

**SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND SUE COLLIE CAMPBELL**

STATE OF ALABAMA)
COUNTY OF MADISON)

THIS AGREEMENT is made and entered into on the 10TH day of March 2022, by and between Sue Collie 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 14th, 2022.
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: March 10th, 2022

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 \$34,000 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 the 10th day March 2022.

Sue Collie 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.