

# BHR BULLETIN

Tuesday, March 22, 2022

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

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**The following topics, and many others, are available in [recent issues](#).**

- How to use the Phish Alert button in Microsoft Outlook
- Affinity Groups
- COVID-19 Leave for Non-Represented, DCTU, PPA-BOEC, PROTEC17, LiUNA and PFFA Represented Employees
- Emergency Shelter Training
- Work Share

## **Ukraine: Resources & How you can help**

**(New)** City employees are responding to calls and email – with limited verified information regarding available resources and how people can support humanitarian efforts in Ukraine. Our community is exhausted but not losing hope. By community, we mean City staff, extended Eastern European/Ukrainian/Slavic/Former Soviet Union community members, various supportive community organization leaders and beyond.

Locally, the Immigrant and Refugee Community Organization's (IRCO) Slavic and Eastern

European Center is seeking donations (non-cash option) and ongoing supplies support at [Ukrainian War Relief Fund](#).

### **Internal Resources**

#### [Conflict Resources from GuidanceResources](#)

Helpful information accessible in English, Ukrainian, Russian and Polish. Topics include *Refugee Resources, Conflict and Workplace Stress, Coping with Conflict, and more.*

#### [Common Reactions to Trauma](#)

#### [Trauma: Tips for Coping](#)

#### [Standing Together During Difficult Times](#)

#### [Trauma: Tips for Managers](#)

#### [Slavic Empowerment Team \(affinity group\)](#)



CityStrong [GuidanceResources](#), the City’s free and confidential Employee Assistance Program (EAP), has put together an [update about Ukraine with information on how you can help](#). The EAP offers 24-hour counseling services and has Ukrainian and Russian speaking counselors available – just ask for one when you call.

Mental health resources can also be found on the [CityStrong web page](#).

Support is available for the Portland Fire Fighters Association, Portland Police Association and Portland Police Commanding Officer Association members at 1-800-433-2320, text 503-980-1777, or go online to [Canopy](#).

All other employees can call 1-800-888-9891, or go to [GuidanceResources](#) and use web ID “CityStrong.”

### **Hybrid Work – Let’s do this!**

**(New)** April 4 marks a soft reentry to the physical office space for many City employees who’ve been working remotely over the last two years. Taking time now to think about how you’ll be traveling to the office will go a long way toward making your first morning a smooth one.

Please consider climate-friendly commute options for trips to the office. Here are some tips to help make your climate-friendly commute easier (provided by PBOT):

#### **Prepare yourself**

This will be an adjustment, so build in extra time. Stress reducers:

- Wake up a little earlier each day

- Get everything ready the day before – find your badge!
- Coordinate and communicate your plans and timelines with family members
- Expect imperfection and give yourself some grace

### **Plan your trip**

Transit? Walk? Bike? Carpool? Whatever your mode, here are some things to consider:

#### *Transit*

TriMet has a new and improved [trimet.org](https://trimet.org) website with real-time data on routes, schedules and stops. Find your Hop card, update the app on your phone or have cash ready to pay for your trip.

#### *Walk*

Walking to work is a great option. You can also combine a walk with transit, bikeshare or an e-scooter to increase your range and get some exercise.

#### *Bike*

If you haven't ridden your bike in a while, dust it off and check the tire pressure. Make sure your brakes are working and the chain is clean and well lubricated.

Check out [portlandbikemap.com](https://portlandbikemap.com) or these [online resources](#) to help map your walk or bike route.

### **TRIP – for benefits eligible employees**

If you're a benefits eligible employee, consider the Trip Reduction Incentive Program (TRIP) benefits available to you. To sign up for TRIP benefits like monthly transit passes or Bike and Walk Bucks, go to the Employee Programs tab in SAP via the employee portal. Useful TRIP benefits include up to \$50 a month for the following:

- TriMet or C-TRAN monthly passes – it's too late to sign up for the annual pass, but you can still sign up for monthly passes
- Bike and Walk Bucks – receive \$50 of additional (taxable) monthly income for walking or biking
- Carpool Checks to help reduce the cost of driving – \$50 off carpool or vanpool parking at downtown parking locations, contact your timekeeper for more information

Commuting to work might feel like a daunting task for those of us who've been working remotely. But in the same way we've been resilient adjusting our lives in response to the pandemic, adapting to this change is also within your reach. *See you soon!*

## **Leadership Engagement and Development (LEAD)** **Training Opportunity for Managers and Supervisors**

### **Understanding the Neurology of Equity & Inclusion**

In this interactive session, Founder and Principal of Affirma Consultancy Tia Coachman will share her insight on defining and understanding the neuroscience of equity and inclusion.

