

# BHR BULLETIN

Tuesday, May 18, 2021

**A weekly update from the Bureau of Human Resources.**

---

## **Included in this issue:**

- [Pay Equity](#) *(New)*
- [COVID-19](#) *(New)*
- [Work Share](#)
- [Performance Management/Goal Management Process](#)
- [Vacation Carryover/Vacation Over Maximum](#)
- [Asian American and Pacific Islander Heritage Month](#) *(New)*
- [Black Space](#)
- [Racial Equity Support Line](#)
- [Benefits](#) *(Open Enrollment is here!)*
- [Recruiting](#)
- [Procurement Trainings](#)
- [Training](#) *(New)*

## **Pay Equity**

*(New)* We've begun the City's 2021 Pay Equity Study! The City of Portland is partnering with the University of Southern California (USC) Race and Equity Center to conduct this year's pay equity study. The study will include a pay equity analysis allowing the City to make sure we are following the law established by House Bill 2005, "[The Pay Equity Bill](#)". According to Oregon's pay equity law, every worker must get equal pay for equal work regardless of your gender, race, age, or other protected characteristics.

### **What's new**

- We are partnering with USC Race and Equity Center.
- We've purchased software to enhance our analyses and reporting.
- We are providing [Pay Equity 101 training to managers and supervisors](#).
- We've announced via email the start of the study and an upcoming survey.

### **What's coming**

- We are sending out an invitation to complete a survey about your education, training, and work experience.
- We are providing [Pay Equity 101 training to all non-represented employees](#) in June.

- We are working on a City Pay Equity web page to provide information to employees.

BHR is committed to a pay philosophy for the City that is transparent, equitable, and responsive to employee input. We are grateful for your support and will continue to provide regular updates about this year's Pay Equity Study. Stay tuned!

## **COVID-19**

For more information regarding **Guidance, Testing, Temporary Leave, and Leave Sharing**, please go to this [COVID-19 Update page](#).

### **COVID-19 Vaccinations**

**(New)** Please submit vaccination questions to [Joel.Michels@portlandoregon.gov](mailto:Joel.Michels@portlandoregon.gov). Answers will be provided in the following week's BHR Bulletin and [a compiled list is posted here](#).

The information provided is taken from the Centers for Disease Control and Prevention ([CDC](#)) and Oregon Health Authority ([OHA](#)) resources with input from our own Joel Michels, Nurse Practitioner, Occupational Health and Well-being Program Manager.

**Q:** How are the virus variants behaving in Oregon? What is the research showing about vaccine effectiveness against these variants?

**A:** There are five [variants of concern](#) circulating in the United States, and they are also here in Oregon. We are still learning about these variants and how they:

- May spread more easily from person-to-person
- Cause milder or more severe disease in people
- Are detected by currently available viral tests
- Respond to medicines currently being used to treat people for COVID-19
- Change the effectiveness of COVID-19 vaccine

In Oregon, we are seeing increasing cases of the B117 variant, probably related to how easily it spreads and the more severe illness that it causes. We also have high numbers of the B1427 and B1429 variants, probably because they originated in California. The good news is that so far, the variants are detectable by our current tests, and some treatments still help, especially with B117. There is also some [recent evidence](#) that vaccines are effective and protect against these variants, so do your part to limit the spread of the variants by getting your COVID-19 shot.

**Q:** Is it OK to schedule routine medical procedures and screenings just before or after receiving the COVID-19 vaccination?

**A:** Most routine medical procedures or screenings can be performed before or after getting a COVID-19 vaccine. These can include:

- Routine blood work
- Dental procedures
- CT scans (also known as CAT scans or computed tomography), with or without IV contrast dye
- EKGs (also known as ECGs or electrocardiograms)
- Cardiac stress tests (also known as exercise tolerance tests or treadmill tests), with or without radiographic dye
- Colonoscopies
- Ultrasounds - Other medical screening exam.

**Q:** What about scheduling my routine mammogram?

**A:** If you are due for a mammogram and have been recently vaccinated for COVID-19, ask your healthcare provider how long you should wait after vaccination to get your mammogram. People who have received a COVID-19 vaccine can have swelling in the lymph nodes (lymphadenopathy) in the underarm near where they got the shot. This swelling is a normal sign that your body is building protection against COVID-19. However, it is possible that this swelling could cause a false reading on a mammogram. Some experts recommend getting your mammogram before being vaccinated or waiting four to six weeks after getting your vaccine.

