

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

DEPARTMENT: Information Technology

AGENDA DATE: 12/28/05

CONTACT PERSON/PHONE: Information Technology, Tony Montoya, (915) 541-4288

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE: Renewal of Personal Services Contract for Stephen Wojciechowski

BACKGROUND / DISCUSSION:

Mr. Wojciechowski's skills have been instrumental in ensuring the stability and availability of the City's automated applications. His proficiency and expertise in the many aspects of information technology have allowed IT to deliver first-rate customer support to all City employees.

PRIOR COUNCIL ACTION:

No

AMOUNT AND SOURCE OF FUNDING:

Position has been budgeted for FY/06. Account # 39010351-39000-01101-501011

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

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

LEGAL: (if required) JRB

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 a Contract between the **CITY OF EL PASO** and **STEPHEN WOJCIECHOWSKI**, to employ Stephen Wojciechowski as a Senior Newtwork Administrator for the Information Technology Department, at a biweekly rate of \$1,924.51, for 40 hours per week. The term of the contract shall be for the period of December 19, 2005 through December 18, 2006.

APPROVED this _____ day of December 2005.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

John R. Batoon
Assistant City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **STEPHEN WOJCIECHOWSKI**, 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 December 19, 2005 and be completed by December 18, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid biweekly at the rate of One Thousand Nine Hundred Twenty-Four and 51/100 Dollars (\$1,924.51) for forty (40) hours per week. The total amount of the contract shall not exceed \$50,037.27 plus benefits. The Employee is classified as an Exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same

manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

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

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. AMENDMENT OF AGREEMENT. This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or pursuant to any City Ordinance authorizing contract amendments.

5. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

6. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

7. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

8. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement or if Contract Employee is in breach of this contract, the contract may be terminated immediately upon written notification to the Contract Employee of the cause for termination. As a member of the unclassified services for the City, Employee is subject to removal from his or her position pursuant to Section 6.2-3 of the Charter. Employee acknowledges that Employee has no right of appeal with respect to termination of his or her employment.

9. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

10. **NOTICE.** Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Stephen Wojciechowski

IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this _____ day of December, 2005.

CITY OF EL PASO, TEXAS:

EMPLOYEE:

Joyce A. Wilson
City Manager

Name: Stephen Wojciechowski
SSN:

Approved as to Content:

Approved as to Form:

Tony Huerta-Montoya, Director
Information Technology Department

John R. Batoon
Assistant City Attorney

ATTACHMENT A
SCOPE OF DUTIES STATEMENT
SENIOR NETWORK ADMINISTRATOR (EL PASO CONTRACT POSTION)

Summary

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 computer equipment 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 system 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 user 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: Equivalent to a combination of 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.

Stephen John Wojciechowski Jr.

[REDACTED]
[REDACTED]
[REDACTED]
Home **E-Mail Address** **Cell**
[REDACTED] [REDACTED] [REDACTED]

Objective

To obtain a position where my education and abilities would be a benefit to the company and would allow for professional growth.

