Visio; and documenting network processes and functions.
- Served as backup to Telecommunications Administrator in setting up new telephones on the switch and utilizing expertise in Inter-Tel Switch.
- Maintained and troubleshot problems with workstations and printers at El Paso corporate facility.
- Prepared and conducted quarterly training for Level One Help Desk personnel.
- Served as Vendor Manager for Level One Help Desk.
- Served as Vendor Manager for in-room entertainment at hotel facilities.
- Served as Manager for Second level help desk.

Computer Specialist, Catholic Diocese of El Paso, El Paso, Texas

11/98 – 09/00

- Set up entire network for Pastoral Center, which encompassed six individual buildings, using Windows NT Servers, custom-built computers, and Fiber Optic cables to connect each building.
- Set up E-mail server and constant connections to Internet, using ISDN.
- Built, upgraded, and maintained 80 computers at Pastoral Center.
- Maintained NT Network and workstations at Mt. Carmel Cemetery
- Maintained Novelle Network and workstations at Diocesan Migrant and Refugee Facility.
- Built and maintained computers for all parishes throughout El Paso area.
- Trained novice computer users on use of software applications, including E-mail, Internet Explorer, and MS Office 2000.

- Evaluated methods to improve Pastoral Center Network in cost-effective ways on ongoing basis.

Owner, Techno Katz Computer Service, El Paso, Texas

01/98 – 11/98

- Diagnosed, repaired, and built new computer systems for local corporate clients in El Paso. Client base included Wyler Industrial Works, KINT-TV, B&M Machinery, Computer Labs, Inc., El Paso Inspection, and Sunland Park Holiday Inn.
- Set up and maintained NT and Novell Networks for corporate clients, including wiring, set up of servers, and workstations, and maintaining networks.
- Managed all accounting, marketing and advertising aspects of business.

Manager, Rooms Division/Guest Services, Airport Holiday Inn, El Paso, Texas

08/96 – 01/98

- Scheduled, trained and supervised staff of ten employees, including Night Audit Shift.
- Maintained and troubleshot Encore/Holidex Front Office and Reservation System, HIRO Rate Optimization System, Novell 4.0 Interoffice Network, and NCR Point-of-Sale System.
- Established new policies and procedures to improve guest service, and maintained constant guest interaction policy to assure customer satisfaction.
- Created forecast to facilitate scheduling of hotel employees.

Positions with Holiday Inn Sunland Park, El Paso, Texas

11/91 – 08/96

- Manager, Catering Sales 06/96 – 08/96
- Manager, Front Office 10/95 – 06/96
- Property Accountant 06/95 – 10/95
- Night Manager 11/93 – 06/95
- Night Auditor 10/92 – 11/93
- Guest Services Representative 02/92 – 10/92
- Bellman 01/92 – 02/92
- Bartender 11/91 – 01/92

EDUCATION AND CERTIFICATIONS

- B.S. Information Technology. – University of Phoenix May 2006.
- Computer Networking and Web Page Design – Computer Labs, Inc., El Paso, Texas.
- Internetworking TCI/IP for NT Server – El Paso Community College.
- Certification – CISCO Certified Network Administrator.
- Certification - Microsoft Certified Systems Administrator 2000

CITY CLERK DEPT.
07 JUL - 9 PM 2:34

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 **JOSE ESQUIVEL**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a 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 El Paso Water Utilities, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 21, 2007 and be completed by July 20, 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 Thirty-Three and 50/100 Dollars (\$1,933.50) for forty (40) hours per week. The total amount of the contract shall not

exceed \$50,271.02 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.

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 El Paso Water Utilities, 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
El Paso Water Utilities
Attn: General Manager
1154 Hawkins Blvd.
El Paso, Texas 79925

EMPLOYEE: Jose Esquivel

(Signatures on following page)

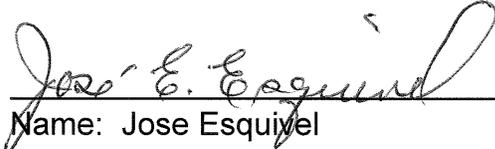
IN WITNESS WHEREOF the parties have executed this agreement at El Paso,

Texas this ____ day of July, 2007.

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager



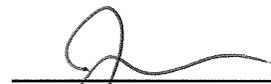
Name: Jose Esquivel

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:



Edmund G. Archuleta, General Manager
City Manager



John R. Batoon
Assistant City Attorney

ATTACHMENT A

CITY CLERK DEPT.
PROGRAMMER ANALYST

SCOPE OF DUTIES STATEMENT

(EL PASO CONTRACT POSITION)

07 JUL -9 PM 2:35

General Purpose

Under direction, analyze computer capabilities and usage, and write programs and documentation.

Typical Duties

Devise and recommend new or revised system and procedures, including justifications for proposed changes. Involves: Study 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 by drawing detailed flowcharts and block diagrams or applying other related methods. Estimate personnel requirements, cost and time for programming projects. Prepare systems development project plans and schedules. 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.

Write, test, implement, and maintain 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. Participate in developing programs to educate management and users in data processing capabilities and requirements. Train functional end users in capabilities of their systems, and guide them in dealing with related issues and problems.

Perform related duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations. Assist supervisor with training new staff in established programming standards and procedures.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Computer Information Systems, Data Processing or related field including six (6) semester hours of structured programming and three (3) semester hours of systems analysis and design, plus one (1) year of general professional data processing experience which regularly included complex programming using one or more installed third or fourth generation command languages (for example, COBOL, Visual Basic, C+ and SQL) or successful completion, by time of appointment, of specialized technical training leading to scholastic certifications or other software vendor recognition as a qualified journey level professional in an installed functional aspect of a commercial application package (for example, Lawson Suite, People Soft or KRONOS).

Special Requirements:

- Certification or specialized training must be maintained up to date to ensure journey level knowledge of installed upgrades, added modules or other enhancements during course of employment.
- Be available for work beyond standard workday or workweek hours as necessary.

EXPERIENCE AND EDUCATION
JOSE E. ESQUIVEL
PROGRAMMER ANALYST

CITY CLERK DEPT.
07 JUL -9 PM 2:35

JUNE 13, 2007

EXPERIENCE

1. Mar 1998 to Present
El Paso Water Utilities
El Paso, Texas 79925

Programmer Analyst - Provides assistance with the maintenance of the Municipal Utilities Package Software System (MUPS) and assists in resolving MUPS database problems. Generated and developed IQ report requirements for the department. Generated and developed Cognos or Impromptu report requirements for the department. (IQ was replaced by Cognos and Cognos was replaced by ReportNet.) Converted many of the Cognos reports to ReportNet. Generates and develops new Excel spreadsheets and Access database reports. Maintains and assures that the IBM Risc 6000 computer system is always up and operational for the daily customer support services. Provides assistance in generating and printing customer bills. Coordinates and assists in resolving MUPS computer equipment problems, MUPS PC problems, and MUPS database and software problems. Processes and generates end of the month MUPS reports and end of the month Cognos reports for the Water Utilities and the Solid Waste Management. Creates and sets up new MUPS type work orders as required. Assisted in the conversion from the MUPS system to the new Enquesta system. Maintains proper and adequate supply of pre-printed bill forms.

