

BHR BULLETIN

Tuesday, November 9, 2021

A weekly update from the Bureau of Human Resources.

Included in this issue

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Moving Forward

As we transition past the vaccination mandate deadline of October 18, it's important that everyone has a clear understanding of how the City will ensure safety in the workplace for employees moving forward.

Please see the following requirements for all employees, and the new Citywide accommodations for staff who are not fully vaccinated (received all required doses of a COVID-19 vaccine **and** have completed the 14-day waiting period), have a medical or religious exception, or are unvaccinated sworn police officers exempt under ORS 433.416.

Current Safety Citywide Protocols for all employees regardless of vaccine status:

- Follow all Workplace Health and Safety Guidance protocols.
 - o Wear a face covering at all indoor City worksites. Vaccinated employees can remove masks when able to work in a single office with the door closed.
 - o Wear a face covering in all outdoor settings when social distancing is not possible.

- o Frequently wash your hands.
 - o Complete the daily [Health Assessment Survey | Portland.gov](#) prior to reporting to a City facility.
 - o Stay home when you're sick.
- Follow any Bureau-specific safety protocols issued by a Bureau Director.
 - Link to guidance at <https://www.portlandoregon.gov/bhr/81288>.

Citywide requirements for employees who are not fully vaccinated and have a temporary accommodation during the final 14-day waiting period, have a medical or religious exception, or are unvaccinated sworn police officers exempt under ORS 433.416:

- Wear a **KN95** face covering at all indoor City worksites, at all times of the day or night, regardless of whether you can work in a single office with the door closed or in a City vehicle.
- As soon as the face covering is issued, it must be worn.
- To the extent possible, each person shall take additional precaution by social distancing during break and lunch periods, such as taking staggered breaks and lunches when approved by a supervisor, having one person at a time in a break room, taking breaks outside, etc.
- In all City-owned congregated live/work spaces, unvaccinated employees shall be required to eat in their individual living spaces (in a fire station) or otherwise separated from other employees, such as eating outside.
- **(Update)** All unvaccinated employees who are unable to maintain a 6-foot distance from coworkers and must work in proximity will be provided an N95 mask. This will be for use in situations such as when required to make an emergency repair in a confined space. Please see your manager/supervisor if you cannot maintain a 6-foot distance from coworkers.
- Abide by any other safety precautions as required by each employee's bureau.
- The City's intent is to implement both detection and prevention strategies, which will include testing and become part of the requirements for unvaccinated employees once all protocols are established. We expect to have testing in the coming weeks. The City reserves the right to reconsider, alter, or change any of these requirements and will provide employees with notice of such changes.

If you have concerns that another City employee is failing to comply with these requirements within your workgroup or otherwise, or if you witness any other situation which gives rise to a safety concern, please direct those concerns to your manager, supervisor, even beyond your usual chain of command, or your bureau's assigned [HR Business Partner](#). The City will strictly enforce these requirements, up to and including termination for failure to comply.

(New) Now Available: [Frequently Asked Questions, and Answers, that include work safety information as well as requirements moving forward.](#)

Please be mindful that everyone's situation is unique to them, and that each of us plays a role in how we move forward as the City that works.

COVID-19

COVID-19 Leave for Non-Represented, DCTU, PROTEC17 and LiUNA Represented Employees

(New-ish) On Sept. 20, 2021, the City and non-public safety labor unions signed a letter of agreement (LOA) to bargain impacts of the City's vaccine mandate. Part of this agreement includes additional sick leave of up to 80 hours for qualified COVID-19 related reasons (listed below) between July 1, 2021, and June 30, 2022.

PPA-BOEC signed an LOA on November 2, 2021, providing members with 80 hours COVID-19 sick leave effective July 1, 2021, to June 30, 2022. This leave will be available for employee use by November 12.

Non-represented, as well as DCTU, PROTEC17, LiUNA, PPA-BOEC represented employees must request this leave/time off utilizing your bureau's current process for leave requests. When requesting COVID-19 Emergency Paid Sick Leave through the ESS leave request system, select the leave type "other," and enter **EPSL** (or **EPSM** if used to care for a family member) in the comment section. Requests will be reviewed by your manager/supervisor, like other requests.