Work History

- 12/01 to present City of El Paso El Paso, TX
Network Administrator
Working as the Network Administrator in the Information Services Department
Duties Include but are not limited to:
- Troubleshoot, repair, and build servers for the City's Network spread out across 104 remote sites connected via ISDN and T1's and Fiber to include over 2500 users
 - Implemented and maintain a Dell SAN solution
 - Implemented and utilize Computer Associates software to manage and maintain the LAN/WAN:
 - Computer Associates Unicenter Advanced Network Operations
 - Computer Associates Unicenter Software Delivery Option
 - Computer Associates Unicenter Remote Control Option
 - Starting the migration to Windows 2000 from Windows NT and incorporating DNS, WINS, and DHCP
 - Assigned as primary Microsoft Exchange Administrator with 9 sites as Microsoft Exchange 4.0 and 3 sites as Microsoft Exchange 5.5, planning a migration to 2K
 - Provide technical support for the LAN\WAN infrastructure using Network Associates Distributed Sniffer.
 - Provide guidance and advice to the PC\LAN Specialists
 - Cross-Train the operators we had to become PC\LAN Specialists
- 11/99 to 12/01 City of El Paso El Paso, TX
PC\LAN Specialist I & II
Worked as the Computer System\Network Technician in the Information Services Department
Duties Included but not limited to:
- Troubleshooting, repair, rebuild, and replace personal computers.
 - Provided user support in 104 remote sites throughout the City of El Paso.
 - Providing Technical Support for the LAN\WAN Infrastructure.
 - Providing Guidance and assistance to the PC\LAN Specialists I
 - Cross-Training Operators to assume the role of PC\LAN Specialist
- 01/99 to 11/99 Technical Solutions Inc Anthony, TX
NT/UNIX Systems Administrator
Worked as the Technician in the Computer Center.
Duties included but not limited to:
- Built and administered three Microsoft NT 4.0 Servers for three separate networks
 - Network for Company wide internet/e-mail access using Microsoft Exchange 5.5 and Microsoft Proxy 2.0
 - Network for the development of software
 - Network for the testing of software during various phases of development
 - Administer, repair, and maintained 17 UNIX and 4 LINUX servers throughout the facility
 - Provide technical support throughout the facility for PC's and general connectivity issues
 - Provide technical assistance and support on PC's and UNIX systems to Commercial Retail Clients throughout El Paso, TX and Las Cruces, NM

- 11/96 to 12/98 Elcom Inc. El Paso, TX
Computer System Technician
 Worked as the Computer System Technician in the Computer System Support Section.
 Duties Included but not limited to:
- Maintained and administered Domino server for Lotus Notes users
 - Installation and termination of Cable (CAT5 UTP, Thinnet, RG58, RG59, RG62) and minor work with fiber optics cable.
 - The maintenance, upgrades, and inventory of over 275 personal computers used on the Novell network and also as 5250 terminal emulation to an AS400 system.
 - Main support for Norand RF system for use with AS400 inventory system.
 - A member of the Safety Committee to ensure employee safety in emergencies.
 - A member of the Year 2000 Team to ensure Year 2000 compliance of all computers.
 - A QS-9000 Document Data Control Liaison for the companies Total Quality Control Division.
- 08/96 to 11/96 Kelly Temporaries El Paso, TX
Technical Clerk
 Elcom Inc. as data entry clerk for Quality Assurance Department.
 Duties Included:
- Obtained the most current customer and manufacturer drawings.
 - Issued drawings and parts to be inspected for the Annual Layout Inspection section
 - Entered data in Lotus 123 Spreadsheets and maintained the database for future reference.
- 11/94 to 07/95 U.S. Army Ft. Bliss, TX
Battalion Schools Noncommissioned Officer
 Worked in the Battalion Operations Office.
 Duties Included:
- Preparing presentation Vu-Graphs using MS-DOS and Windows programs.
 - Responsible for creating and maintaining all documents (MFR's, School request applications, personnel and equipment requests, etc.) for the office.
- 05/91 to 11/94 U.S. Army Ft. Bliss, TX
HAWK Missile System Technician
 Duties Included:
- Performing equipment checks and adjustments.
 - Troubleshooting and repair
 - Training operators in conduct of operation and maintenance of the equipment
 - Provided technical assistance in conduct of operational and maintenance inspections involving electronics, computers, hydraulics, radar, and mechanical systems.

Education and Certifications

- 08/03 to 07/05 University of Phoenix 1270 Country Club Road, Santa Teresa, NM
 Bachelors of Science in Information Technology with Honors
- 02/01/2002 Microsoft MCP Windows 2000 Server and Professional
- 04/21/2000 CompTIA Network+
- 06/03/1998 CompTIA A+
- 08/91 to 05/92 U.S. Air Defense School Ft. Bliss, TX
 Military Occupational Specialty Awarded 23R10 (HAWK Missile System Mechanic)
- 07/90 to 07/91 ITT Technical Institute 4837 E. McDowell Road, Phoenix, AZ
 Associate Degree in Computer Business Applications
- 1987 to 1989 Camelback High School 4612 N.28th Street, Phoenix, AZ
 High School Diploma