

Proposed Appointment Document and Job Offer Letter

October ____, 2017

Laura Zendejas


Dear Ms. Zendejas,

On behalf of the City of Pomona, it is my pleasure to confirm an offer of employment to you as an at-will, hourly/part-time Technical Specialist II with the Human Resources Department. Your employment will commence on October ____, 2017. You are an "at will" employee and serve at the pleasure of the City Manager.

Your salary will be \$43.26 per hour and you will not receive any other benefit, incentive, or compensation in lieu of benefits, or other form of compensation in addition to this hourly pay rate. Your duties will comprise of the following:

- Serve as a consultant to facilitate the implementation of the new Human Resources and Payroll Information System, including the evaluation of the City's data conversion requirements and data conversion mapping process.
- Work with the City's Project Management Team to extract data from the current system and conduct an analysis of the existing data for accuracy and effectiveness.
- Consult on the system configuration and the establishment of security templates for the following: 1) Human Resources structures such as position, job, training, licenses, tests, and status tables; 2) benefit structures such as the setup of benefit plans, benefit deductions, valuations, premiums, eligibility, and rules; and 3) payroll structures such as earnings, deductions, taxable benefits, pretax plans, tax profiles, employee tax setup, premium rules, general ledger, matching contributions, checks and advices, direct deposit, bond processing, and workers' compensation.
- Conduct process testing such as new hires, transfers, and terminations, check printing, direct deposit, and tax reporting.
- Perform other specific tasks as assigned.

Although you are invited to begin employment effective October ____, 2017, employment is contingent on compliance with CalPERS regulations for retired annuitants. You are hired by the City of Pomona as a retired annuitant in a temporary, limited-term assignment not to exceed 960 hours per fiscal year. You must ensure your employment remains in compliance with CalPERS regulations as stated in their Employment After Retirement, Publication 33, provided to you at time of hire.

This offer is extended with great confidence in your abilities to complete the projects listed above. Your knowledge, expertise, and history of the HRIS projects will assist the City in successfully implementing these projects/programs.

Linda Matthews
Human Resources/ Risk Management Director

EXHIBIT A

I have read and agree to the contents of this job offer. In addition, I understand that this is an offer of at-will employment and that I do not have any recourse or right of appeal should I not successfully meet the established qualification standards.

Print Name

Signature