2. Jul 1995 to Mar 1998
City of El Paso Parks and Recreation Department
El Paso, Texas 79901

Data Systems Supervisor - Analyzed ADP hardware and software requirements and prepared recommendations for acquisition. Analyzed requirements for the installation of a department network. Prepared contracts for the park rentals. Assisted in the computer posting of new requisitions and purchases. In charge of maintaining the department property inventories. In charge of maintaining adequate security guard coverage at the city parks, recreation centers, and senior centers. Provided support in resolving computer hardware and software problems, telephone, and other ADP equipment problems. Assisted in the installation and maintenance of telephone and data circuits. Installed new ADP equipment and new Personal Computer software. Generated Excel spreadsheets and Access databases for new report requirements.

3. Sep 1982 to Jun 1992
Computer Systems Directorate
White Sands Missile Range, N.M. 88002

Computer Operations Manager - Managed and supervised the Scientific and Engineering Computer Center. Maintained the Univac 1108 Mainframes, the Unisys 1100/92 Mainframe, the S & E network, terminal equipment, and other ADP equipment. Operated and maintained the computer systems software, the software utilities and libraries. Acquired and installed new software, hardware, and mainframes. Established computer operating procedures, and developed and implemented operating system enhancements. Provided database management system and other application software support. Supervised personnel performance and user support. Coordinated with

contracting personnel in the maintenance and operation of the mainframe computers and other ADP equipment. Generated new government contracts for the maintenance and operation of the mainframe computers.

4. Nov 1977 to Sep 1982
Systems Programming Branch
White Sands Missile Range, N.M. 88002

Computer Systems Analyst/Programmer – Designed and implemented operating systems security features and real time applications software routines in ASSEMBLY language for the Unisys 1100/92 Mainframe systems. Designed and implemented a magnetic tape library database system which was written in COBOL, FORTRAN, and ASSEMBLY languages. Provided user support and assisted with application and systems software development. Provided formal classroom instruction of COBOL and FORTRAN language programming. Provided mathematical computation techniques support for S&E computer users and real time computer services.

5. Sep 1967 to Nov 1977
National Range Operations Directorate
White Sands Missile Range, N.M. 88002

Computer Programmer – Developed and wrote several Fortran programs to gather statistics to monitor and report the utilization and performance of the IBM 7094/7044 Computer Systems and the Univac 1108 Computer Systems. Generated and installed operating system software for RJE (Remote Job Entry) connectivity to the Unisys mainframe. Designed and implemented enhancements to processors, collector, and compilers. Designed and implemented COBOL, FORTRAN, and ASSEMBLY language application programs for the Unisys mainframes. Developed and wrote in COBOL the Requisition Program and other COBOL programs to automate the Supply Inventory Department process on the IBM 360 mainframe. Wrote several other COBOL programs to generate new Supply Management databases.

6. Dec 1965 to Sep 1967
Lockheed Electronics
White Sands Missile Range, N.M. 88002

Associate Engineer - Developed and wrote Fortran Language programs to calculate the correct rotational values of missile tracking cameras. Developed and wrote Fortran programs to automate the film reading process. Wrote and developed PERT charting software to evaluate, monitor and analyze the progress of the organization projects. Wrote programs in ALGOL and OMITAB languages to enhance the rotation of tracking cameras by using mathematic equations. Wrote TRIM III Assembly language programs on the IBM 1218 Computer System for radar tracking of satellites.

CITY CLERK DEPT.
07 JUL -9 PM 2:35

CITY CLERK DEPT.

07 JUL -9 PM 2:35

EDUCATION

TEXAS WESTERN COLLEGE, El Paso, Texas
Bachelor of Science
Major: Mathematics Minor: Physics
Graduated in 1963

TYLER JR. COLLEGE, Tyler, Texas
Basics
From 1957 – 1959

Thomas Jefferson High School, El Paso, Texas
High School Diploma GPA: 3.6

SPECIAL SKILLS

- Extensive Computer Language Background
- Extensive Operating Systems Software Maintenance Knowledge
- Software Design, Application Software, Implementation and Operating Systems Experience
- 10 Years Management and Supervisory Experience

COMPUTER PROFICIENCY

- Mainframe, Mini and PC Platforms
- DOS, UNIX, ASSEMBLY Language, and Window Environments
- LAN, Modem, E-Mail, and On-Line Information Services
- 18 Years COBOL, FORTRAN, and ASSEMBLY Language Experience
- Algol and C++ Language Experience
- Excel, Access, MAPPER, DDN, EXEC, Graphics Software, Structure Programming, Communications Processor Software, PERT, and OMNITAB Software Experience

OTHER SKILLS and EXPERIENCE

- Substitute Teacher for the El Paso Independent School District
- Volunteer Charity Work for Parish. Chairman of finance council; director of Spanish Choir; designed and contracted church grounds xero-scaping; and assisted pastor with church budget.

AWARDS & CERTIFICATES

- Military Leadership Training
- Military Police Training
- Several Exceptional Performance Awards
- 27 Years of Dedicated Service Award
- Hispanic Heritage Appreciation Service Award

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 **JOSE GRANILLO, JR.**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a GIS 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 El Paso Water Utilities, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 21, 2007 and be completed by July 20, 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 Three Thousand Fifty-Seven and 69/100 Dollars (\$3,057.69) for forty (40) hours per week. The total amount of the contract shall not exceed \$79,500.00 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.

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 El Paso Water Utilities, 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
El Paso Water Utilities
Attn: General Manager
1154 Hawkins Blvd.
El Paso, Texas 79925

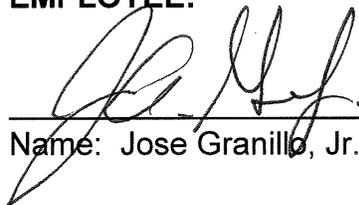
EMPLOYEE: Jose Granillo, Jr.

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

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager



Name: Jose Granillo, Jr.

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:



Edmund G. Archuleta, General Manager
El Paso Water Utilities



John R. Batoon
Assistant City Attorney

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

GEOGRAPHIC INFORMATION SYSTEMS MANAGER (EL PASO CONTRACT POSITION)

General Purpose

Under general direction, coordinate and supervise the Geographic Information Systems (GIS) team, plan and execute projects, and provide GIS technical and educational leadership and support.