Once approved, use **EPSL** (or **EPSM** if used to care for a family member) as the absence type on your timesheet. When you certify your timesheet, you are verifying that the time is only being used for one of the qualifying reasons listed below. No additional forms are required.

If you have taken time off for one of these reasons after July 1, 2021, you will need to submit or modify a corresponding leave request. When approved, work with your bureau timekeeper to update your timesheet retroactively.

Employees can use COVID-19 EPSL/EPSM leave if they are:

1. advised to quarantine related to COVID-19

2. experiencing symptoms of COVID-19 and seeking a medical diagnosis (including, but not limited to, obtaining a COVID-19 test or telehealth visit)
3. providing care for an impacted individual subject to quarantine or experiencing symptoms of COVID-19
 - a. Individual is defined as an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person in a quarantine or self-quarantine situation, and that individual depends on you for care during the quarantine or self-quarantine.
4. caring for your child whose school or place of care is closed or unavailable due to COVID-19 related reasons
5. taking time off to receive the vaccine (if the time off exceeds the following)
 - b. Employees may use up to two hours of regular, paid time to get a vaccination, whether on or off duty. These hours are recorded as regular paid hours on the timesheet; therefore, time entry is only required for positive pay employees or hours outside of an employee's work schedule.
 - c. For COVID-19 vaccinations that require two doses, each employee may be granted up to two hours paid time off for each dose.
 - d. Employees must submit a time request with the time type "other" and note "vaccine" in the comment section.
6. recovering from adverse side effects of the vaccine (adverse side effects or allergic reactions which require medical treatment may be filed as a workers' comp claim; EPSL and a workers' comp claim cannot be used concurrently for the same dates)

(New) COVID-19 Vaccinations

Please submit vaccination questions to 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: Can I get a booster shot?

A: Some COVID-19 vaccine recipients can now get booster shots.

IF YOU RECEIVED Pfizer-BioNTech or Moderna

You are eligible for a booster if you are:

- [65 years or older](#)

- Age 18+ who live in [long-term care settings](#)
- Age 18+ who have [underlying medical conditions](#)
- Age 18+ who work or live in [high-risk settings](#)

When to get a booster:

At least six months after your second shot.

Which booster should you get?

[Any of the COVID-19 vaccines](#) authorized in the United States.

IF YOU RECEIVED **Johnson & Johnson's Janssen**

You are eligible for a booster if you are:

- [18 years or older](#)

When to get a booster:

At least two months after your shot.

Which booster should you get?

[Any of the COVID-19 vaccines](#) authorized in the United States.

Q: Can I choose which type of booster shot I get?

A: You may choose which COVID-19 vaccine you receive as a booster shot. Some people may prefer the vaccine type they originally received, and others may prefer to get a different booster. CDC's recommendations now allow for this type of mix and match dosing for booster shots.

Q: Where can I get a booster shot?

A: Many pharmacies and primary care clinics now have boosters available. Learn how you can [find a COVID-19 vaccine near you](#).

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.

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

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>.

Citywide Employee Charitable Campaign

(New) City of Portland employees can take part in a new-and-improved workplace giving campaign that lifts up local nonprofit organizations. The City is partnering with United Way to deliver this year's campaign.

New this year, City employees will be able to donate to any valid nonprofit organization through their paycheck one time or over 26 pay periods. Employees are also encouraged to support one of these featured organizations nominated by City Council members:

- Mayor Wheeler: [Equitable Giving Circle](#)
- Commissioner Hardesty: [Unite Oregon](#) and [OPAL](#)
- Commissioner Mapps: [JOIN](#) and [Meals on Wheels People](#)
- Commissioner Rubio: [VOZ](#) and [Street Roots](#)
- Commissioner Ryan: [IRCO](#) and [Blanchet House](#)
- [United Way Resilient Families Fund](#)

The campaign runs **through November 30**. Visit <https://employees.portland.gov/charitable-campaign> to learn more about these organizations, view the FAQ and sign up to participate!

Contact: [Janet Storm](#), Charitable Campaign Project Manager

Enter your team in the Get Energized Along the PC Challenge!

(New) Join us on a tour of the Pacific Coastline, where you'll learn techniques to shake off fatigue and approach life with more energy.

The Pacific Coastline offers a variety of beautiful sights, from crystalline beaches to towering redwoods, from stunning rock formations to delightful seaside towns. It's the kind of beauty that wakes you up and fills you with energy.