Course focal points:

- The balance of employment perspectives and how inequity plays a role
- How our brains are wired to project us against perceived threats including racist behaviors (intentional and unintentional)
- Why we behave the way we do when confronted by things that threaten our core needs

This class is offered and facilitated by [Portland State University, Center for Executive and Professional Education, Tia Coachman](#).

[Register in CityLearner](#)

**LEAD Certificate:** Elective (Limited Offering)

**Cost:** Free

**Location:** Zoom

Thursday, April 7, 1-4 p.m.

Thursday, April 28, 9 a.m. - 12 p.m.

Thursday, May 5, 9 a.m. - 12 p.m.

## **Reentry and Work Accommodations**

**(New-ish)** Our hybrid return to the office is happening soon! If you are someone with a disability, pregnant, and/or observe a religious practice, and in need of an accommodation to perform your job, please contact your Human Resources Business Partner (HRBP) for assistance. Here's a link to HRBP bureau assignments:

<https://www.portlandoregon.gov/bhr/article/430513>.

## **Updating Your Vaccination Status with Booster Shot Info**

**(New)** The City now has the capability to accept booster shot information if employees want to update their COVID-19 vaccination status. This is not a requirement. Reporting booster information is entirely up to you.

For those with access to a City computer as well as access to the City's network, booster information can be added to your vaccination status form online through the [CityLink Portal](#), where you will again find the "My Vaccination Status" tab. Click the tab to access the vaccination status form, then update your status with booster information.

For those who have internet access but do not have access to the City's network, you can update your vaccination status online here: [Employee COVID-19 Vaccination Status Form \(smartsheet.com\)](#).

If you have questions, please email [bhrcommunications@portlandoregon.gov](mailto:bhrcommunications@portlandoregon.gov).

## **Online Benefits Enrollment System**

**(New)** The City's Health & Financial Benefits team is transitioning operations to a new online benefits enrollment system – effective **April 1, 2022**.

While this change takes place, access to your online benefits account is temporarily unavailable **March 18 to 31**.

If you are a new employee needing to make your benefit elections, or a current employee needing to make changes to your benefits due to a qualifying life event, please wait until Friday, April 1, to access your online benefits account. If you need to enroll urgently, please contact the benefits office at [benefits@portlandoregon.gov](mailto:benefits@portlandoregon.gov).

Thank you for your patience.

## **Trail Blazers – City of Portland Employee Appreciation Nights**



**(New)** You're invited to bring family and friends to join coworkers for City of Portland Employee Appreciation Nights! Choose from three discounted games (ticket purchase deadline extended) or see them all. [Check out this](#)

[flyer](#) for dates, promo code and more info. (**Note:** This type of group ticketing option is also available to any large group of potential ticket purchasers.)

## **Twelfth Annual Wonder Woman Awards – Everyday Greatness!**

**(New)** Nominate any woman at the City of Portland who stands out as a community connector, supportive resource, inclusive leader, mentor or simply a fabulous City employee. Please think about everyday heroes such as our field staff, our mental health responders, and our dedicated women working from home – taking care of others and/or pets, keeping you motivated despite a pandemic ... *everyday greatness!*

Nominees don't have to be immediate co-workers. And you can nominate more than one woman. Please nominate in the following categories:

### **WONDER WOMAN AWARD**

**(All nominees receive a certificate and recognition)**

### **FABULOUS WONDER WOMAN AWARD**

**(Jury selected)**



**NOMINATIONS ARE OPEN UNTIL THURSDAY, MARCH 31.**

**Please note** – there will be no exceptions this year to the nomination deadline due to the high expectancy of nominees. In efforts to honor each recipient, we humbly ask that you submit nominations early.

**Nominate here:** [www.portlandoregon.gov/deep/nomination](http://www.portlandoregon.gov/deep/nomination)

All nominees (awardees) will be notified in April. Recognize your colleagues today!

**Q:** Does every woman who is nominated receive an award?

**A:** Yes. Every woman who's nominated and is a City of Portland employee receives a certificate via email.

**Q:** Do you have to be born a woman to qualify?

**A:** No. You qualify as a woman if you identify as a woman or women, are transgender or non-binary. Nominees must be human or at least an employee of the City of Portland.