Typical Duties

Manage and coordinate the operation and applications for GIS hardware and applicable software. Develop and implement computerized mapping system. Involves: Direct design stages of initial system development. Oversee the distribution, interfacing and interaction of hardware and software components. Establish and enforce procedures and standards for system operation. Develop standard data formats and data entry procedures. Prepare security and auditing procedures for accessing system programs in cooperation with network administrator. Provide GIS technical support, training, consulting, expertise and leadership to help build staff capacity to access and utilize external and internal GIS, and associated database tools to achieve program goals and objectives. Assist in division fiscal budget preparation.

Instruct and provide technical and operational support to system end users. Involves: Meet with users and information services staff to define and implement appropriate applications. Coordinate project and work schedules in accordance with project requirements and priorities. Provide guidance to users by arranging for or engaging in training programs. Troubleshoot system processes to resolve malfunctions.

Analyze information processing needs and recommend acquisition or upgrade of system hardware and software. Involves: Maintain inventory of system computers and components. Evaluate hardware, software, and current operating practices and procedures, and recommend improvements as necessary. Prepare cost estimates, bid specifications and evaluate vendor responses.

Supervise assigned staff in the creation, maintenance and production of GIS information. Involves: Schedule, assign, and review work. Conduct employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices.

Perform related professional and managerial duties as required. Involves: Participate in committees. Serve as liaison to City departments, public agencies and other organizations which share system resources. Substitute for supervisor or subordinates. Prepare contracts with outside entities, if required.

Minimum Qualifications:

Training and Experience: An accredited Bachelor's degree in Management Information Systems, Computer Science, Geography, Geographic Information Systems, Planning or a related field, and four (4) years experience in GIS program management and/or four (4) years progressive experience in GIS system management involving the use of GIS and relational databases to create multiple application interfaces.

CITY CLERK DEPT.
07 JUL -9 PM 2:35

CITY CLERK DEPT.

Jose A. Granillo Jr., P.G.

07 JUL -9 PM 2:35

Education:

- 2004 M.S., Geophysics
University of Texas at El Paso, El Paso, Texas
- 1995 B.S., Geophysics, Minor: Physics.
University of Texas at El Paso, El Paso, Texas.

Summary of Employment:

1/06-Current **GIS Manager**, El Paso Water Utilities, El Paso, Texas.

4/99-1/06 **GIS Administrator**, El Paso Water Utilities, El Paso, Texas.

Responsibilities include develop and implement computerized mapping systems and Global Positioning Systems. Directing design stages of initial geographic information system development; oversee the distribution of spatially compatible geographic layers, interface and interaction of hardware and software components; correct raw GPS data and integrate into GIS formats compatible with the maintenance of the Utility geographic layers; translate and correct raw data into spatial data sources for interpretation and interpolation models; geoprocess and geocode address components; establish and enforce procedures and standards for system operation and compatibility; develop standard data formats and data entry procedures; prepare security and audit procedures for accessing system programs in cooperation with the network administrator; recommend acquisition or upgrade of system hardware and software. Supervise and participate in the processes of data acquisition and data interpretation of water networks, waste water networks, reclaim networks, geologic, remote sensing, and geophysical field projects. Provide spatial analysis and 3D analysis and interpretation to water resources under investigation. Analyze and translate information pertaining to water and waste water geometric models. Instruct and provide technical and operational support to geographic information systems and global positioning systems end users. Supervise assigned technical staff in the creation, maintenance and production of digitized map products. Organize and direct the management and analysis of the enterprise GIS system; conduct feasibility studies, summarize findings, and recommend action; develop and implement GIS applications using relational databases; collaboratively analyze problems requiring application of engineering theory, computer modeling or geological analysis; supervise, train and evaluate assigned personnel.

10/98-5/99 **GIS Coordinator**, University of Texas El Paso, El Paso, Texas.

Responsibilities included scheduling and coordinating user system access and activities in the Geosciences department; training users in operation of geographic information systems software pertaining to geophysical and geological methods; participated in the acquisition and processing of geophysical data using resistivity, gravity, magnetics, and seismic methods provided analysis and information processing needs, upgraded GIS and GPS hardware and software; develop interfaces between system hardware and software; addressed operational problems and computer system failures. Prepared, analyzed and interpreted satellite image data.

3/97-4/99 **GIS Specialist**, El Paso Water Utilities, El Paso, Texas.

Responsibilities included maintain and update databases using GIS computer aided drafting and other software; reading and interpreting source documents and legal descriptions; assembling aerial photos into mosaics; perform map research in the field and in the office to resolve conflicting information and ensure the accuracy of the data; modified maps using GIS, Remote Sensing and CAD software; Used GPS field data collection equipment to collect water, waste water, geology and well data; created customized ArcView projects, views and layouts for use by end users. Guided and directed others in the use of Geographic Information Systems and GPS field data collection. Applied 2D and 3D analysis for ground water models; prepared GIS metadata, reports, charts, graphics or other documents. Programmed personal computer executables to produce address queries, asset searches, and graphic files. Transferred graphical and non-graphical information from existing documents to standard spatial data formats.

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Publications:

1. Classification and Application of Impervious and Pervious Surfaces using Integrated Remote Sensing and GIS Technologies, Proceedings of the ASPRS 2003 Annual Conference, May 5-9, Anchorage, Alaska. 10 p.
2. Classification of Impervious and Pervious Surfaces and Their Application on Environmental and Water Use Analysis, Using Integration of Remote Sensing and GIS . International Journal of Remote Sensing (In Review).
3. Irrigated Agriculture Fields Classification, Using Integrated Remote Sensing and GIS Technologies, and IKONOS and TM/ETM+ Imagery. ISPRS Journal of Photogrammetry and Remote Sensing (In Review).

Notable Activities:

1. Assembled a quasi-government agency team of GIS professional representatives in the El Paso region to establish the regional GIS consortium Paso del Norte Mapping for Public Access (PdNMaPA). October 1999, El Paso, TX.
2. Examples of Applications of Integrated Remote Sensing and GIS Technologies to Water-Related Problems in Far West Texas, GSA abstracts with programs Vol. 34, No. 3, March 2002, GSA Southeastern/North-Central Section Meeting (36th), April 11-12, Alpine, TX.
3. Examining Water Supply with GIS Technology, Texas Water Law Institute; October 3-4, 2002, Austin, TX.
4. Integrating High-Resolution Imagery with GIS for Mapping Irrigated/Non-Irrigated Landcover. ESRI International User Conference 2003, Water Resources, July 8-12, 2002, San Diego, CA.
5. TSPE/TSPS Joint Meeting, Paso Del Norte – Chapter 17, “Geographic Information Systems (GIS) in the bi-national tri-state region” May 26, 2005, El Paso, TX.
6. Key role in establishing PdNMaPA as an official regional GIS organization, January 2005, and recognized by El Paso Water Utilities, May 11, 2005. Serving as Secretary of the PdNMaPA Executive Committee, January 2005 – December 2007, El Paso, TX.
7. Established a GPS base station for the El Paso Water Utilities, February 2005; currently working on a RTK Network for the region of El Paso.
8. Attended ESRI International User Conferences 1999, 2000, 2001, 2002, 2003, 2004, and 2005.

