



June 8, 2023

Letter of Agreement

Between TCCP/Co-op Partners Warehouse and UFCW 1189


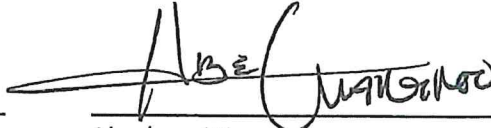
This letter is to confirm an agreement made following our meeting on June 7, 2023 regarding the new System Administrator position at CPW.

CPW is in the process of implementing a new warehouse management system called Prophet. A full-time position is necessary to manage the system. Attached is the job description for the new position. This position will be posted and filled according to the standard procedure as outlined in the Collective Bargaining Agreement. The position will be a salaried position, with the same pay scale as the other salaried position in the Bargaining Unit:

Current Salary (in second year of the contract) - \$68,255.28  
Year 3 of contract - \$69,691.63

The existing Bargaining Unit position of Marketing and Special Projects will be eliminated. Marketing duties that are currently handled at CPW will be transferred to TCCP's Marketing Department. Should TCCP decide to move the marketing functions out of the Marketing Department and back to CPW, TCCP and the Union will meet to negotiate adding these duties back into the Collective Bargaining Agreement.

This agreement modifies Appendix "A" of the Collective Bargaining Agreement.

	
6/9/2023	6-9-2023
_____	_____
Adam Gower	Abraham Wangnoo
TCCP/Co-op Partners Warehouse	UFCW Local 1189
Date	Date



+



+



### **CO-OP PARTNERS WAREHOUSE System Administrator**

**PURPOSE:** The System Administrator is a newly created role to support our operating system (Prophet). The System Administrator will be responsible for data integrity, development, testing and modifying workspaces, assisting with upgrades, assisting with designing, and implementing new applications and training users on all system changes. This position is a support function that works closely with all departments within our business. The success of the position will be measured in data integrity and the successful execution of ongoing system development to support CPW's business needs.

**REPORTS TO:** Sr. Director of Supply Chain

#### **ESSENTIAL FUNCTIONS:**

- Ensure accuracy and maintain consistency of Prophet data and workflows.
- Create and enforce standard SOPs for all aspects of Prophet, including data maintenance, business workflow changes, and system upgrades.
- Partner with Sales and Purchasing to set up and maintain ongoing pricing and promotions, including setting up Pricing Cubes with appropriate pricing hierarchy by customer and managing accurate promotional pricing for all sales and program.
- Partner with necessary departments for any workspace development, modification, and testing.
- Correct any issues related to pricing, product information and data compliance within Prophet.
- Perform regular maintenance and audits of data integrity and accuracy.
- Partnering with IT, System Champions, and Prophet for system upgrades.
- Partner with IT, System Champions, Project Manager and Prophet to implement new system applications and enhancements.
- Develop and create training documentation for Prophet for all departments. Train team on new applications and enhancements.
- Submit support logs to Prophet, as needed.
- Attend and actively participate in scheduled meetings, as needed.
- Minimal travel requirements. Occasional system training and conference attendance required.
- Other duties as assigned by management.

#### **QUALIFICATIONS:**

- 3+ years of database maintenance and/or system administration experience.
- Experience using and managing ERP systems.
- Familiarity with database management.

- Comfortable developing and presenting information to groups.
- Proficiency in using Microsoft Office Suite, with an emphasis on Excel.
- Strong verbal/written communication skills
- Superior analytical, planning, and organization skills.
- Strong attention to detail, and ability to work through problems holistically.
- Demonstrated ability to work with customers and coworkers from diverse cultural backgrounds.
- Ability to work with TCCP to create an inclusive environment where all are welcomed.

### **Safety and Security**

Observes safety and security procedures such as Current Good Manufacturing Practices (cGMP's), Material Safety Data (MSD) sheets, Personal Protective Equipment (PPE), Lock-Out-Tag-Out (LOTO), Emergency Evacuations and Building Security; Reports potentially unsafe conditions and injuries: near miss/incidents/accidents; Uses and cares for company equipment and materials properly.

Twin Cities Co-op Partners has an ongoing commitment to the principles and practices of diversity and inclusiveness. Our employment practices are in accordance with the laws that prohibit discrimination against qualified individuals based on race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, genetic information, disability, age, marital status, familial status, veteran status, citizenship, pregnancy, membership or activity in a local human rights commission, status with regard to public assistance, or any other status category by applicable law. People with a wide variety of backgrounds and experiences are encouraged to apply.

This position is part of a bargaining unit represented by UFCW 1189.