



City of Sunnyvale
Department of Human Resources
505 W. Olive Avenue, Suite 200
Sunnyvale, CA 94086
(408) 730-7490
www.sunnyvale.ca.gov

Attachment 2

May 9, 2016

David Jensen
5049 Glenwood Ct
Pleasanton, CA 94588

Dear David:

I am pleased to offer you this appointment to the position of Interim Director of Information Technology (Casual Executive 2) for the City of Sunnyvale. This letter offers the terms of the City's offer of employment effective August 1, 2016 – July 17, 2017.

1. The pay rate for this position is \$96.6913 per hour.
2. You will be paid on a bi-weekly basis.
3. As the Interim Director of Information Technology (Casual Executive 2), you will serve at the pleasure of the City Manager, and the City Manager may terminate your employment at any time.
4. This position is non-exempt from the Fair Labor Standards Act (FLSA); accordingly you will be eligible for overtime. This position is also an unclassified, at-will position and exempt from Civil Service.
5. Your schedule will be up to 40 hours per week, not to exceed 960 hours in a fiscal year.

These details and others can be discussed with me at (408) 730-3001 at your request. There will be additional steps for pre-employment coordinated through the Human Resources Department.

If you have any questions, or if there is anything that I can do to assist you in your transition, please do not hesitate to contact me.

Sincerely,

Teri Silva
Human Resources Director

I, David Jensen, agree to the position of Interim Director of Information Technology for the City of Sunnyvale, effective August 1, 2016.

Agreement to Accept: _____ Employee Signature Date: _____