**Q:** Do they have to be a full-time or permanent employee?

**A:** No. They can be part-time, seasonal, contract, etc. If they are working for the City of Portland at the time of the awards, then they are eligible!

**Q:** How will the nominees know that they are receiving an award?

**A:** Debbie Caselton or someone from the Wonder Woman Awards Committee will send them an email.

**Q:** Will there be an awards ceremony this year?

**A:** No. But there will be a specially produced video that will be distributed later in April.

**Q:** Will there be any Exceptional Wonder Women Awards given again this year?

**A:** Yes. It is now called the Fabulous Wonder Woman Award. These awardees are selected by a jury (the Wonder Woman Awards Committee). These women will also be notified in April and presented on the video.

**Q:** After the awards, how do I get a list of the Wonder Woman awardees at my bureau?

**A:** All nominees, listed by bureau will be available on the DEEP web page, under Women's Empowerment: <https://www.portlandoregon.gov/70511>. You can find everything from 2015 through this year.

For more information contact Debbie Caselton at [Debbie.Caselton@portlandoregon.gov](mailto:Debbie.Caselton@portlandoregon.gov).

## **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 third Tuesday of every month, 1-2:30 p.m.

Join Zoom Meeting at

<https://us02web.zoom.us/j/81234850345?pwd=TDJGN1ZWNDVlZlJXZEtHcHJFRWErdz09>

Meeting ID: 812 3485 0345

Passcode: 230082

One tap mobile

+16699006833,,81234850345#,,,,\*230082# US (San Jose)

+12532158782,,81234850345#,,,,\*230082# US (Tacoma)

## **COVID-19**

### **Booster Shots**

The COVID-19 vaccines are still effective in preventing severe disease, yet protection can lessen

over time. A [booster shot](#) is an additional shot recommended for all vaccinated adults to get longer lasting protection. Many vaccines need boosters after a period.

**Q:** With so many people getting infected with the Omicron variant, do the vaccines really help?

**A:** Yes! A new [report from the Oregon Health Authority](#) confirms that cases of COVID-19 are much more common in unvaccinated individuals including during the Omicron surge. Being vaccinated lowers risk for infection and receiving a third (booster) dose provides the best protection.

**Q:** If I already had COVID-19 and recovered, am I protected by natural immunity, or do I still need to get a COVID-19 vaccine?

**A:** You should get a COVID-19 vaccine even if you already had COVID-19.

Getting sick with COVID-19 offers some protection from future illness with COVID-19, sometimes called “natural immunity.” The level of protection people get from having COVID-19 may vary depending on how mild or severe their illness was, the time since their infection, and their age. No currently available test can reliably determine if a person is protected from infection.

[All COVID-19 vaccines currently available](#) in the United States are [effective](#) at preventing COVID-19. Getting a COVID-19 vaccine gives most people a high level of protection against COVID-19 even in people who have already been sick with COVID-19.

[Emerging evidence](#) shows that getting a COVID-19 vaccine after you recover from COVID-19 infection provides added protection to your immune system. [One study](#) showed that, for people who already had COVID-19, those who do not get vaccinated after their recovery are more than two times as likely to get COVID-19 again than those who get fully vaccinated after recovery.

**Q:** Where can I get a booster?

**A:** To get a booster shot:

- Contact your healthcare provider.
- Ask your local pharmacy.
- Call 2-1-1.
- Visit [GetVaccinated.Oregon.gov](https://www.getvaccinated.oregon.gov).
- [Visit a weekly clinic](#).

As we move forward, 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.

### **Testing for Unvaccinated Employees**

The City is moving forward with the Mayor and City Council's directive to test employees who are unvaccinated for COVID-19. The goal remains to keep the workplace as safe as possible as we continue to provide services to the Portland area.

Details and many answers are available in this [COVID-19 Testing FAQ](#).

Scheduling is underway for those who have not yet declared vaccination status along with those who have an approved exception. You will be notified once scheduled, before testing begins. If you telework, you will not be tested unless you're coming to a City worksite.

Testing adds to the pandemic health and safety plan for the City, but other measures are equally important. Please continue to distance when possible, wear a well-fitting mask, wash your hands frequently, and stay home if you are sick with any COVID-19 symptoms.

