

# BHR BULLETIN

Tuesday, November 30, 2021

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

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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.
- 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.

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, PPA-BOEC, PROTEC17, LiUNA and PFFA Represented Employees**

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.

PFFA signed an LOA effective July 1, 2021. Employees on a 40-hour schedule will be eligible for 80 hours of leave, employees on a 42-hour schedule will be eligible for 84 hours of leave, and suppression employees will be eligible for 105 hours of leave.

Non-represented, DCTU, PROTEC17, LiUNA, PPA-BOEC, and PFFA 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)

### **Information on Boosters**

On Monday, Nov. 29, the CDC and Director Dr. Rochelle P. Walensky strengthened their recommendation on booster doses for individuals who are 18 years and older. Everyone ages 18 and older should get a booster shot either when they are 6 months after their initial Pfizer or Moderna series or 2 months after their initial J&J vaccine.

The recent emergence of the Omicron variant (B.1.1.529) further emphasizes the importance of vaccination, boosters, and prevention efforts needed to protect against COVID-19. Early data from South Africa suggest increased transmissibility of the Omicron variant, and scientists in the United States and around the world are urgently examining

vaccine effectiveness related to this variant. Dr. Walensky strongly encourages the 47 million adults who are not yet vaccinated to get vaccinated as soon as possible and to vaccinate the children and teens in their families as well because strong immunity will likely prevent serious illness. The CDC also wants to encourage people to get a COVID-19 test if they are sick. Increased testing will help to identify Omicron quickly.

And finally, to stop the spread of COVID-19, continue to follow the [prevention strategies](#) we know work.

Anyone can find available vaccines near them at [www.vaccines.gov](http://www.vaccines.gov) and can consult their health care provider or local pharmacist if they have questions about vaccines or boosters.

**Q:** Can I use COVID-related Emergency Paid Sick Leave (EPSL) to get a booster?

**A:** Yes. You may use EPSL for many COVID-19 related work absences including the need to isolate if sick with COVID-19, recovering from a booster shot, or going to get the booster shot.

**Q:** If we need a booster shot, are the vaccines working?

**A:** Yes. [COVID-19 vaccines are working well](#) to prevent severe illness, hospitalization, and death, even against the widely circulating [Delta variant](#). However, public health experts are starting to see reduced protection, especially among certain populations, against mild and moderate disease.

**Q:** What are the risks of getting a booster shot?

**A:** So far, [reactions reported](#) after getting a booster shot were similar to that of the 2-shot or single-dose initial series. Fever, headache, fatigue and pain at the injection site were the most reported side effects, and overall, most side effects were mild to moderate. However, as with the 2-shot or single-dose initial series, [serious side effects are rare](#), but may occur.

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. 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.

[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>.

## **Calendar Year 2022 Washington State Cares Fund Tax**

The WA Cares Fund is a new mandatory long-term care insurance benefit for workers in Washington State -- which will help pay for eligible long-term care related expenses. The program will be funded by a mandatory payroll tax for workers in Washington State beginning in January 2022. This program is required by state law and is administered by the State of Washington.

*What does this mean for City employees?*

If you are working remotely in the state of Washington, beginning Jan. 1, 2022, your total wages earned will be taxed \$0.58 per every \$100 of income (0.58%). There is no cap limiting the amount employees can pay in deductions and the amount of the deduction may increase over time.

Your bureau timekeeper will be reporting remote worker information to Central Payroll in December to ensure your payroll deduction is correctly calculated. If you are not working remotely in the state of Washington, or only working part time in the state of Washington, this tax may not apply to you.

Please see this [WA Cares Fund FAQ](#) for further information on this important change coming in the new year.

Contact information for additional questions and answers regarding this new program can be found on the State of Washington's website: <http://www.wacaresfund.wa.gov/>.

## **Citywide Employee Charitable Campaign**

***(Extended through Friday!)*** 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 December 3**. 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!**

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](mailto: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](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 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](mailto: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](http://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, 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](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**

### **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](http://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-ish)** 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.*

### **CityStrong GuidanceResources®**

**Q:** What is this?

**A:** Your CityStrong GuidanceResources Program is provided by ComPsych and offers counseling, legal, and financial consultation, work-life assistance and crisis intervention services to all City employees and their dependents.

**Q:** Why provide CityStrong GuidanceResources?

**A:** Because we care about our employees and their dependents. CityStrong GuidanceResources can be used free of charge as needed when you or your dependents are facing emotional, financial, legal or other concerns.

**Q:** What counseling services does CityStrong GuidanceResources provide?

**A:** CityStrong GuidanceResources provides free short-term counseling with counselors in your area who can help you with your emotional concerns. If the counselor determines that your issues can be resolved with short-term counseling, you will receive counseling through CityStrong GuidanceResources. However, if it's determined that the problem cannot be resolved in short-term counseling through CityStrong GuidanceResources and you will need longer term treatment, you will be referred to a specialist early on and your insurance coverage will be activated.

**Q:** Why would I or my dependents use the services?

**A:** There are many reasons to use these services. You may wish to contact CityStrong GuidanceResources if you:

- Are feeling overwhelmed by the demands of balancing work and family
- Are experiencing stress, anxiety or depression
- Are dealing with grief and loss
- Need assistance with child or elder care concerns
- Have legal or financial questions
- Have concerns about substance abuse for yourself or a dependent

**Q:** What happens when I call?

**A:** When you call, you will speak to a GuidanceConsultant, a master's- or PhD-level counselor who will collect some general information about you and will talk with you about your needs. The GuidanceConsultant will provide the name of a counselor who can assist you. You can then set up an appointment to speak with the counselor over the phone or schedule a face-to-face visit.