Maintaining our energy levels and fighting off fatigue is a challenge we all face during the winter months in the Pacific Northwest. Now you don't have to face that challenge alone. Form a team and get energized!

When: Wednesday, Nov. 17 - Wednesday, Dec. 15

Details: This is a team **steps + activities** challenge. A "team" can be created of any size, and team steps will be averaged. Each team's goal is to achieve 232,000 total steps to finish the

challenge (8,000 steps/day average). Teams that average at least 8,000 steps/day for at least five days each week will be eligible for the prizes.

Prizes: A weekly drawing for a chance to win a \$25 gift card (five winners each week)!

How to participate: Click [here](#) to join the Get Energized Along the PC Challenge!

Questions: Contact citystrong@portlandoregon.gov.

Work Share

Updates to the City's Work Share FAQ can be found here: [Work Share Program FAQ 06-08-2021 \(portlandoregon.gov\)](#)

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 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 of Portland Work Share Renewal

Corrections to Work Share Claims

End of COVID-19 Federal Stimulus -- Impacts to Participants

If you have questions regarding Work Share benefits or the process, please email Inboxworkshare@portlandoregon.gov.

SuccessFactors Performance Management for Non-Represented Employees



Time to Check-In!

The Refine phase of our new performance cycle runs from Oct. 1 – Dec. 31.

During this phase, BHR will conduct a mass launch of performance forms for all active employees.

When employees are hired after Oct. 1, the employee’s manager can launch their form by following the instructions on the Performance and Development Review web page under the, “07 Create a Performance Form (for a New Employee)” section.

<https://www.portlandoregon.gov/bhr/80673>

The only action you will need to take during this Phase is to:

- a. Conduct the Refine check-in with your manager – review your Service and People objectives and discuss progress to date.
 - [Performance Form 01 Check Ins \[Employee \] – YouTube](#)
- b. Your manager will need to enter the date you conducted the check-in on the review form to complete this action.
 - [Performance Form 02 Check Ins \[Manager \] - YouTube](#)

Remember, a good check-in simply ensures that you and your manager are taking a few moments to address four questions.

What we call the 4x4, which includes two questions that look backward and two questions that look forward.

Here’s what a 4x4 quarterly check-In should cover:

- 1) How did you do against your service objectives during the last quarter?
- 2) How did you do against your people objectives during the last quarter?
- 3) What are your priorities for the next quarter?

- 4) What training, resources, or coaching do you need to meet those priorities?
- Following each quarterly check-in, you and your manager should record progress, results, comments, as well as note any changes or necessary adjustments to each objective on your Performance form.
 - You can access the SuccessFactors Performance Management platform in CityLearner through [the employee portal](#), or by opening the following CityLearner link in your browser www.portlandoregon.gov/sf and clicking on “objectives” in the drop-down menu.

If you missed any of the communication or resources leading up to this point, you can access a simple process overview guide [here](#) or check out the dedicated [BHR web page](#), full of useful videos and reference material on our process.

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.

Monday, Nov. 29, 1 p.m.

Monday, Dec. 13, 1 p.m.

Please download and import the following iCalendar (.ics) files to your calendar system. Daily:
https://us02web.zoom.us/meeting/tZMlcO6opj0sGNSQPv9q05sEQwyNJl2fbqmR/ics?icsToken=98tyKuGvpjwTgtyTthuHRpwEGo_CKPTxiCFdjY1urS_zWjEDNxDTB_VbHJhWQt7S

Join Zoom Meeting:

<https://us02web.zoom.us/j/87877086620?pwd=Q1VoWkNjb2xHT21ta1VVMWxNSEsvQT09>

Meeting ID: 878 7708 6620 | Passcode: 275417

One tap mobile

+13462487799,,87877086620#,,,,*275417# US (Houston)

+16699006833,,87877086620#,,,,*275417# US (San Jose)

Benefits

Nike Employee Store Pass

(New) City of Portland employees are welcome to shop through Sunday, Nov. 21. Store details and your pass are available here: [Nike Employee Store Pass | Portland.gov](#)

Teledentistry Options through Kaiser and Moda

Teledentistry options are available through both Kaiser and Moda (Delta dental). Teledentistry, or virtual dentistry, provides a convenient option for those times when you may not need to physically go into the dental office. [More information is available here.](#)

Flu Shots

Moda members can get flu shots at no cost from your primary care provider or any Express Scripts in-network pharmacy (when presenting your pharmacy card). If you are a Kaiser participant, members can schedule a flu shot appointment at [kp.org/flu](#). Kaiser members can also visit retail pharmacies including Albertsons, Costco, CVS, Fred Meyer, Rite Aid, Safeway, Walgreens, and Walmart to get a shot at no additional cost.