### **COVID-19 At-home Testing Options**

For all employees: The federal government provides free rapid tests for home shipping available at [www.covidtests.gov](http://www.covidtests.gov).

For Kaiser enrollees: Rapid antigen home tests are available at local drugstores or online. Please visit [kp.org/covidtests](http://kp.org/covidtests) for the most up-to-date information on participating retailers. To submit a reimbursement claim, please login to [kp.org](http://kp.org), go to the "Coverage & Costs" section, then select "Submit a Claim."

For Moda (CityCore/CityNet/CityBasic) enrollees: Members can purchase FDA authorized at-home COVID test kits from retailers (including pharmacies and online) and submit to Moda for reimbursement using this form -- [COVID At Home Test Reimbursement](#). Itemized receipts are required, and shipping costs are not reimbursable.

**Q:** What is a Self-test or At-home COVID-19 test?

**A:** **Self-tests** for COVID-19 give rapid results and **can be taken anywhere**, regardless of your vaccination status or whether you have symptoms. Along with [vaccination](#), [wearing a well-fitted mask](#), and physical distancing, self-tests help [protect you and others](#) by reducing the chances of spreading COVID-19.

**Q:** When should I take an At-home COVID-19 test?

**A:** If you have any [COVID-19 symptoms](#), you may test immediately, although it can take 24 hours after symptom onset for the test to accurately detect the virus. You may want to repeat the test 24 hours after a negative test to confirm results if you are still having symptoms.

If you were exposed to someone with COVID-19, wait at least five days after exposure. If you test negative for COVID-19, consider testing again one to two days after your first test.

If you are going to an indoor event or a gathering, test immediately before the gathering, or as close to the time of the event as possible. **This is especially important before gathering with [individuals at risk of severe disease](#), [older adults](#), those who are [immunocompromised](#), or people who are not [up to date on their COVID-19 vaccines](#), including children who cannot get vaccinated yet.**

**Q:** Should I trust the results of a self-test?

**A: Positive results** from self-tests are highly reliable.

**Negative results** from self-tests do not rule out SARS-CoV-2 infection. A negative self-test result may not be reliable, especially if you have symptoms associated with COVID-19.

**Invalid results** from self-tests mean the test did not work properly, and a new test is needed to get an accurate result.

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

## **Benefits**

### **CityStrong GuidanceResources: a free and confidential Employee Assistance Program (EAP)**

Provided by the City of Portland, offering support for personal and work-related issues.

Professionally trained Guidance Consultants are available 24 hours a day, 7 days a week, 365 days a year.

CityStrong GuidanceResources contact info:

855.888.9891

[guidanceresources.com](https://guidanceresources.com)

App: GuidanceNow

Web ID: CityStrong

## **Webinars**

### **Mental Fitness for Optimal Brain Power**

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

[Register here.](#)

### **Budgeting: Establish good spending and saving habits**

Tuesday, April 26, 9 a.m.

Thursday April 28, 6 a.m. *and* 12 p.m.

[Register here.](#)

## **Budgeting: Build your budget using Voya's budget calculator**

[Watch this 3-minute video.](#)

## **Deferred Compensation Program Resources**

### **Navigating Market Volatility**

If market volatility is causing you to consider making changes to your retirement strategy, keep in mind your long-term retirement planning goals and risk tolerance. A great way to learn more is to [visit this resource page](#) designed to help you understand the fundamentals of market volatility and learn strategies that can help guide you through uncertain times.

### **Addressing uncertainty series: Market Volatility**

Market fluctuations may be concerning but saving for retirement involves investing for the long term. Learn about the importance of staying invested and why staying the course matters.

[Watch this 1-minute video.](#)

### **Money Management Strategies During Inflationary Times**

The inflation reading from Jan. 2021 to Jan. 2022 was a whopping 7.5%. As a result, inflation worries are now a leading cause of financial anxiety for many households as purchases like groceries, gas, furniture and used cars have spiked in cost. [This article](#) provides some great suggested strategies to help lessen the stress and financial bite of your day-to-day finances.

## **Recruiting**

**(New)** Recently, the Workforce Recruitment team has seen an increase in requests to extend recruitment closing and eligible list expiration dates. So, to help center the best candidate experience, we're sharing the articles below, which include some avoidable pitfalls to consider when planning your next recruitment.