Next week we will continue to answer questions related to COVID-19 vaccinations. The intent of the information is to help you make an informed decision about vaccination. If you have questions, please send them to [Joel.Michels@portlandoregon.gov](mailto:Joel.Michels@portlandoregon.gov).

[The City's COVID-19 Response page is available here.](#)

### **Wheelchair Service for Vaccination**

The Oregon Convention Center is offering a free wheelchair service for people with mobility disabilities who are getting vaccinated there (similar to what is at the airport). Anyone who wants to borrow a wheelchair or be pushed can get one. Simply ask someone wearing a yellow vest and they will direct you.

**(New)** Walk-up vaccinations are now available along with scheduled appointments at the Oregon Convention Center for anyone 12 and older. Visit <https://all4oregon.org/> for more information.

### **Guidelines for 12- to 15-year-olds**

**(New)** 12- to 14-year-olds must be accompanied by either a parent, a guardian, or someone designated by the parent. 15-year-olds do not need to be accompanied and do not require parental consent in the state of Oregon.

If someone other than a parent or guardian accompanies the 12- to 14-year-old, they will need to provide proof of parental or guardian consent.

Proof of consent is either:

- A signed consent form
- A written or typed note that includes the parent/guardian's name, their relationship to the young adult, the young adult's date of birth, a statement saying the parent/guardian consents to the young adult being vaccinated, and the parent/guardian's signature.

To learn more about the Pfizer COVID-19 vaccine, please review the Emergency Use Authorization Fact Sheet: <https://www.fda.gov/media/144414/download>.

### **Families First Coronavirus Response Act (FFCRA)**

Time off to get the COVID-19 vaccine as well as recovery from any side effects (without medical diagnosis unless the absence is more than three calendar days) are now expanded qualifying reasons for leave. This is part of the City's voluntary extension of FFCRA emergency paid sick leave for those who have not already exhausted their two weeks of paid sick leave.

If interested in vaccine-related time off, please submit a [COVID-19 Vaccine Time Off Application](#) to your bureau's Timekeeper for processing.

### **Safety Net Program**

The Safety Net Program offers support options for employees and budget-constrained bureaus, addressing needs brought on by COVID-19. Tools have been created to provide bureau-approved flexible leave options to employees during national- and state-declared emergencies. Details can be found on the BHR Safety Net page at <https://www.portlandoregon.gov/bhr/81209>.

## **Work Share**

### **City of Portland Work Share Renewal**

Last month we sent emails to Work Share participants who have furloughed or reduced schedules since January 1, 2021. Information was provided about the City's Work Share plan renewal with instructions on how to submit the necessary forms to continue to participate in Work share between May 30, 2021 and May 28, 2022. If you did not receive that email and would like more information about how to participate in Work Share after May 29, 2021, please email [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov) for forms and the submission link.

An updated [Work Share FAQ is available here.](#)

### **Corrections to Work Share Claims**

Oregon Employment Department (OED) is no longer accepting corrected Work Share claims. Until now, OED allowed the City to file corrected claims. We have been doing a routine lookback at employee timesheets with furloughs or reduced schedules, then reporting corrections to OED.

Going forward, we will no longer be able to submit corrections to time after filing the regular weekly claim every Friday. It is extremely important for those who would like to receive Work Share benefits to ensure your timesheets are accurate by 5 p.m. Monday -- the week after you furloughed or reduced your schedule.

If you are currently participating in Work Share and do not enter your own time on your timesheet, please talk to your bureau timekeeper about the importance of entering your time by the 5 p.m. Monday deadline.

If you or your timekeeper make a change to your timesheet **after** the Monday 5 p.m. deadline, **and it is still within the same week**, please email the Work Share team at [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov) as soon as possible, **prior to 9 a.m. Friday**. The Work Share team will make every effort to update your claim before submitting to OED Friday afternoon.