Employee Assistance Program Update for Non-rep, DCTU, PCL, PPA-BOEC, PROTEC17, and Recreation

(New) We are pleased to announce ComPsych as the City's new Employee Assistance Program (EAP) provider of CityStrong GuidanceResources. Benefits begin January 1, 2022. The services below are provided to you and your dependents at no additional cost.

- Confidential Counseling
- Work-Life Solutions
- Legal Support
- Financial Information
- Additional CityStrong GuidanceResources Online

CityStrong GuidanceResources will be available to you and your dependents 24 hours a day, 7 days a week. More information to come!

Note: *There is no change of coverage for PFFA, PPA and PPCOA. You will continue to receive services through Cascade Centers.*

Webinars

Adoption: Where to start and what to expect (presented by Carrot)

(New) Adoption can be a complex process with many steps to take and experts to consult. If you're considering adoption or have started an adoption or foster care journey, please [join us for our next webinar](#) on Nov. 17 at 12 p.m. We'll discuss different types of adoption, how to select your adoption professionals, considerations for LGBTQIA+ families looking to adopt, navigating international adoptions, how to ensure expectant and birth parents are emotionally supported, and more.

[Register for the webinar](#) or watch it on demand afterwards. If you have questions you'd like to share in advance, please email: nancy@get-carrot.com.

[Webinars for All – On Demand](#)

[Managers/Supervisors – On Demand](#)

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

Recruiting

Jobs

[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 [November through December classes](#).

Training (VIRTUAL)

CityLearner Process Updates

(New) Recently, CityLearner process updates were made to simplify the training registration and course evaluation process.

1) *Registration Confirmation Emails*

Each time you register for a class in CityLearner, you'll receive an automated registration confirmation email, which includes important details about the training (name, date, time, instructor name) as well as an **Outlook calendar invite**. Simply click on the attachment to add the training to your calendar.

The registration confirmation **now includes Zoom or Teams meeting information** if applicable. Meeting information is attached in the Outlook calendar invite, so when it's time to join an online training, you can open the calendar invite, then click on the Zoom or Teams link.

Note: When you register for an HR 2.02 training in CityLearner, your registration confirmation email will include two Outlook calendar invites (see example below). **You only need to add the first Outlook invite ("sched1.ics").**



2) HR 2.02 Acknowledgement Form

Now in CityLearner! Once your attendance is confirmed for an HR 2.02 training, you'll receive an email with a link to the acknowledgement form. You will need to complete the form within five business days (from the date of the class) to gain credit for attending.

Note: You may need to reduce your screen view to 75% to click OK on the form.

3) Class Evaluation Surveys

After completing a class, a class evaluation survey will be emailed to you. The survey email usually arrives within five business days.

After completing the survey, return to your "My Learning Assignments" screen in CityLearner, click the pulldown by the evaluation survey name and select "Remove" so the survey no longer appears in your Learning Assignments.



If you have any questions or need further clarification, please reach out to the BHR Training team at hrtraining@portlandoregon.gov.

Required, All Employees

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

HR 2.02, Workforce Harassment & Discrimination Prevention for Non-Supervisory Employees
Tuesday, Nov. 16, 1-3 p.m.

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

Refresher: Non-supervisory version

Friday, Nov. 19, 9-10 a.m.

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

Training for Council staff ONLY

(New) Tuesday, Nov. 16, 2-5 p.m.

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

Wednesday, Dec. 15, 1-3 p.m.

Racial Equity 101

Friday, Nov. 19, 8:30 a.m. -12 p.m.

Defensive Driver Training -- eLearning now available in CityLearner – Updated July 2021

Purpose: Present basic defensive driving techniques useful for any driver. Program also reviews expectations while driving on city business. These classes enable city drivers to comply with [HRAR 4.13 Vehicle Loss Prevention](#). Drivers need to refresh defensive driver training every three years. Content is broken into five modules or sections. Each module can be taken individually.

