

# BHR BULLETIN

Tuesday, April 19, 2022

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

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## **Included in this issue**

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Find information about how you can help in Ukraine, COVID-19 leave, Work Share and more in [recent issues](#).

## **Gratitude**

To those of you who've been showing up to worksites regularly during the COVID-19 pandemic – your commitment to the City and those we serve is greatly appreciated. Thank you. Thank you. Thank you.

## **Hybrid workplace model launches this week**

This week, many City of Portland employees begin new routines for the first phase of the City's hybrid workplace pilot.

Thousands of City employees continued reporting to worksites throughout the pandemic, while more than half the workforce worked remotely. Now, most of those employees are being asked

to come to their worksites the equivalent of at least one day per week to foster collaboration, customer service and community-building. Following an evaluation period, the City will begin the next phase of the pilot in September.

The City's workplace reentry team has provided resources to support employees with workplace transitions, including a reentry [quick guide](#) and an [employee intranet page](#).

For additional information, please contact [CityReentry@portlandoregon.gov](mailto:CityReentry@portlandoregon.gov).

## **Meetings that work for everyone**

For the past two years most of the workforce has been performing job duties remotely. During that time, we discovered new ways to meet and connect. As we transition to onsite and hybrid work schedules, let's examine once again how we come together, considering each person's well-being.

1. Check your agenda. Is a meeting necessary? Would a phone call or email do?
2. Don't require your meeting to be in-person only.
3. When scheduling, be considerate of invitees' calendars.
  - a. Allow for possible travel time from the last meeting.
  - b. If a time slot that works is the only remaining open hour on someone's calendar, don't schedule that time without at least checking in first.
  - c. Allow for breaks if the meeting is over an hour.
4. Know who will be in person and who will be remote, and plan accordingly.
5. Follow a Remote First approach – plan and run meetings from the perspective that everyone may be remote.
6. Facilitate equal participation from both in-person and remote attendees – everyone gets a chance to speak.
7. Acknowledge remote arrivals and use the first few minutes to connect.
8. Ensure your meeting room has audio and video. If using the room for the first time – test the technology prior to your meeting.
9. Ending early is always a welcome practice.
10. Great video: [How to Do Hybrid Meetings Right](#)

## **Reentry and Work Accommodations**

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. [HRBP Bureau Assignments](#)

## **Updating your vaccination status with booster shot info**

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).

## **Winterhawks – special ticket offer for City of Portland employees**

**ROUND ONE**

GAME 1 • FRIDAY, APRIL 22 • 7:00 P.M.  
GAME 2 • SATURDAY, APRIL 23 • 6:00 P.M.  
GAME 3 • TUESDAY, APRIL 26 • 7:00 P.M.  
GAME 4 • WEDNESDAY, APRIL 27 • 7:00 P.M.  
\*GAME 5 • SATURDAY, APRIL 30 • 5:00 P.M.  
\*GAME 6 • MONDAY, MAY 2 • 7:00 P.M.  
\*GAME 7 • WEDNESDAY, MAY 4 • 7:00 P.M.

HOME // AWAY \*IF NECESSARY

You're invited to bring family and friends to join coworkers for the WHL playoffs! Round one home dates are confirmed so [follow this link](#) to purchase your discounted tickets today. Promo code: PORTLAND. (Note: This type of group ticketing option is also available to any large group of potential ticket purchasers.)

### **Calling all Gardeners – Free Compost Days are back!**

For the fifth year in a row, PBOT is making spring gardening cheaper and easier with the gift of free compost! Every fall, PBOT collects leaves from city streets and converts them into high-quality compost. This spring, we have so much compost, we're giving it away for free!

From April 22 - May 1, in celebration of Earth Day, Portlanders can pick up their FREE compost at our Sunderland Maintenance Yard, 9325 NE Sunderland Rd., from 7 a.m. to 5 p.m. This offer ends May 1 or when we run out of compost, so don't delay. If you have an open-bed vehicle, PBOT will load the compost for you. If you want to bag your own, bring your own shovel and bags.

[RSVP for Free Compost Days on Facebook.](#) [Learn more about Free Compost Days online.](#)

Questions? Call 503-823-3500. Happy gardening!

### **SuccessFactors Performance Management for non-represented employees**



### **It's time to Align!**

The Align phase of our performance cycle runs from April 1 - July 14.

During this phase, there are a few actions that are required to ensure that performance forms can be equitably calibrated by each bureau, including:

**1.) You and your manager hold a third quarterly check-in on your objectives and key results.**

- Managers need to conduct a check-in with each of their direct reports, enter date discussion completed and click the "Discussion Completed" button.

**2.) Once the check-in is complete, employees enter [their self-assessment](#).**

- Select a self-rating for each objective using the five-point rating scale.
- Add any overall comments.
- Send to "Next Step."

**3.) Once the self-assessment is complete, the [manager will need to enter their assessment](#).**

- Manager selects a rating for each objective using the five-point rating scale.
- Add any comments they wish to make.
- Manager will add together the average People and Service objective ratings, select an overall rating as well as the appropriate merit award.

**4.) The combined review will then go to the bureau's senior leadership for a calibration review process to ensure overall equity in year-end ratings.**

For bureaus to hold year-end calibration sessions before the end of this phase, your bureau may be announcing a specific timeline for each of these abovementioned steps.

Please work with your manager or supervisor to perform your respective tasks as soon as possible during this phase of our process.

[HRAR 9.02](#) sets citywide policy on merit awards for eligible staff which are, "based on available resources, the maximum amount of merit pay that may be awarded to eligible staff shall be determined annually by City Council." This coming July, City Council approved a merit award budget of 2% and this year's merit matrix can be accessed on the [Performance and Development Process webpage](#).