[The following Work Share updates are available here.](#)

**OED Letters Regarding Pandemic Unemployment Assistance (PUA)**

**Waiting Week Payments**

**OED Adjudication (Judgment) for Missed Opportunities to Work**

**Lost Wages Assistance**

**Processing**

**ReliaCard**

**1099-G Tax Information for Work Share Benefits**

**CARES Act Extension**

**Missed Opportunities to Work**

**1099-G Phone Number**

**Report of Additional Income**

**Work Share Claim Recertification**

**Overpayment Updates Clarification**

**1099-G Discrepancies**

**City Work Share Plan Renewal**

If you have questions regarding Work Share benefits or the process, please email [Inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov).

## **New Citywide Performance Management/Goal Management (PMGM) Process**

A new Performance and Development Review process, traditionally a paper-based system, is moving online in July. This will add ease of use and consistency Citywide.

The SuccessFactors Performance and Development Review process is currently being used by merit eligible City staff across all bureaus. This excludes Commissioners and their staff, as well as Bureau Directors. Currently, most represented City staff are not using SuccessFactors. However, union represented employees within the Bureau of Planning and Sustainability will be piloting the system as we launch later this year.

**Now is the perfect time to join a drop-in session and get comfortable navigating this new platform as we prepare to go live.**

A wealth of information can be found in the links below.

Overview: <https://www.portlandoregon.gov/bts/78136>

FAQ: <https://www.portlandoregon.gov/bts/article/708353>

uPerform Library for PMGM: <https://up.portlandoregon.gov/gm/folder-1.11.22208?mode=EU>

## **Vacation Carryover/Vacation Over Maximum**

Today is a good day to check your vacation accrual. Vacation credits may be accumulated up to a maximum of two years' earnings by the end of the first pay period in January 2022. Don't get surprised at the end of the year with more vacation than you know what to do with. Plan it. Take it. You've earned it!

Confirm your accrual rate and get more information in [HRAR 6.03, Vacation](#).

## **Asian American and Pacific Islander Heritage Month**

***API Forward -- 6<sup>th</sup> Annual Asian Pacific Islander Heritage Month Celebration***

**A [We Are Better Together](#) supported event.**

**(New)** Honoring our diverse community and raising funds to educate local students and young professionals of Asian and Pacific Islander descent to become leaders in our community. API Forward's mission is to develop, through education -- civically-engaged, socially responsible Asian American and Pacific Island leaders and professionals. This virtual event will provide an opportunity for us to learn about the impact API Forward has had on the community and

celebrate the Asian Pacific Islander culture.

Wednesday, May 19, 5:30 p.m. - 6:30 p.m. **(Tomorrow!)**

Join on Zoom: <https://zoom.us/j/98332618198?pwd=SnEOZHfKsJfIRzZnWTdWZUJ6WIRCUT09>

Meeting ID: 983 3261 8198 ,,,, Passcode: 304906

To register for this event, and for more Information, visit [Upcoming Events - API Forward](#).

### ***Re-Imagining and Re-Imaging Our Sufficiency Workshop***

A presentation specifically designed for participants with marginalized and historically under-represented identities. Intended to serve as an opportunity to recognize, reclaim, and unpack personal and collective power. Dr. Alison Allen-Hall from the Lynx will deliver the workshop. Participants will be able to find unity in shared collective experiences, discover an improved sense of self in the wake of oppressive social trauma, and gain concrete tools to navigate socially traumatic spaces.

Thursday, May 20, 12 p.m. - 1:30 p.m.

Join on Zoom:

<https://us02web.zoom.us/j/81790570626?pwd=UGhzVnJ4dGJKUGdvOVZGd0ErZStldz09>

Meeting ID: 817 9057 0626 ,,,, Passcode: 412364

*Hapa, Asian, and Pacific Islanders (HAPI) of Portland and Filipino American City Employees (FACE) are approved affinity groups of Diverse and Empowered Employees of Portland (DEEP).*

*To sign up to be a part of an affinity group, please go to [www.portlandoregon.gov/deep/signup](http://www.portlandoregon.gov/deep/signup)*

### ***Liberation in Practice***

Anti-racism workshops sponsored by the Asian Pacific American Network of Oregon (APANO):

<https://www.apano.org/liberationinpractice/>

## **Black Space**

This meeting is specifically for City of Portland's Black employees. We will provide support where needed, and work together to identify common experiences as well as ways the City can better support and retain Black employees.

