CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Sep 22, 2016

Action Requested By: Human Resources

Agenda Type: Resolution

Subject Matter:

Special Employee Agreement between the City of Huntsville and Joyce Douglass for a General Clerk III.

Exact Wording for the Agenda:

Resolution authorizing the Mayor to execute a special employee agreement between the City of Huntsville and Joyce Douglass.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost: _____

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: Byla K Thomas

Date: 9/15/16

ROUTING SLIP
CONTRACTS AND AGREEMENTS

Originating Department: **Human Resouces**

Council Meeting Date: **9/22/2016**

Department Contact: **Roxanna Ingram**

Phone # **256-427-5240**

Contract or Agreement: **Agreement**

Document Name: **Joyce Douglass**

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

Account Number: **1000-16-16300-501010-00000000**

Procurement Agreements

Select...	**Select...**

Grant-Funded Agreements

Select...	**Grant Name:**

Department	Signature	Date
1) Originating	[illegible]	9/15/16
2) Legal	[illegible]	9/15/16
3) Finance	[illegible]	9-15-16
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

Revised 04/15/2011

RESOLUTION NO. 16-_____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an Agreement by and between the City of Huntsville and Joyce Douglass, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND JOYCE DOUGLASS" consisting of six (6) pages or two (2) pages plus four (4) additional pages consisting of Exhibit "A", and the date of September 22nd, 2016, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 22nd day of September, 2016.

_____
President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 22nd day of September, 2016.

_____
Mayor of the City of
Huntsville, Alabama

SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND JOYCE DOUGLASS

STATE OF ALABAMA)
COUNTY OF MADISON)

SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND JOYCE DOUGLASS

THIS AGREEMENT is made and entered into on the 22nd day of September, 2016, by and between Joyce Douglass, an individual, ("Douglass") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City"),

WITNESSETH:

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Douglass shall be employed by the City of Huntsville as a General Clerk III in the Human Resources Department, and shall be classified as a "Special" Employee under the City's Personnel Policies and Procedures Manual, and shall be under the direct supervision of the Health Center Resources & Program Manager. Additional direction at times will be given from the Director of Human Resources. Duties of the position of General Clerk III shall include all work described on Exhibit "A" attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Douglass at the rate of $14.75 per hour not to exceed an average of 29 hours per week, with the total sum not to exceed $30,000 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Douglass shall not receive any cost of living adjustment approved by the City Council for all other employees of the City. In addition, Douglass shall not receive any benefits available to any employee of the City. Douglass shall have no authorization to incur any debt or obligation on behalf of the City.

3. The term of this contract shall be for a period of one year commencing on October 10th, 2016.

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

5. The City shall provide Douglass a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.

President of the City Council of the
City of Huntsville, Alabama
Date:

6. Except as specified herein, Douglass shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

7. Douglass acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Douglass agrees not to disclose the confidential information to any third party at any time following execution of this agreement. This clause shall survive the termination of this Agreement.

8. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Joyce Douglass

Joyce Douglass, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY:_____
Tommy Battle
ITS: Mayor

ATTEST:

BY: _____
Kenneth Benion
ITS: Clerk-Treasurer

Attachment A

HUNTSVILLE
The Star of Alabama

General Clerk III

Class Code: 0073

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: May 1, 1999
Revision Date: Aug 11, 2008

SALARY RANGE

$11.59 - $16.94 Hourly
$927.20 - $1,355.20 Biweekly
$2,008.93 - $2,936.27 Monthly
$24,107.20 - $35,235.20 Annually

NATURE OF WORK:

Work involves performing specialized office assistance, data entry and clerical duties which requires the execution of established policies and procedures based on knowledge gained through experience on the job. Work performed is often a segment of a process, procedure or project for a particular function or program of work in an office.

Work involves performing data entry, maintaining records, files, and data; preparing and ensuring the accuracy and completeness on submitted forms and reports; calculating and tracking costs, responding to inquiries, preparing routine correspondence, answering telephones, and collecting fees. Assignments are received orally or in writing from a Supervisor. Additional guidance is provided through Federal, State, and local laws, ordinances, regulations and Departmental and City policies and procedures. The incumbent independently performs data entry and clerical support referring unusual problems to a Supervisor. Work is performed in accordance with established policies and procedures. Work is reviewed through reports, conferences, and through evaluations for timeliness, accuracy and completeness and for adherence to established policies and procedures. No supervision is exercised over other employees.