Personal Activities:

- | | |
|----------|--|
| Baseball | Head Coach, City of El Paso Youth Baseball League, 12 and under Pee Wee Reese Division, Team Outsiders. 2 nd year as head coach, 7 th year volunteering as youth baseball coach. |
| Tennis | City of El Paso league and USTA 4.0 rank member, 6 th year of competitive participation. |
| Softball | City and County of El Paso Leagues, 12 years of competitive participation. |

Relevant Skills:

- | | |
|------------|---|
| Computer: | Proficient with the following software: ArcGIS 9.x, ArcView 3.x, ProMax v.7, GMT, AutoCAD, EVS, ER Mapper, Trimble Geomatics Office and Pathfinder Office.
Additional Software experience, though not as extensive includes: ENVI, ERDAS Imagine, and MapInfo
Programming languages: C++, Avenue. |
| Languages: | Fluent in speaking and writing Spanish. |

Notable Awards:

- | | |
|------|--|
| 2005 | Outstanding Graduate Thesis in Science, Graduate School, University of Texas at El Paso. May 2005, El Paso, Texas. |
| 2004 | Outstanding Graduate Student in Geophysics, Geosciences Department, University of Texas at El Paso. August 29, 2005, El Paso, Texas. |
| 2003 | ESRI Special Achievement in GIS, Paso Del Norte Mapping for Public Access, 2003 ESRI International User Conference, San Diego, California. |

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 **YASMIN LOPEZ**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a 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 El Paso Water Utilities, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 21, 2007 and be completed by July 20, 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 Ninety-Eight and 79/100 Dollars (\$2,098.49) for forty (40) hours per week. The total amount of the contract shall not exceed \$54,560.70 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.

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 El Paso Water Utilities, 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
El Paso Water Utilities
Attn: General Manager
1154 Hawkins Blvd.
El Paso, Texas 79925

EMPLOYEE: Yasmin Lopez

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

CITY OF EL PASO, TEXAS:

Joyce A. Wilson
City Manager

EMPLOYEE:



Name: Yasmin Lopez

APPROVED AS TO CONTENT:



Edmund G. Archuleta, General Manager
El Paso Water Utilities

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

EDUCATION

The University of Texas at El Paso - El Paso, TX.

Master of Business Administration (MBA) GPA 3.9/4.0 Degree: 1998

B. S. in Computer Science Degree: 1985

Certification in Professional-Level Language Translation
(from English into Spanish) - 2002

WORK EXPERIENCE

El Paso Water Utilities - El Paso, TX. (1997 - Present)

Programmer/Analyst

KRONOS Workforce Central System:

Extensively involved in the implementation of the Kronos system as part of the implementation team. Specific duties included the following:

- Actively participated in the technical implementation staff meetings with IS and Human Resources Staff and Management.
- Served as primary technical resource for KRONOS implementation project team.
- Collaborated with KRONOS service team onsite representative to review project timelines/plans and to assist when appropriate.
- Worked with DBA and attended Kronos classes to support system interfaces.
- Prime contact for data extracts from PeopleSoft. Provided onsite representative with all the data files necessary for system implementation and setup.
- Customized and implemented interface between Kronos and PeopleSoft
- Conducted several parallel payroll runs, analyzed results and troubleshooted problems in preparation for 'going live'.
- Interfaced with users and IS staff to coordinate implementation and operation.

enQUESTA Customer Service and Billing system:

Involved in the development of an interface between this system and the PeopleSoft General Ledger.

PeopleSoft Human Resources and Payroll System:

- Ongoing responsibility for the current PeopleSoft Human Resources and Payroll production system:
- Responded to user needs, performed day-to-day troubleshooting and assisted them with new requests such as Queries and SQR Reports.
- Set up and tested new benefits and insurance plans as needed and wrote SQR's to meet vendor specifications for data transmission.

- Implemented and tested changes in the system to comply with new tax rules as well as new City ordinances passed by City Council such as: changes in Leave Accruals processing, Pension processing, ING Loans, etc.
- Assisted users and resolved issues arising during major information processing events such as Open Enrollment, Payroll Processing, Year-End Processing (W-2's processing) , implemented Cost of Living increases, etc.

PeopleSoft Financial System:

Primarily responsible for the maintenance of the General Ledger (GL), which is the main module of the Financial System. Also responsible for the following modules: Projects, Accounts Receivable (AR), and Billing. Backup person for Purchasing and Accounts Payable (AP).

- Performed day-to-day troubleshooting of system, processes and reports..
- Gathered requirements and facilitated administrative reporting needs through the use of Queries and custom SQR Reports.
- Worked with multiple areas to research and resolve production issues within these modules.

From 2004 to 2006:

PeopleSoft Financials 8.8 Implementation:

Responsible for the implementation of the following modules General Ledger (GL), Commitment Control, Projects, Accounts Receivable (AR) and Billing:

- Served as primary liaison between functional and technical staff for the modules mentioned above.
- Modified , tested and implemented reports, processes and Queries in General Ledger, AR/Billing and Projects to make them functional under PS 8.8 and to conform with the new ledger structure.
- Created a Cross-Reference system of Accounts between the PS 7.0 and PS 8.8 Systems.
- Demonstrated effective training skills by conducting formal training sessions on Purchase Requisitions for functional Purchasing Staff.
- Created database (fields, tables, pages, components and menus) objects in the new system to provide customized solutions to several user needs.
- Implemented an automated process to create journals entries using an Excel spreadsheet.
- Assisted and collaborated with consulting firm in finding alternatives to current operating processes
- Trained accounting and finance users on new and revised reports and processes.
- Supported system users by troubleshooting problems, provided guidance and solutions to accounting and finance users.
- Coordinated and conducted testing on evenings and weekends.