Meetings occur on the last Monday of every month.

May 24, 1 p.m.

June 28, 1 p.m.

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

[https://us02web.zoom.us/meeting/tZcpduqspj4iGNXOBGXnSckAt5A8VMIAZ1JM/ics?icsToken=98tyKuGrqjopHtyQuBuGRpwqBoj4b-jxiCVHjY1lsz3COy5gYQjXlrdiaoRSOfng](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/tZcpduqspj4iGNXOBGXnSckAt5A8VMIAZ1JM/ics?icsToken=98tyKuGrqjopHtyQuBuGRpwqBoj4b-jxiCVHjY1lsz3COy5gYQjXlrdiaoRSOfng)

Join Zoom Meeting: <https://us02web.zoom.us/j/83413485821>

Meeting ID: 834 1348 5821 | Passcode: BLM2021

One tap mobile: +13462487799,,83413485821#,,,,\*0798510# US (Houston)

## **Racial Equity Support Line**

### **503-575-3764**

This is a service led and staffed by people with lived experience of racism. We offer support to those feeling the emotional impacts of racist violence and microaggressions, as well as the emotional impacts of immigration struggles and other cross-cultural issues.

We get it. And we're here to talk. To support. To connect.

[More information is available here.](#)

## **Benefits**

### **Open Enrollment is here!**

You have until June 2, 2021 to make changes to your plans. Our "What's New" brochure was mailed to your home address and you can also find it at:

[www.portlandoregon.gov/openenrollment](http://www.portlandoregon.gov/openenrollment).

Want an easy and convenient way to check your benefits and make changes on the go? Download the app! It's free and convenient.

1. Install the Benefitplace App from Google Play or the Apple Store
2. Enter the company ID: citybenefits
3. Log into your benefits using the same username and password you use on your computer

### **Open Enrollment Informational Meetings**

Wednesday, May 19, 2:30 p.m.

Join Zoom Meeting:

<https://zoom.us/j/94970544440?pwd=a3JCVDZ3OHpEVXQzT25UUTNNbVFBQT09>

Meeting ID: 949 7054 4440 | Passcode: Benefits

Monday, May 25, 9 a.m.

Join Zoom Meeting:

<https://zoom.us/j/96907928812?pwd=YzJpSzJWay80ZS9leFJYZG9jdTVCdz09>

Meeting ID: 969 0792 8812 | Passcode: Benefits

### **Carrot Introductory Webinar**

Wednesday, May 19, 2 p.m.

Join Zoom Meeting:

<https://zoom.us/j/91269588353?pwd=bkl3MjBXTjM5QkQwSU5PVUpYQU8wdz09>

Meeting ID: 91269588353 | Passcode: 519937

Questions? Contact us at: [benefits@portlandoregon.gov](mailto:benefits@portlandoregon.gov)

### **Employee Assistance Program (EAP)**

[24-hour Help During Emergencies and Other Times of Need](#)

If you are in crisis, help is a confidential call away.

Cascade/EAP: 1-800-433-2320 (text) 503-850-7721

National Suicide Hotline: 1-800-273-8255 (website) <https://suicidepreventionlifeline.org/>

### **Eldercare Webinar Hosted by Multnomah County Aging Services**

#### ***Legal Strategies to Maximize Peace of Mind, Independence, and Quality of Life for Older Adults and Their Families***

An overview of legal issues related to long-term care, incapacity, and estate planning.

Tuesday, May 25, 12 p.m. - 1 p.m.

[Register here.](#)

### **Health, Wellness, and Financial Well-being**

#### ***Financial Wellness in 5***

This quick on-demand video walks you through the basics of holistic financial wellness including spending and savings, debt management, emergency savings, retirement, protection, and other savings goals. [Learn more here!](#)

[Webinars for All – On Demand](#)

[Managers/Supervisors – On Demand](#)

[Access previous Cascade Centers and Moda Health webinars.](#)

## **Recruiting**

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

## **Procurement Trainings**

Do you buy goods and services as part of your job for the City? Sign up for an upcoming procurement class to learn about rules, tools, resources and best practices that will ensure we're accountable to the public – and simplify your work. Whether you're a newcomer looking for an introductory lesson or a pro who wants specialized advice, we have a class for you. Learn more about [May through July classes](#).

