May 7, 2018

Ms. Jane Student Doe,

Python Pipeline Program Participant

10 E. North Avenue

Baltimore, MD 21202

Dear Ms. Doe:

On behalf of the Baltimore City Department of General Services, we are pleased to offer you a position with the agency’s Business Process Improvement Office (BPIO). Please review, with your family, this summary of terms and conditions for your anticipated employment with us.

It is worth noting that this is not merely an internship or temporary Youthworks job; it is a yearlong (limited hours) offer to work with the office as a member of the team on projects that will provide you greater professional experience, exposure to operational challenges, and the opportunity to use and strengthen your Python programming skills to support analysis work, documentation development or the automation of repetitive tasks.

If you accept this offer, your start date will be June 25th or another mutually agreed upon date and you would report to Melanie Shimano, the Data, Automation and Technology Analyst with the BPIO.

Please find attached the terms and conditions of your employment should you accept this offer letter. We request your response regrading acceptance or rejection of this offer by May 14, 2018. In the meantime, if you have questions, please feel free to contact me via email or phone at [babila.lima@baltimorecity.gov](mailto:babila.lima@baltimorecity.gov) or (410) 496-1733.

We look forward to having you on our team.

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|  | Sincerely, |
|  | Babila R. Lima  Director, Business Process Improvement Office |
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1. **Position**

Job Title

Your title will be TBD and you will report to Melanie Shimano

Scope

Your work plan will include supporting the BPIO on the automation of repetitive tasks with Python scripts, participation in code review sessions, documentation development as well as Github repo management. It will also include developing documentation and sudo code for a Python program to generate tweets from facility maintenance data and writing the Python code for this tweet bot program. You will also, on a limited basis, prepare and give presentations on projects at a monthly Python for Government Process Improvement Meet Ups.

You will familiarize yourself with the following technology the agency uses:

* GitHub – a version control system for managing and sharing code
* Jupyter– interactive kernel for coding in Python to support rapid sharing and iterating
* Python 3
* Pandas, Plotly – two Python frameworks for data analysis and data visualization

Working Schedule

The work schedule is 3 days a week, during the work week, from 9am to 4:30pm during the summer and shall be later negotiated on a project basis during the school year taking into account academic and extracurricular priorities you have. ‘

Work Location

Your workspace will be in the BPIO on the 8th floor of the Abel Wolman Municipal Building located at 200 N. Holliday Street room 800

1. **Compensation**

Your hourly compensation will be $10.50 and is contingent upon your securing a work permit.