- [Slow Hiring is Damaging Your Firm and Here Are 20 Reasons Why](#)
- [Why companies need to resist cutting hiring corners](#)

## **Jobs**

[Current Internal Recruitments](#)

[Current External Recruitments](#)

[Current Lateral Transfer Opportunities](#)

## **Training (VIRTUAL)**

## **Required, All Employees**

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

### ***Workplace Harassment & Discrimination Prevention (HR 2.02) Initial for Non-Supervisory Employees***

Tuesday, April 12, 9:30-11:30 a.m.

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

Friday, April 29, 3-4 p.m.

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

Wednesday, April 13, 9-10 a.m.

### ***Reasonable Suspicion of Drug and Alcohol Use Training (DOT), Mgrs./Sups. – Cost \$30.00***

Thursday, June 16, 9 a.m. - 12 p.m.

### ***Reasonable Suspicion of Drug and Alcohol Use Training (Non-DOT) - Mgrs./Sups. – \$30.00***

Thursday, June 2, 9-11 a.m.

### ***Racial Equity 101***

Wednesday, April 6, 1:30-5 p.m.

### ***General Security Awareness Training***

This eLearning is due annually. Here's a link to the course: [General Security Awareness](#)

### ***Defensive Driver Training -- eLearning now available in CityLearner***

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

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

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

#### **Employee Lifecycle Training**

Part 1: Tuesday, April 5, 9 a.m. - 12 p.m.

Part 2: Thursday, April 7, 9 a.m. - 12 p.m.

#### **Emotional Intelligence**

Part 1: Wednesday, April 13, 9 a.m. - 12 p.m.

Part 2: Friday, April 15, 9 a.m. - 12 p.m.

Part 1: Wednesday, May 18, 9 a.m. - 12 p.m.

Part 2: Friday, May 20, 9 a.m. - 12 p.m.

### **[Understanding the Neurology of Equity & Inclusion](#)**

[Portland State University, Center for Executive and Professional Education](#), facilitated by [Tia Coachman](#)

Thursday, April 7, 1-4 p.m.

Thursday, April 28, 9 a.m. - 12 p.m.

Thursday, May 5, 9 a.m. - 12 p.m.

### **[Centering Wellbeing: Let's Talk Mental Health!](#)**

Wednesday, May 4, 9 a.m. - 12:30 p.m.

## **Professional Development**

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

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

Tuesday, April 12, 10 a.m. - 1:30 p.m. (30-minute lunch break is included)

### ***Bloodborne Pathogen Training***

Wednesday, May 4, 1:30-3:30 p.m.

### ***Disability Justice and Intersectionality Class (New)***

Tuesday, April 5, 2-4:30 p.m.

### ***Reasonable Employment Accommodations***

Monday, April 25, 1-2:30 p.m.

### ***Performance Review Process***

Specifically designed for non-supervisory staff, managers and supervisors. Provides participants with an overview of the fiscal year process. Direct links to the classes:

[SuccessFactors Performance Review Process Overview](#)

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

## **Procurement Training**

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

Tuesday, March 29, 9 - 11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 293 342 271#

### ***Alternative Construction Methods***

Thursday, March 31, 9 -11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 436 434 061#

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

Wednesday, April 6, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 962 704 336#

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

Tuesday, April 12, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 470 592 117

***Contractual Risk***

Tuesday, April 19, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 467 847 056#

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

**Virtual Portland Community College Classes**

Please note Supervisor/Manager approval is required for courses with a fee. **Be sure to sign up as soon as possible to avoid cancellation of a class due to low enrollment.**

***Excel Power Calculations \$225.00***

Tuesday, March 29, 9 a.m. - 1 p.m.

***Process Improvement Leadership \$275.00***

Tuesday, April 5, 9 a.m. - 4 p.m.

***Strategic Planning \$225.00***

Wednesday, April 13, 9 a.m. -1 p.m.

***Excel Database/List Management \$225.00***

Wednesday, April 20, 9 a.m. - 1 p.m.

***Project Management for Municipalities \$499.00***

\*\*\*You must attend both days of the class to receive credit for attendance\*\*\*

Day 1: Tuesday, April 26, 9 a.m. - 4 p.m.

Day 2: Tuesday, May 3, 9 a.m. - 4 p.m.

***Problem Solving & Critical Thinking \$175.00***

Thursday, May 5, 9 a.m. - 1 p.m.

**Public Speaking and Presentations Virtual/In-Person \$175.00**

Wednesday, May 18, 9 a.m. -1 p.m.

For class descriptions and 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

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

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