## **Training (VIRTUAL)**

Be sure to visit [CityLearner](#) for course descriptions and the most current class details.

### **Required, All Employees**

***Records Management An Everyday Responsibility*** is being revised. It will not be available until revisions are complete. Thank you for your patience!

***HR 2.02, Workforce Harassment & Discrimination Prevention for Non-Supervisory Employees***

Thursday, June 10, 1:30 p.m. - 3:30 p.m.

***Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02)***

***Refresher: Non-supervisory version***

Wednesday, May 19, 3 p.m. - 4 p.m.

***Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) for Managers/Supervisors***

Thursday, June 17, 1 p.m. - 3 p.m.

***Workplace Harassment, Discrimination, & Retaliation Prevention (HR 2.02) Refresher for Managers/Supervisors (New)***

Wednesday, June 30, 1 p.m. - 2 p.m.

***Administering the Discipline Process-Managers & Supervisors***

Wednesday, June 9, 9 a.m. - 12 p.m.

***Racial Equity 101***

Friday, May 28, 8:30 a.m. - 12 p.m.

**Leadership Engagement and Development (LEAD) Program for Managers & Supervisors**

***Emotional Intelligence (New)***

This training focuses on emotional intelligence for leaders who strive to create and support diverse and inclusive workplaces. Participants will use Daniel Goleman's five emotional intelligence competencies to explore how they show up as team leaders, and to reflect on their own emotional intelligence capacities. Because emotional intelligence can be learned and developed through practice and feedback, this training will also provide opportunities for participants to engage with one another through activities and reflective discussions, all using a strengths-based approach.

Day 1: Tuesday, May 25, 9 a.m. - 12:30 p.m.

Day 2: Thursday, May 27, 9 a.m. - 12:30 p.m.

***Employee Lifecycle Training (New)***

In this 2-part LEAD certification kickoff course, core values, including transparency, human-focused service, and equity will be emphasized within each phase of the employee lifecycle. Through this training, managers and supervisors will be equipped with an essential understanding of policies, processes, tools, and best practices for supporting employees in each of the five phases (Recruitment, Talent Selection, Onboarding, Development, and Retention).

Day 1: Recruitment, Talent Selection: Monday, May 24, 9 a.m. - 12:30 p.m.

Day 2: Onboarding, Development, and Retention: Wednesday, May 26, 9 a.m. - 12:30 p.m.

**Professional Development**

***Pay Equity Training for Managers & Supervisors (New)***

**Note:** This course is only for employees who supervise non-represented staff, and received the Pay Equity email dated May 7, 2021.

The City has begun the work of its second triennial pay equity audit. Your employees will have questions. Will you know how to answer them? In this insightful, easy-to-follow training, Deputy City Attorney Anne Milligan takes a complicated legal topic and breaks it down into an accessible introduction to Oregon’s Pay Equity Act. She will explain why this work matters, the differences between Oregon’s Pay Equity Act vs. the Federal Equal Pay Act, challenges interpreting and applying the law, and practices to consider as supervisors and managers to include compliance basics and pay equity audits.

Thursday, May 20, 2 p.m. - 3:30 p.m.

Monday, May 24, 1 p.m. - 2:30 p.m.

Tuesday, May 25, 9 a.m. - 10:30 a.m.

Thursday, May 27, 1 p.m. - 2:30 p.m.

***Pay Equity Training (New)***

The City has begun the work of its second triennial pay equity study. We know you’ll have questions. In this insightful, easy-to-follow training, Deputy City Attorney Anne Milligan will take a complicated legal topic and break it down into an accessible introduction to Oregon’s Pay Equity Act, explaining why this work matters, the differences between Oregon’s Pay Equity Act vs. the federal Equal Pay Act, challenges interpreting and applying the law, and practices. There are 2 sessions available on the dates shown in the chart. Please register in CityLearner for **one** of the sessions that works for your schedule:

| <b>Date</b>        | <b>Session 1</b>     | <b>Session 2</b>   |
|--------------------|----------------------|--------------------|
| Monday, June 14    | 9 a.m. - 10:30 a.m.  | 1 p.m. - 2:30 p.m. |
| Wednesday, June 16 | 9 a.m. - 10:30 a.m.  | 1 p.m. - 2:30 p.m. |
| Thursday, June 17  | 10:30 a.m. - 12 p.m. | 3 p.m. - 4:30 p.m. |
| Monday, June 21    | 10:30 a.m. - 12 p.m. | 3 p.m. - 4:30 p.m. |
| Wednesday, June 23 | 9 a.m. - 10:30 a.m.  | 1 p.m. - 2:30 p.m. |
| Thursday, June 24  | 9 a.m. - 10:30 a.m.  | 1 p.m. - 2:30 p.m. |

