

Special Project Coordinator Scope of Services with Candy Carsella-Kee

- Term:** Employment is expected to begin on or around January 1, 2024.
- Employment Status:** Employee is considered a part-time employee of Grand Rapids Public Utilities.
The FLSA classification is hourly.
- Services Provided:** Act as the Project Manager for the implementation of all software associated with the ERP project.
Act as the Training Manager for implemented software associated with the ERP project through completion of implementation.
Act as a Representative of the City of Grand Rapids and GRPU for all matters pertaining to the ERP project.
Provide weekly contact with employees; Promptly provide response(s) to employee questions and concerns.
Conduct meetings with vendors; Promptly provide response(s) to vendor questions and concerns.
Respond to phone calls with vendors and staff to ensure all needs related to the ERP project are understood and accomplished.
Share timelines, which includes anticipated implementation and training dates, with leadership, employees, and vendors.
Ensure historical data, production, testing, and backup systems are accurate, operational, and ready to go-live, as defined in the RFP and established on the timeline.
- Record of Time:** This is a project driven position. On average, the employee will work 25 hours per week.
- Payment:** This salary is \$55.00 per hour.
- Benefits:** This position may qualify for PERA, Deferred Compensation, and other benefits. Elected benefits, if the employee qualifies, will be prorated based on the employee's estimated FTE and will be withheld from the employee's paychecks. The employee may waive any or all benefits.
- Payment Method:** Employee will be paid bi-weekly on Friday as defined in the GRPU Personnel Policies manual.
- Technology:** The employee will be provided with a laptop and a GRPU email address.

Expenses: The employee shall be reimbursed for approved expenses related to the ERP Project.

Additional Items: There is no expectation of continued employment, in this capacity, at either the City of Grand Rapids or GRPU, at the completion of the ERP project. This scope of services document is not an all-inclusive list and shall not be construed as a contract. The employee is expected to follow Personnel Policies.