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Prior to 2004

PeopleSoft 8.3 Human Resources/Payroll Upgrade:

In charge of the successful upgrading of the PeopleSoft Human Resources Management System (HRMS) from version 7.01 to 8.3, which included the following major tasks:

- Studied and reviewed the current HR system and procedures to determine information needs in coordination with the users.
- Evaluated alternatives of existing customized application and the proposed new modules.
- Modified , tested and maintained all the customized SQR reports.
- Analyzed PeopleCode and other system components and modified them to meet user needs.
- Acted as the main technical resource for users and other technical staff.
- Acted as the point of contact between users and the technical staff.
- Trained functional users in the capabilities of the new system and assisted them with issues and problems related to the system.
- Prepared a detailed instructions manual and organized and conducted training sessions for Timekeepers.
- Coordinated and conducted several parallel tests on late evenings and weekends, and resolved related problems and issues.
- Ensured that the system was thoroughly tested before being put in production.

PeopleSoft Skills:

- Demonstrated experience with PeopleSoft technology in a development and maintenance capacity.
- Experience supporting, enhancing, monitoring, testing and maintaining a PeopleSoft production environment including user assistance and issue resolution. Strong analytical and troubleshooting skills.
- Ability to communicate, implement and interpret HR policies and practices.
- Broad knowledge of PeopleSoft tools and ability to apply a variety of PeopleSoft techniques, methods, processes, and practices to varied work assignments.
- Strong Development and testing Experience in the following: Using PeopleTools (Application Designer) to create Fields, Records, Pages, Components, Menus, PeopleCode, Application Engine, SQL Plus (Oracle), PS Query, Process/Job Definitions, SQR's and interfaces.
- Ability to resolve issues using PeopleSoft Customer Connection.
- Ability to provide leadership in areas of expertise to DBA and other developers.

Other assignments:

- Provided interpretation from English into Spanish at an international water conference with officials from the Mexico Public Water Commission.

Assisted the Customer Service Department during the Year 2000 (Y2K) preparation tasks including:

- Translated press releases, readiness disclosure statements and information given by the Automated Voice Response System from English into Spanish.
- Participated in several panels related to de Y2K Project Plan in a Spanish radio station.

TRAINING COURSES

Kronos Courses (2006):

- Managing Timecards & Schedules.
- Administering the Application
- Managing Timecards & Preparing for Payroll)

PeopleSoft courses (2005) :

General Ledger 8.8	Accounts Payable 8.8
Commitment Control 8.8	Accounts Receivable 8.8
Purchasing 8.8	Billing 8.8
Project Costing 8.8	Application Engine 8.4

PeopleSoft courses taken previously:

Intro. to PeopleSoft HR/Benefits 8.01	PeopleTools II
PeopleSoft Payroll I 8.01	PeopleTools I
PeopleSoft General Ledger 7.5	

Other courses: Access 2000 (I,II,III)

Attended the Women Leadership Conference - 2004

OTHER WORK EXPERIENCE:

Science Applications International Corp. (SAIC) El Paso, TX. (1995 – 1996)

Programmer/Analyst

Worked on the Japan PATRIOT Tactical Operations Simulator (JPTOS):

- Designed and implemented unit test plans and procedures for new and existing software modules.
- Coded and implemented changes to new and existing modules according to the Detail design Plan. Resolved trouble reports on existing software.
- Conducted reviews for unit test plans and code to ensure that standards were met and that modified code was clear and correct.

Chrysler Corporation – El Paso Automotive Products (Acustar) (1992 – 1993)

Programmer/Analyst

- Maintained and troubleshooted a UniData Relational Database Management System and associated software.
- Maintained and assisted in the upgrading of the set of programs that make up the MRP manufacturing system.

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- Provided consultation and responded to customer needs in automotive manufacturing plants. Wrote programs to meet customer requirements.

The University of Texas at El Paso, El Paso, TX. (1988 – 1991)

Supervisor II, Computer Operations

- Managed the daily operations of a VAX 11/780, 785 and a NOVELL LAN.
- Supervised, trained and provided leadership to a staff of 8 computer operators.
- Updated, installed and tested software. Troubleshooted hardware and software.
- Prepared the budget and maintained an inventory of all the computer resources in the College of Engineering. Purchased software, hardware and computer supplies.
- Provided assistance/consultation to faculty, staff and student users.

Ford Aerospace & Communications Corporation, Houston TX. (1985 – 1986)

Programmer Engineering & Scientific

Worked on SDRS (Shuttle Display Reconfiguration System) for NASA – Johnson’s Space Center:

- Modified and troubleshooted the software system to improve performance or meet new customer requirements.
- Wrote test procedures, and performed integration testing and verification to implemented software in order to enhance productivity and reliability of the system.
- Provided technical consultation to system users and customer management.
- Maintained the utility of software documentation

MAJOR STRENGTHS

- Able to deal and communicate effectively with individuals of wide and diverse backgrounds. Able to work under pressure to achieve the established goals.
- Ability to be flexible and quickly adapt to changing business needs and processes..
- Able to work independently or as a team member. Accept full responsibility for user/customer satisfaction
- Self-motivated. Takes ownership of own work. Strong business analytics.
- Adjusts to changes in priorities and manages time effectively. Ability to work on several projects and tasks simultaneously.
- Able to maintain effective working relationships with fellow employees.
- Bilingual English/Spanish, Bicultural.

COMPUTER KNOWLEDGE

Software: PeopleSoft 7.01, 8.3, 8.8 Crystal Reports, KRONOS , ‘C’ Language, MS-Office, Basic, SQL + , SQR, Cobol, Fortran.

Operating Systems: Windows 95, 98,2000, NT, XP, UNIX, MS-DOS,

Databases: Oracle 7, 8, UniData, Access 2000, DBase, Ingress, Progress

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ATTACHMENT A

SCOPE OF DUTIES STATEMENT

CITY CLERK DEPT.
PROGRAMMER ANALYST

(EL PASO CONTRACT POSITION)

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General Purpose

Under direction, analyze computer capabilities and usage, and write programs and documentation.

Typical Duties

Devise and recommend new or revised system and procedures, including justifications for proposed changes. Involves: Study 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 by drawing detailed flowcharts and block diagrams or applying other related methods. Estimate personnel requirements, cost and time for programming projects. Prepare systems development project plans and schedules. 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.

Write, test, implement, and maintain 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. Participate in developing programs to educate management and users in data processing capabilities and requirements. Train functional end users in capabilities of their systems, and guide them in dealing with related issues and problems.

Perform related duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations. Assist supervisor with training new staff in established programming standards and procedures.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Computer Information Systems, Data Processing or related field including six (6) semester hours of structured programming and three (3) semester hours of systems analysis and design, plus one (1) year of general professional data processing experience which regularly included complex programming using one or more installed third or fourth generation command languages (for example, COBOL, Visual Basic, C+ and SQL) or successful completion, by time of appointment, of specialized technical training leading to scholastic certifications or other software vendor recognition as a qualified journey level professional in an installed functional aspect of a commercial application package (for example, Lawson Suite, People Soft or KRONOS).