## **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=TDJGN1ZWNDVILzJXZEtHcHJFRWErdz09>

Meeting ID: 812 3485 0345

Passcode: 230082

One tap mobile

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

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

## **COVID-19**

### **City Shot Clinics**

The City has set up additional shot clinics for employees who want their booster or primary shots for COVID-19. Please see the [CDC website](#) to determine if you are due for a booster. The CDC allows mixing of vaccines, so you can safely receive any type of booster. Pfizer will be offered at all clinics except for the Justice Center and East Portland Community Center, which will have Moderna.

**The clinics are open to all employees, but not family or dependents.**

Slots are expected to fill quickly. More will be added as needed, so please check back daily. Last time there were cancellations that created "day of" opportunities – so keep checking back!

Vaccine is also available at many pharmacies or through your primary care provider. Visit [Vaccine Finder](#) to locate a pharmacy with COVID shots, or check [Multnomah County Vaccine Sites](#). Any City employee may attend any of the shot clinics except for the Justice Center, which has restricted access.

Booster doses are **not required** by the City but are recommended by the CDC. You may use COVID Emergency Paid Sick Leave (EPSL) to attend these on-site offerings. Turn to your bureau timekeeper with coding and timesheet questions.

Currently, shot clinic access is only available to City of Portland employees. We will let you know if this changes in the future.

### **SHOT CLINIC SCHEDULE**

Today, April 19, 1-3 p.m. – East Portland Community Center, Multi-Purpose Room.  
740 SE 106<sup>th</sup> Avenue, Portland. (Moderna) <https://www.signupgenius.com/go/EastPCC>

Wednesday, April 20, 5-7 a.m. – Transportation Bureau, Assembly Area. 2929 N. Kerby, Portland. (Pfizer) <https://www.signupgenius.com/go/Kerby>

Wednesday, April 20, 1:30-3:30 p.m. – Water Treatment Plant, Mt. Mazama Room.  
5001 North Columbia Blvd. Portland. (Pfizer) <https://www.signupgenius.com/go/WTP>

Thursday, April 21, 6-8 a.m. – Water Bureau, Auditorium.  
664 N Tillamook Street, Portland. (Pfizer) <https://www.signupgenius.com/go/Water>

Thursday, April 21, 11 a.m. - 1 p.m. – Portland Building, Room 100.  
1120 SW 5<sup>th</sup> Avenue, Portland. (Pfizer) <https://www.signupgenius.com/go/PB>

### **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.
- City Shot Clinic
- 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**

### **[Nike Employee Store Pass | Portland.gov](#)**

Just in time for that spring workout commitment! City of Portland employees can visit the Nike Employee Store and use the provided pass one time through Sunday, May 1, 2022.

### **National Infertility Awareness Week: April 24-30**

Please join Carrot's Chief Medical Officer and Co-Founder Asima Ahmad, MD, MPH, for a [free, virtual event](#) to hear the founding story behind Carrot and what she specifically wants you to know about infertility. We invite you to wear orange to our exclusive virtual event. As a part of the #WearOrange campaign hosted by U.S.-based organization, RESOLVE, together, we can all join the infertility conversation, remind others they're not alone, and collectively raise awareness for this important topic.

Wednesday, April 27, 9 a.m.

If you or your partner can't make it, a recording of the virtual event will be emailed to all those who register, and will be posted in the [Resource Center](#) on the Carrot website.

### **Infertility resources for you**

When it comes to infertility, there's a lot of information out there. Below, we've rounded up three expert-authored resources from Carrot to help you learn more.

- [Infertility: Overview](#) - Check out this article for a general overview of what infertility is, and some of the causes.
- [Infertility: Treatments](#) - Read this article to better understand the different options to treat infertility.
- [Male infertility and pursuing parenthood](#) - Joseph's story - Learn more about Joseph, a 35-year-old man from New York, and his journey to parenthood.

### **Online Benefits Enrollment System**

The City's Health & Financial Benefits team transitioned to a new online benefits enrollment system as of April 1, 2022. The new system allows us to house active employees and Retiree/COBRA participant enrollments within the same system for the first time. Employee information, plan selections, and dependent information carried forward to the new system. Beneficiary information is stored within our previous system and will be good through June 30, 2022. During open enrollment, we hope you'll take time to review the new system, your plan elections and set beneficiary allocations.

If you are a new employee needing to make your benefit elections, a current employee needing to make changes to your benefits due to a qualifying life event, or want to set your beneficiary allocations, please login to the new enrollment portal at [www.portland.gov/benefits](http://www.portland.gov/benefits). If you have any questions, please contact the benefits office at [benefits@portlandoregon.gov](mailto:benefits@portlandoregon.gov).

Thank you for your patience as we update our systems to better serve employees and plan participants.

**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](http://guidanceresources.com)

App: GuidanceNow

Web ID: CityStrong

**Webinars**

***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**

### **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***

Wednesday, May 11, 4-6 p.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) Initial Training for Managers/Supervisors***

Wednesday, July 20, 1-3 p.m.

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

Wednesday, June 22, 4-5 p.m.

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

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

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

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

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

Thursday, April 21, 8:30 a.m. - 12 p.m.

Monday, April 25, 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.)

#### **Emotional Intelligence**

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 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, May 10, 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.

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

Monday, April 25, 9 a.m. - 12:30 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**

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

Tuesday, May 3, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 619 033 769#

#### ***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.

Wednesday, May 18, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#) Conference ID: 379 601 170#

#### ***Contractual Risk***

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, May 24, 9-11 a.m.

[Join Microsoft Teams Meeting +1 971-323-0035](#), Conference ID: 900 700 535#

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 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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