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

(Performs one or more of the following functions.)

Performs data entry; operates a computer for record keeping and document processing to input and retrieve data in support of Departmental operations; maintains records, files, survey data and management packages; compiles reports.

Tracks, calculates, types, processes, reviews for accuracy or completeness, and maintains data related to work orders, purchase orders, invoices, payroll, personnel, applications, bids, travel advances, expense reports, workman's compensation claims, licenses, payments, remittances and other records in accordance with established policies and procedures; calculates costs related to labor, materials, and equipment; opens an closes work order requests; assists employees and the public in the completion of forms; obtains competitive bids; makes necessary corrections and adjustments.

Responds to inquiries from the public; answers, screens, and forwards telephone calls; greets visitors; records and relays messages and appointments as necessary; disseminates

information via telephone, fax, or in hard copy; documents complaints and requests; relays messages, orders, and instructions to personnel in the field via radio communication; responds to routine complaints; provides contractors with billing information; maintains calendar of events and schedules; coordinates meetings, appointments, and facility use.

Receives, prepares, codes, reviews, edits, posts, records, researches, and processes reports and/or payments, invoices, purchase requisitions, remittances, time cards, personnel records, police records, training certifications, and other records according to established procedures.

May issue licenses.

Composes routine correspondence, memos, letter, brochures, graphics, and tables.

Maintains an inventory on all equipment; makes disposals, transfers, and updates to files; performs physical inventory; prepares annual report.

Utilizes a computer and applicable software, printer, scanner, two way radio, city vehicle, multi-line phone system, microfilm reader, calculator, and standard office equipment while performing essential functions.

Copies, microfilms, retrieves and distributes files, records, reports and other written materials.

Communicates with the public, other departments, utilities, vendors, suppliers, media, delivery people, schools, various companies, organizations, professionals, and public officials while performing essential functions.

Opens and distributes mail; packages and mails outgoing mail; updates bulletin boards.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

MARGINAL FUNCTIONS OF WORK:
(Performs one or more of the following marginal functions.)

Orders uniforms.

May serve as a notary.

Orders and maintains office and/or janitorial supplies.

Performs errands.

May be responsible for petty cash.

Assists other personnel as needed.

May assist with training new clerical employees.

Responds to on call emergencies related to natural disasters such as tornadoes, earthquakes, and landslides, as well as ice and snow emergencies; assists with coordinating response; may plot position and progress of crews.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of Federal, State, and local laws, codes, ordinances, regulations and Departmental and City policies and procedures in area assigned.

Knowledge of computers and applicable software.

Knowledge of business English, spelling and arithmetic.

Knowledge of records management policies, procedures, and processes.

Knowledge of office practices, procedures, and equipment.

Knowledge of filing systems.

Knowledge of components, parts, and other equipment in assigned area.

Ability to calculate and maintain accurate records.

Ability to type on a computer keyboard and applicable software for lengthy periods at a reasonable rate of speed performing data entry and clerical support functions.

Ability to set up and manipulate spread sheets.

Ability to maintain and use an alphabetical and numerical filing system.

Ability to operate computer and applicable software, printer, and scanner, paging system, two way radio, city vehicle, multi-line phone system, microfilm reader, calculator, and standard office equipment, while performing essential functions.

Ability to disseminate information in a timely and accurate manner.

Ability to prioritize and organize work.

Ability to work on multiple tasks at one time.

Ability to understand and interpret departmental rules, regulations, procedures and instructions both orally and in writing.

Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone.

Ability to speak clearly and concisely on a telephone.

May require the ability to read plans, descriptions, maps and plats.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:
High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency and considerable experience performing clerical work and date entry; or any equivalent combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities.

WORKING ENVIRONMENT:
Work is performed primarily in an office environment. Work may also be performed in the field on occasion and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work.

PHYSICAL DEMANDS:
Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, office supplies, and file folders. Work requires the physical ability to sit in confined seating for extended periods of time, and operate a computer keyboard.