Special Requirements:

- Certification or specialized training must be maintained up to date to ensure journey level knowledge of installed upgrades, added modules or other enhancements during course of employment.
- Be available for work beyond standard workday or workweek hours as necessary.

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 **ANTONIO RIOS**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Database 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 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 October 2, 2007 and be completed by October 1, 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 Seventy-Three and 11/100 Dollars (\$2,073.11) for forty (40) hours per week. The total amount of the contract shall not exceed \$53,900.81 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.

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

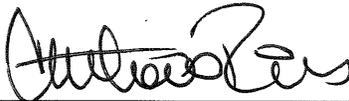
EMPLOYEE: Antonio Rios

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

CITY OF EL PASO, TEXAS:

Joyce A. Wilson
City Manager

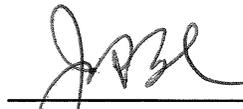
EMPLOYEE:


Name: Antonio Rios

APPROVED AS TO CONTENT:


Gerald Gordier, CIO & Director
Information Technology Department

APPROVED AS TO FORM:


John R. Batoon
Assistant City Attorney

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

DATABASE ADMINISTRATOR

(EL PASO CONTRACT POSITION)

General Purpose

Under direction, plan, develop, supervise and control multiple integrated databases in a distributed, multi-tasking, wide area network system.

Typical Duties

Analyze logical and physical requirements for database applications. Involves: Control and coordinate space management. Review database designs for correct normalization. Determine impact of new or modified databases on other interactive applications and across entire system.

Lead and coordinate database design and operation. Involves: Develop standards regarding common data field structures. Create cross references for integrated databases. Writing database descriptions and specify database identifiers. Develop data models, their elements and use. Implement, maintain and instruct users and technical staff on use of query and decision support tools. Instruct technical staff in access of data. Conduct performance testing of programmer code to ensure efficient database access and proper use of indices. Resolve operational problems with administration and staff.

Maintain database system integrity, accessibility, general security, and access privileges. Involves: Ensure accuracy of data conversion specifications, software installation, upgrades and maintenance. Develop, set up and initiate data recovery systems. Optimize system response and resources by tuning applications, database queries, system hardware and operating system, Maintain data file and data element references.

Supervise assigned staff. Involves: Schedule, assign, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates, and recommend staffing and employee status changes. Interview applicants.

Minimum Qualifications

Training and Experience: An Associate's degree in Computer Information Systems, Microcomputer Technology or a related field, and one (1) year of systems programming using one or more advanced third or fourth generation command languages (for example, SQL), relational database (for example, People Soft or KRONOS) management and network software support experience.

Licenses and Certificates: Must be certified by Computing Technology Industry Association (for example, A+), which includes passing the core module and specialty module for the City's existing computer platform, at time of application and maintain such certification throughout employment, or possess comparable software vendor certification deemed appropriate by the requesting department (for example, as a Microsoft Certified Professional).

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

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ANTONIO RIOS

PROFESSIONAL OBJECTIVE

To be part of an organization which will take full advantage of my skills as well as grant me the opportunity to grow as a professional.

SUMMARY OF QUALIFICATIONS

- **Database Administration:** Database design, maintenance, administration, and data normalization. Database backup and restoration.
- **Network Administration:** Configuration and maintenance. Troubleshoot workstations, servers, switches, firewalls, and routers.
- **Project Coordination:** Setup and maintenance of local/wide area networks. New application setup, technical support, and performance improvement. Install computer systems.
- **Technical Support:** Troubleshoot software and hardware. New node setup (workstation, cabling, and switch configuration.) Email and network account maintenance. File backup and restoration. General Helpdesk support.

PROFESSIONAL EXPERIENCE

Aug. 2002 **Database Administrator**
To City of El Paso - Information Technology Department
Present El Paso, Texas

Analyze logical and physical requirements for database applications. Maintain database system integrity, accessibility, general security, and access privileges. Implement new SQL 2000 databases for various departments such as Police, Street, Human Resources, Fleet Services, Building Maintenance, and Environmental Services among others. Setup database backup schedules. Perform index maintenance and update statistics for optimal database accessibility. Additional duties entail installation

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and configuration of new SQL servers and databases for backend usage. Provide technical support on existing database driven applications. Assist and train new personnel on established programming standards and procedures.

Nov. 1999 **PC/LAN Specialist II**
To City of El Paso – Information Technology Department,
Aug. 2002 El Paso, Texas

Provide network installation and technical support for the City of El Paso's local/wide area network. Duties include installation of Ethernet networks, wiring, interface cards and software; Administration of Windows networks; Configuration of network interface cards, Windows 2000, Windows NT and Windows 9X software applications; Setup and troubleshoot hubs, switches, routers and other network devices; Install and test computers, network software and related equipment. Install, test, and maintain network connectivity between off-site facilities. Implement Windows NT and Windows 2000 security for new users. Basic troubleshooting of HP3000 and INLEX system for the city's Library. Train co-workers and end-users on the use of hardware and software applications. Provide technical support for all hardware and software applications. Perform installation/setup of newly acquired computer systems. Refurbish usable computer systems. Work in conjunction with Network/Systems Administrators to improve local/wide area networks. Recommend modifications and upgrades for computer systems, network equipment, and software.

May 1995 **EDI Systems Coordinator (Electronic Data Interchange)**
To Trade/Border Apparel Laundry, El Paso, Texas
Nov. 1999

Migration of Novel 3.11 server and workstations to a Windows NT, Windows 95/98 environment. Implement EDI (Electronic Data Interchange) system between clients such as Levi's Strauss, Mervyn's California, Target, and Victoria's Secret. Implement POP3 mail server using Netscape Mail Server 2.0. Create and manage network accounts. Assign share permissions and NTFS security as required. In-house programming of database applications for EDI to accommodate departments such as Shipping and Accounts Payable/Receivable. Worked in conjunction with MIS personnel at twin plant located in Torreon, Mexico to implement and launch their local/wide area network. Work in conjunction with Internet Service Provider (Huntleigh Telecomm) and telecommunications provider (AT&T, Southwestern Bell, Telmex) to resolve internet, ISDN, and T1 connection problems. Provide computer support to 30+ networked computer systems. Coordinate purchase of system hardware and software, including obtaining quotes, monitoring order status and

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verifying deliveries. Install, modify and repair standalone and/or networked personal computer hardware and/or software systems. Test hardware and software to identify system and equipment malfunctions. Perform ordinary remedial actions to correct problems. Customize applications to ensure proper function of networked environment. Research for alternate approach to existing software and hardware problems when standardized solutions could not be applied. Configure voice and data communication systems. Troubleshoot and maintenance of Windows NT server software, operating system and client software. Use network troubleshooting equipment such as the Fluke OneTouch Network Assistant or the Microtest Compas to find and resolve network problems. Investigate and resolve telecommunication problems between the El Paso plant and the Torreon plant. Install cable, telecommunications components and equipment. Create backup and recovery plans for main servers. Instruct employees on the use of hardware, software. Provide technical support that included training material on how to operate computer equipment, system software and applications such as MS-Word, MS-Excel, Lotus, and FoxPro database management.