***Facilitation Training: Learn to Lead Reflective Conversations (New)***

Oregon Humanities' facilitation training prepares people to plan and facilitate conversations about vital issues and questions across differences, beliefs, and backgrounds. These conversations help build strong relationships within organizations and among communities. This is a 3-part training with limited seating and the training will focus on both online and in-person facilitation techniques and skills.

Monday, June 21, 10 a.m. - 3:30 p.m.

Tuesday, June 22, 10 a.m. - 3:30 p.m.

Monday, June 28, 10 a.m. - 12:00 p.m.

### ***New Employee Orientation***

Tuesday, June 8, 10 a.m. - 1:30 p.m.

### ***How to Apply***

Looking for a new job within the City of Portland? Course participants will refresh their knowledge regarding City of Portland's online application process, types of employment, submitting application materials, and interviewing.

Wednesday, May 19, 12 p.m. - 1:15 p.m.

### ***Alternate Construction Methods***

The purpose of this course is to introduce employees to alternate construction methods other than the standard "Design, Bid, Build Method" currently in use.

Friday, May 21, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 602 450 159#

### ***Market Research***

The course objective is to be able to perform the Market Research Process, which is comprised of three distinct activities; Market Research, Market Analysis, and Market Intelligence. The Market Research Process is critical because it's the first step in making the most appropriate decision regarding the procurement of purchases.

Monday, June 7, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 963 636 280#

### ***Roles & Responsibilities in Construction Invitation to Bid Process***

The courses objective is to create a timeline outlining the major steps of the Construction Invitation to Bid (ITB) Process, and review the roles and responsibilities in each step of the Construction ITB Process.

Tuesday, June 8, 10 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 884 780 167#

### ***Cooperative and City Agreements***

This course is intended to familiarize you with how Cooperative Agreements work, how to find one that fits your purchasing needs, and when to use them.

Thursday, June 10, 9 a.m. - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 355 477 073

### ***Introduction to Procurement***

Learn the fundamentals of public procurement at the City of Portland. This course is recommended before taking other courses in the curriculum.

Friday, June 11, 10 a.m. - 12 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 306 301 558

To view a complete list of Procurement classes, click - [Procurement Trainings](#)

To register, go to [CityLearner](#) (using Internet Explorer or Chrome; a remote access token is not needed), select “Learning,” type the course name into the “Find Learning” search field, then click “Go” to locate the course. Register for the date and time that work for your schedule. If you need assistance with CityLearner, please go to [CityLearner Help](#), or send an email to [BHR Training](#). Upon successful registration in CityLearner, a Zoom meeting invitation, training instructions, and materials will be sent two to three business days before the class date.

If you have questions about the listed trainings, or any others, please send a message to [hrtraining@portlandoregon.gov](mailto:hrtraining@portlandoregon.gov).

***Thank You!***



**BHR Communications**

City of Portland, OMF Bureau of Human Resources

Ph: 503.823.3572 | Fax: 503.865.3288

[Twitter](#) | [Facebook](#) | [Instagram](#) | [YouTube](#)

**City of Portland Core Values:**

**Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility**  
[core competency model](#) — [core competency accessible document](#)

**Confidentiality Notification:** Information in and/or accompanying this email is the property of the City of Portland Bureau of Human Resources, intended for the use of the person to whom it is addressed, and may be confidential or privileged in nature. Disclosure, copying, distribution or the taking of any action in reliance on confidential or privileged information without the knowledge and express consent of the original sender is prohibited. If you are not the intended recipient, please notify the original sender that you received this email in error, and then delete the e-mail and any/all related attachments. Thank you for your cooperation.