Training topics include:

- Driving policies
- Defensive driving strategies and techniques
- Factors affecting driver performance
- Safe backing
- Driving in adverse conditions
- Sharing the road
- Incident reporting requirements.

The eLearning can be taken at any time. Here is a direct link to the course: [Defensive Driver](#)

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

(These classes are open to **all** Managers and Supervisors for registration.)

Emotional Intelligence

Do you ever get upset at work? Do you work with people who sometimes get upset or shut down? If you answered yes, you're human and you work with other humans! And it's likely you

experience a range of emotions at work from anger and fear to joy and compassion. In this introductory class, we examine the spectrum of emotions in our daily lives and learn how to cultivate awareness and acceptance of what our emotions are telling us.

In this 2-part training, we break down the core competencies of emotional intelligence at work and identify specific strategies to slow down, process what is happening and build the support you and your teams need. Emotional intelligence is essential to embodying the City of Portland's core values and is foundational to dismantling systems of oppression and leading resilient and empowered teams. Hosted by BHR, this virtual class is led by Dawn Uchiyama, Deputy Director at the Bureau of Environmental Services, who wholeheartedly invites you to join the conversation.

Day 1: Tuesday, Nov. 16, 1-4 p.m.

Day 2: Thursday, Nov. 18, 1-4 p.m.

Centering Wellbeing

The Centering Mental Wellbeing training for leaders is a training created to promote awareness; destigmatize mental health to increase understanding; and provide tools, resources, and information to capacitate leaders. Capacity building enables leadership to be more skilled to acknowledge the prevalence of mental health disabilities; provide safety, support, and inclusivity for those persons in the workplace who experience mental health disabilities; to create and implement policies practices and procedures that center wellbeing from a person-centered lens. This virtual class was created and is facilitated by Tyesha McCool-Riley, Mental Health Program Specialist at the Office of Community & Civic Life.

Wednesday, Dec. 8, 9 a.m. - 12:30 p.m.

Professional Development

New Employee Orientation

Click [New Employee Orientation](#) for more information.

Tuesday, Nov. 9, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

SAP SuccessFactors hosts the City's new online Performance Review Process for all merit-eligible staff!

Specifically designed for non-supervisory staff as well as managers and supervisors, to provide participants with an overview of the Fiscal Year process with information on the four phases of the performance review cycle including – Assess, Refine, Grow, and Align.

At the completion of the courses, participants should understand the following:

- Performance cycle
- Two types of objectives used in this process

- How to conduct a check-in
- How this cycle supports fair and consistent ratings.

Here are the direct links to the classes:

[SuccessFactors Performance Review Process Overview](#)

[SuccessFactors Performance Review Process Overview for Managers and Supervisors](#)

Procurement Training

Alternative Construction Methods

An introduction to alternate construction methods other than the standard "Design, Bid, Build Method" currently in use.

Tuesday, Nov. 9, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 866 311 935#

Roles and Responsibilities in Procuring for Design Services

Course objectives are to understand the differences between Design and Ordinary Services. This includes Design vs. Services, Timelines, Process Steps, and major steps of the Design Procurement Process and roles and responsibilities in each step of the Design Procurement Process.

Wednesday, Nov. 17, 1-2:30 p.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 521 558 574#

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.

Tuesday, Nov. 23, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 438 782 93#

Contractual Risk

(New) Learn the basic terminology associated with contractual risk, common insurance coverages required by the City of Portland, and how to use the new Risk Assessment Tool.

Tuesday, Nov. 30, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 259 856 093#

See [a complete list of Procurement Trainings](#).

To register, go to [CityLearner](#) (using Internet Explorer, Edge or Chrome; a remote access token

is not needed), select “CityLearner” tile, type the course name into the “Find Learning” search field, then click “Go” to locate the course. Click “See Classes” to view the class dates and then register for the date and time that works for your schedule. The Zoom or Teams meeting invitation information will be sent via email in the **initial** registration confirmation. If you need assistance with CityLearner, please go to [CityLearner Help](#) or send an email to [BHR Training](#).

If you have questions about the listed trainings, or any others, please send a message to hrtraining@portlandoregon.gov.

Thank You!



BHR Communications

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

City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility

[core competency model](#) — [core competency accessible document](#)

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