Jan. 1990 **Data Entry**
To Severn Oaks International, C.D. Juarez, Chih. Mexico
Aug. 1990 10-Key Data Entry

Acquired Networking Equipment and Software Skills

- 3com Transcend Network Manager.
- Symantec Ghost Corporate Edition.
- FlukeOne Touch Network Assistant.
- Microtest Compas LAN Troubleshooter.

EDUCATION/TRAINING

2002 **H & H Computer Services**, El Paso, Texas
Installing and Administering Microsoft SQL Server 2000

2001 **University of Texas at El Paso**, El Paso, Texas
Implementing Microsoft Windows 2000 Professional and Server (2152b)
Implementing Microsoft Windows 2000 Network Infrastructure (2153a)
Implementing and Administering Microsoft Windows 2000 Directory Services (2154a)

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- 2000 **Park University**, Ft. Bliss, Texas
Bachelor of Science in Computer Science (B.S.)
Graduated Magna Cum Laude

- 2000 **Computing Technology Industry Association (CompTIA)**
A+ Technical Certification

- 1995 **El Paso Community College**, El Paso, Texas
Associate of Applied Science, Computer Information Systems-
Computer Programming (A.A.S.)
Graduated Dean's List

- 1992 **America-England**, C.D. Juarez, Chih. -Mexico
Programmer Analyst, Diploma

**Transcripts and Certifications provided upon request. **

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 **ALFREDO SOLANO**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as a Database 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 El Paso Water Utilities, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 21, 2007 and be completed by July 20, 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 Five Hundred Fifty-One and 07/100 Dollars (\$2,551.07) for forty (40) hours per week. The total amount of the contract shall not exceed \$66,327.77 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.

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 El Paso Water Utilities, 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
El Paso Water Utilities
Attn: General Manager
1154 Hawkins Blvd.
El Paso, Texas 79925

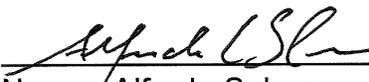
EMPLOYEE: Alfredo Solano

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

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager



Name: Alfredo Solano

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:



Edmund G. Archuleta, General Manager
El Paso Water Utilities



John R. Batoon
Assistant City Attorney

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

DATABASE ADMINISTRATOR

(EL PASO CONTRACT POSITION)

General Purpose

Under direction, plan, develop, supervise and control multiple integrated databases in a distributed, multi-tasking, wide area network system.

Typical Duties

Analyze logical and physical requirements for database applications. Involves: Control and coordinate space management. Review database designs for correct normalization. Determine impact of new or modified databases on other interactive applications and across entire system.

Lead and coordinate database design and operation. Involves: Develop standards regarding common data field structures. Create cross references for integrated databases. Writing database descriptions and specify database identifiers. Develop data models, their elements and use. Implement, maintain and instruct users and technical staff on use of query and decision support tools. Instruct technical staff in access of data. Conduct performance testing of programmer code to ensure efficient database access and proper use of indices. Resolve operational problems with administration and staff.

Maintain database system integrity, accessibility, general security, and access privileges. Involves: Ensure accuracy of data conversion specifications, software installation, upgrades and maintenance. Develop, set up and initiate data recovery systems. Optimize system response and resources by tuning applications, database queries, system hardware and operating system, Maintain data file and data element references.

Supervise assigned staff. Involves: Schedule, assign, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates, and recommend staffing and employee status changes. Interview applicants.

Minimum Qualifications

Training and Experience: An Associate's degree in Computer Information Systems, Microcomputer Technology or a related field, and one (1) year of systems programming using one or more advanced third or fourth generation command languages (for example, SQL), relational database (for example, People Soft or KRONOS) management and network software support experience.

Licenses and Certificates: Must be certified by Computing Technology Industry Association (for example, A+), which includes passing the core module and specialty module for the City's existing computer platform, at time of application and maintain such certification throughout employment, or possess comparable software vendor certification deemed appropriate by the requesting department (for example, as a Microsoft Certified Professional).

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

CITY CLERK DEPT.
07 JUL -9 PM 2:37

Alfredo Solano

Objective To continue developing in a challenging position as a DBA

Experience **June 2001 – Present** **Database Administrator**
El Paso Water Utilities

- Responsible for various enterprise applications and their Oracle databases including PeopleSoft Financials and HR, Kronos, OTG, ArcSDE GIS and an Oracle Enterprise Management system.
- Lead and/or participate in implementations and upgrades of the applications listed above and others.
- Develop customizations and reports for the above applications using Access, SQL, VBA, VB, ArcView's Avenue and Crystal Reports.
- Responsible for installation, configuration and administration of various servers (NT, 2000, Tru64, AIX and Solaris).
- Administer and maintain a DS4400 storage system.
- Develop multiple scripts to automate the system administration of the various servers listed above.
- Supervise and mentor another DBA.
- Provide technical assistance and guidance to DBA, programmers, GIS technicians and PC technicians.

October 2000 – June 2001 **Programmer/Analyst**
El Paso Water Utilities

- Designed, developed and implemented various database applications.
- Developed various scripts to populate attribute tables and assure data quality in a GIS system in order to import this data into Oracle.
- Created numerous reports in Access and Crystal for various applications.

December 1994 – September 2000 **System Analyst/Bookkeeper**
ECM International, Inc.

- Maintained and supported two relational database systems for the accounting software.
- Designed various custom financial reports for domestic and international accounting using SQL and other reporting tools.
- Integrated the accounting database with a remote timesheet database to allow dial in access.
- Designed and implemented an intranet to access accounting and timesheet data by using ASP through an ODBC connection to the database.

September 1991 – December 1994 **Work Study**
UTEP Financial Aid Office

- Developed, implemented and maintained a budget reporting system for the Work Study program.
- Assisted with the creation of various data entry screens for the accounting section.

