



# Huntsville, Alabama

308 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 2/23/2023

**File ID:** TMP-2586

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**Department:** Fire and Rescue

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Willa Campbell.

Resolution No.

**Does this item need to be published?** No

If yes, please list preferred date(s) of publication: NA

**Finance Information:**

**Account Number:** 1000-42-42210-501010-00000000

**City Cost Amount:** NTE \$37,000

**Total Cost:** NTE \$37,000

**Special Circumstances:** NA

**Grant Funded:** NA

**Grant Title - CFDA or granting Agency:** NA

**Resolution #:** NA

**Location:** (list below)

**Address:** NA

**District:** District 1  District 2  District 3  District 4  District 5

**Additional Comments:** NA

**RESOLUTION NO. 23-\_\_\_\_\_**

**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 a Special Employee Agreement by and between the City of Huntsville and Willa Campbell, 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 Willa Campbell" consisting of two (2) pages plus three (3) additional pages consisting of Exhibit "A" and the date of February 23, 2023 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 23rd day of February, 2023.

\_\_\_\_\_  
President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 23rd day of February, 2023.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

**SPECIAL EMPLOYEE AGREEMENT  
BETWEEN THE CITY OF HUNTSVILLE  
AND WILLA CAMPBELL**

STATE OF ALABAMA    )  
COUNTY OF MADISON    )

**THIS AGREEMENT** is made and entered into on February 23, 2023, by and between Willa Campbell, an individual, (“Campbell”) 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. Campbell shall be employed by the City of Huntsville as a Systems Analyst and shall be classified as a “Special” employee under the City’s Personnel Policies and Procedures Manual.
2. The term of this contract shall be for a period of one (1) year commencing on March 14, 2023.
3. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.
4. During the term of this contract, Campbell shall perform the duties and responsibilities of a Systems Analyst and shall be under the direct supervision of the Fire Chief or Deputy Fire Chief. Duties of the position of a Systems Analyst shall include all work described on Exhibit “A” attached hereto and incorporated by reference herein.

\_\_\_\_\_  
President of the City Council of  
the City of Huntsville, Alabama

Date: February 23, 2023

5. In consideration of the services rendered hereunder, City shall pay to Campbell the rate of \$30.00 per hour not to exceed 29 hours per week with the total sum not to exceed \$37,000 per year which shall be paid bi-weekly in accordance with City's regular, payroll processing system. During the term of this agreement, Campbell shall not receive any cost of living adjustment approved by the City Council for all other employees of City. In addition, Campbell shall not receive any benefits available to any employee of the City except those benefits he receives as a result of being retired from regular employment with the City. Campbell shall have no authorization to incur any debt or obligation on behalf of the City.
6. Campbell must keep information she may receive during the performance of the work to be confidential in nature and not subject to disclosure unless approved by the Fire Chief or Deputy Fire Chief.
7. Except as specified herein, Campbell shall be subject to all policies applicable to part-time employees.
8. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on February 23, 2023.

  
\_\_\_\_\_  
Willa Campbell, an Individual

**CITY OF HUNTSVILLE, ALABAMA**  
a Municipal Corporation

BY: \_\_\_\_\_  
Tommy Battle  
ITS: Mayor

ATTEST:

BY: \_\_\_\_\_  
Kenneth Benion  
ITS: Clerk-Treasurer

# **Systems Analyst**

Class Code:  
1358

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE  
Established Date: Aug 1, 2001  
Revision Date: Jul 6, 2010

## **SALARY RANGE**

\$28.57 - \$48.47 Hourly  
\$2,285.60 - \$3,877.60 Biweekly  
\$4,952.13 - \$8,401.47 Monthly  
\$59,425.60 - \$100,817.60 Annually

## **NATURE OF WORK:**

This is professional computer software engineering work in computer systems analysis and the development of computer software applications.

Work also involves designing application software, conducting systems studies, independently or as a leader of a systems design and development team. Employees in this class are proficient in programming techniques, relational data base systems, systems analysis, and design principles and concepts. Assignments are received in the form of general instructions and specified end results. Employee carries out assignments independently with review by manager to receive additional guidance or to check on progress.

## **ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:**

Designs, develops, tests, modifies, implements and supports software applications using .Net, Visual Basic, Microsoft Office products and SQL Server in a networked PC or web environment.

Supervision may be exercised over other personnel by assignment, coordination, and review of work tasks.

Evaluate software application products and make recommendations for purchase and implementation. Manage, coordinate, and assist in implementation of purchased software application products. Assist user departments, purchasing department, and legal department in the preparation of RFP/RFBs pursuant to procurement of software application products.

Confers with users to define automation needs, design an appropriate system, programs, tests, documents, and implements computer application software.

Assists and trains subordinate personnel in programming languages, analysis and design methodologies and techniques. Researches new methodologies and new development software products.

Maintains software.

Performs related work as required.

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

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Knowledge of the principles, concepts, and methods of computer systems analysis.

Knowledge of computer programming techniques, common languages used and program testing and de-bugging procedures.

Knowledge of Microsoft SQL Server database methodologies.

## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Bachelor's Degree in Computer Science, MIS, Engineering, or Math from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education.

Training, or preferably, certification in Microsoft development methodologies and products is desirable (.Net, Visual Basic, Visual C++, SQL Server).

Five years of progressive experience developing complex applications in a Microsoft windows environment.

Supervisory experience is desirable.

## **WORKING ENVIRONMENT:**

Work is performed in an office setting.

## **PHYSICAL DEMANDS:**

Work is essentially sedentary with occasional walking and standing. Computer work requires manual dexterity.