

RESOLUTION NO. 20 _____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into a Special Employee Agreement by and between the City of Huntsville and Triciana Loftman-Epps, 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 Triciana Loftman-Epps,” consisting of six (6) pages including Exhibit “A” and the date of June 11, 2020 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 11th day of June, 2020.

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

APPROVED this the 11th day of June, 2020.

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND TRICIANA LOFTMAN-EPPS**

**STATE OF ALABAMA)
COUNTY OF MADISON)**

**SPECIAL EMPLOYEE AGREEMENT BETWEEN
THE CITY OF HUNTSVILLE AND TRICIANA LOFTMAN-EPPS**

THIS AGREEMENT is made and entered into on the 11th day of June, 2020, by and between Triciana Loftman-Epps, an individual ("Loftman-Epps") 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 follow, to wit:

1. Loftman-Epps shall be employed by the City of Huntsville as a General Clerk II (Temporary Part-Time) in the Clerk-Treasurer Department, 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 Revenue License Supervisor. Duties of the General Clerk II shall include all work described on Exhibit "A" attached hereto and incorporated herein by reference.
2. In consideration of services rendered hereunder, the City shall pay Loftman-Epps at the rate of \$11.06 per hour for a total not to exceed 29 hours per week, with the total sum not to exceed \$18000.00 per year, which shall be paid bi-weekly in accordance with the City's regular payroll processing system. During the term of this agreement, Loftman-Epps shall not receive any cost of living adjustment approved by the City Council for all other employees of the City.
3. The term of this contract shall commence on June 5, 2020 and continue through December 11, 2020.
4. This contract may be terminated by either party upon fifteen (15) days written notice being provided to the other party.
5. Except as specified herein, Loftman-Epps shall be subject to all Policies applicable to part-time employees of the City of Huntsville.
6. Loftman-Epps acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Loftman-Epps agrees not to disclose the confidential information to any third party at any time following

President of the City Council of the City of
Huntsville, Alabama
Date: 06/11/2020

execution of this agreement. This clause shall survive the termination of this Agreement.

7. 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.

Triciana Loftman-Epps, an individual

City of Huntsville, Alabama
A Municipal Corporation

By: _____
Tommy Battle, Mayor

Attest:

By: _____
Kenneth Benion
Clerk-Treasurer



General Clerk II (Temporary Part- Time)

Class Code:
0070

Bargaining Unit: Not Applicable

CITY OF HUNTSVILLE
Established Date: Feb 8, 2016
Revision Date: Feb 22, 2017

SALARY RANGE

\$11.06 - \$18.74 Hourly
\$884.80 - \$1,499.20 Biweekly
\$1,917.07 - \$3,248.27 Monthly
\$23,004.80 - \$38,979.20 Annually

NATURE OF WORK:

Work involves performing a variety of office assistance, routine data entry and general clerical duties of limited complexity 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 routine data entry and general 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 essential 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 and files;; compiles reports.

Tracks, calculates, types, processes, reviews for accuracy or completeness, and maintains

data related to work orders, payments, remittances and other records in accordance with established policies and procedures; calculates costs related to labor, materials, and equipment; opens and closes work order requests; assists employees and the public in the completion of forms.

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.

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 and maintains office and/or janitorial supplies.

Performs errands.

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 some experience performing clerical work and data 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 operates a computer keyboard.