Education Bachelor of Science from the University of Texas at El Paso
Major: Applied Mathematics
Minors: Computer Science and Physics

Technical Training: PeopleSoft, NT, ArcInfo, ArcInfo Programming, ArcSDE, PHP, and Kronos

CITY CLERK DEPT.
07 JUL -9 PM 2:37

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 **DAVID P. WOLKING**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Water Utilities, desires to employ the Employee as an Applications Support 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 El Paso Water Utilities, in El Paso, Texas. Contractor agrees to adhere to all relevant rules and policies of the El Paso Water Utilities.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 21, 2007 and be completed by July 20, 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 Ninety and 40/100 Dollars (\$2,490.40) for forty (40) hours per week. The total amount of the contract shall not exceed \$64,750.40 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, 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.

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 El Paso Water Utilities, 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
El Paso Water Utilities
Attn: General Manager
1154 Hawkins Blvd.
El Paso, Texas 79925

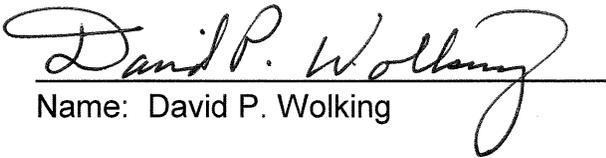
EMPLOYEE: David P. Wolking

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

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager


Name: David P. Wolking

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:


Edmund G. Archuleta, General Manager
El Paso Water Utilities


John R. Batoon
Assistant City Attorney

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

APPLICATIONS SUPPORT ADMINISTRATOR (EL PASO CONTRACT POSITION)

General Purpose

Under direction, supervise and control overall system analysis and design of major automated systems and coordinate maintenance and development of computer systems and programs to ensure user needs are met.

Typical Duties

Plan, organize, direct and review systems analysis and design tasks directly or through subordinates. Involves: developing new or modifying existing computer systems and programs; investigating new application areas for potential computerization; determining materials, personnel, equipment and procedures required for system development; conducting or coordinating studies of work flow, methods and procedures, and other aspects of user processing problems or requests; reviewing estimates of cost and resource requirements.

Coordinate development and maintenance of computer systems and programs with users and staff to ensure computing needs being met. Involves: meeting with users to investigate and define processing requests; working closely with network and database administrators to resolve operational problems; working closely with operations staff to develop or modify plans for production methods; developing and presenting programs to management and users in system capabilities and requirements and to justify proposed computer systems, including effect on all users, impact on resources, anticipated costs and benefits; preparing system documentation.

Lead programming/analyst staff in the development and maintenance of computer systems and programs. Involves: providing technical direction and guidance, as required; checking program specification and logic design; coordinating system testing and implementation; troubleshooting existing applications; suggesting modifications as appropriate.

Supervise assigned subordinates. Involves: scheduling, assigning, instructing in, guiding checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform related professional and managerial duties as required. Involves: substituting for supervisor during absences if delegated to maintain continuity of services and operations and similarly substituting for subordinates.

Minimum Qualifications:

Education and Experience: An accredited Bachelor's Degree in Computer Science, Mathematics, Management Information Systems, or related field of study, plus four (4) years system development and programming experience using a current generation of computer language programming tools, structured query language (SQL) and system architectures associated with computer applications and information systems comparable to those currently installed such as for relational data base management, technical or "end-user" professional productivity products, or graphical user interfaces or data transfer mechanisms using multiple display devices or products; and that included two (2) years in a supervisory capacity.

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

CITY CLERK DEPT.
07 JUL -9 PM 2:39

David P. Wolking

Monday, June 11, 2007

Objective: Continued employment at the El Paso Water Utilities as Applications Support Administrator under contract for personal services.

El Paso Water Utilities (February 1995 to present)

- Applications Support Administrator (06/22/1998 to Present)
 - Records Management Officer from 05/10/2006 to present.
 - Assistance is being provided to user sections and to management for the planning of software purchases and the allocation of present software maintenance costs for all software known to the IT section.
 - A records management disaster recovery plan has been devised and recommended for implementation.
 - Records Management Project Management and Planning
 - I now coordinate multiple systems to integrate with the electronic documents management system.
 - Part of this job involves the oversight of the supervision of four scanning technicians and one Senior Office Assistant.
 - Procedures have been developed to track the application of Records Processing Center employee time by section for document preparation and for benchmark production efficiency.
 - Development and implementation of Access database to effectively track the present status and disposition of any box of records ever checked in at the EPWU Records Processing Center. The same system tracks the location and disposition of any roll of microfilm ever checked in at the EPWU-RPC (as well as system back up tapes).
 - Coordination of the development of Access databases for Land Administration and Human Resources for the purpose of tracking files within each respective section
 - Hansen system implementations.
 - Plant asset modules implementation project (FMT conversion).
 - Water distribution asset Maintenance modules implementation project
 - CMMS for Sewer Collection systems
 - Y2K Project coordinator – KPMG, internal departments, public, Chamber of Commerce
 - IVR system – First Data Government Solutions, dispatch, customer service
 - Training courses in Windows, pc troubleshooting, Y2K project management, Project Management, Records Management
- Programmer Analyst (02/20/1995 to 06/21/1998)
 - MUPS selection and conversion – S&S
 - Datamatic to Radix, selection and conversion
 - Operations manager
 - FHRMS – support role
 - Billing System programming support

CITY CLERK DEPT.

07 JUL -9 PM 2:38

David P. Wolking

Monday, June 11, 2007

Providence Memorial Hospital (June 1981 to March 1995)

- Senior Programmer/Analyst
 - IS Department
 - AD hoc reporting for Medical Records and Accounts Receivable
 - Education Department
 - MeetingPro training management software, selection and implementation
 - CPR training – Basic Life Support Instructor
 - Developed Training materials for all types of users for the TDS patient care system in 1992. 1600 employees were trained in the Winter quarter of 1992. An average of 20 employees were trained bi-weekly from 1992 through 1994. System is still in use today.
 - IS Department
 - Programming maintenance, support and development
 - Business Systems - Medical Records, Accounts Receivable, General Ledger, Accounts Payable, Time-and-Attendance, Human Resources, Payroll and Patient Billing systems for the hospital and affiliated physicians.
 - Hardware used - NCR8600, IBM 3090.

TRES Systems, Inc. (October 1980 to June 1981)

- Programmer (Consultant) - I worked on customer billing routines on IBM mainframes at the Public Service Board of New Mexico in Albuquerque and at Dallas Power and Light.

Raytheon Service Company (March 1978 to October 1980)

- Software Engineer - I developed and maintained programs for Inventory Control on an IBM mainframe.

Educational Computer Corporation (September 1974 to March 1978)

- Systems and Software Engineer - I collected data, designed the appearance of the simulators and programmed normal and abnormal systems operations for armament, electrical, hydraulic and communications systems on fixed-wing and rotary-wing jet aircraft for the purpose of training maintenance personnel. The programming was accomplished entirely in Boolean code.

CITY CLERK DEPT.

07 JUL -9 PM 2:38