**Q:** Are the services confidential?

**A:** Yes, CityStrong GuidanceResources is strictly confidential. No information about your participation in the program is provided to your employer.

## **Webinars**

[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](#)

### **Data Corner**

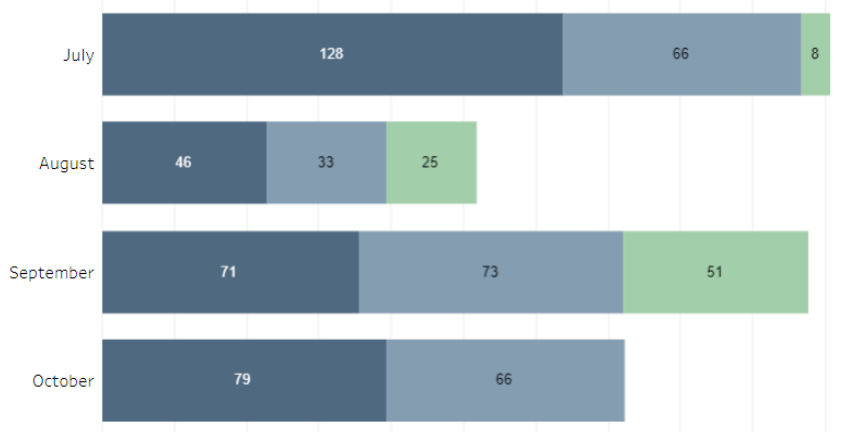
The BHR Dashboard is highly interactive! Filters allow you to refine your view to a subset of the overall data. There are filters for Fiscal Year, Bureau, and Classification. And this month, a **new filter** has been added that allows you to view data for casual recruitments, non-casual recruitments, or all recruitments.

Below are two images of the “Time to Fill” visualization in the dashboard. Time to Fill is the number of days from the time a requisition is received in BHR until the hiring manager extends an offer to the successful candidate. The first image shows Time to Fill data for **casual** hires in all bureaus and classifications in fiscal year 2022. The second image shows Time to Fill data for **non-casual** hires in all bureaus and classifications in fiscal year 2022. You can see that the average Time to Fill so far this fiscal year is 83 days for casual recruitments, compared to 87 days for non-casual recruitments. Overall, the Citywide average Time to Fill for all hires, regardless of whether the recruitment was for a casual or non-casual position -- is 85 days.

## Recruitment Timeline Metrics - Time to Fill & Time to Post

### Time to Fill

Average Time to Fill for Recruitments = 83 days  
Goal = 85 days



Fiscal Year  
FY22

Bureau  
All

Class Title  
(All)

Casual or Non-Casual  
Casual

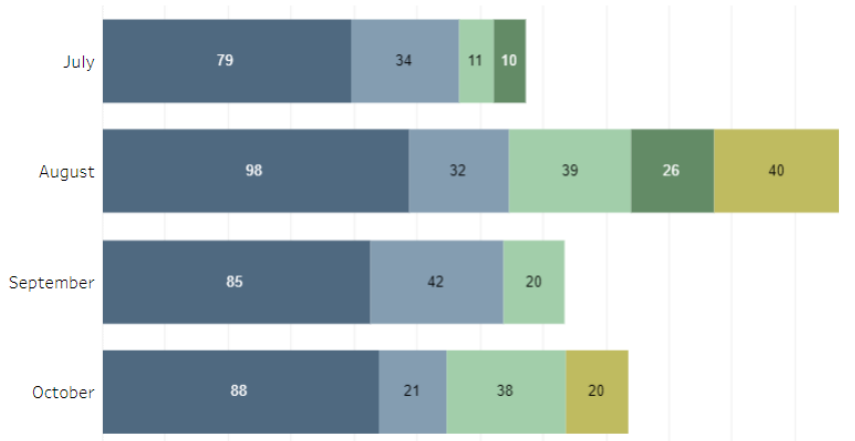
List Type  
Resurrected List  
Existing List  
Recruitment

Type of Recruitment  
Single-Bureau

## Recruitment Timeline Metrics - Time to Fill & Time to Post

### Time to Fill

Average Time to Fill for Recruitments = 87 days  
Goal = 85 days



Fiscal Year  
FY22

Bureau  
All

Class Title  
(All)

Casual or Non-Casual  
Non-Casual

List Type  
Transfer List  
Comparable List  
Resurrected List  
Existing List  
Recruitment

Type of Recruitment

The BHR Dashboard is published on the City's website by the third Wednesday of each month. To see more of the BHR Dashboard, go to <https://www.portlandoregon.gov/bhr/77445>.

## 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)**

### **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***

Friday, Dec. 10, 1-3 p.m.

#### ***Workforce Harassment & Discrimination Prevention (HR 2.02) Refresher for Non-Supervisory Employees***

Tuesday, Dec. 14, 1-2 p.m.

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

Wednesday, Dec. 15, 1-3 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.)

### ***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, Jan. 11, 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**

### ***Roles & Responsibilities in Goods and Services Processes***

Course objectives are to outline the major steps within the procurement process for Goods and Services for both competitive and non-competitive solicitations, provide you with an overview of the roles and responsibilities between Procurement Services and the requesting Bureau for each step of the Goods and Services procurement processes.

Tuesday, Dec. 7, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 256 242 066#

### ***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.

Thursday, Dec. 9, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 843 733 802#

### ***Design Bid Build Construction***

This course is a comprehensive overview of contracting for construction services and focuses on bidding and contracting requirements that include an update on recent changes and latest developments. Topics include contracting basics, recent developments, roles and responsibilities, and new small business program requirements.

Thursday, Dec. 16, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 431 011 28#

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](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](#)

### **City of Portland Core Values:**

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

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

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