

Revenue Division All Staff Meeting Agenda

Date/Time: 07/27/16, 9:30AM

Location: Rivers Conference Room, Columbia Square

- I. Staff Movement
 - Josh Eddings → Program Specialist in Utility Franchise in OCT
 - Josh Gregor → RTS IV in Transient Lodging in Tax
 - Mary Beth Henry → Retiring 07/29/2016
 - Stephen Bouffard → New job in Parks
- II. New, pending, upcoming recruitments
 - Pending recruitments
 - RTS III – UCT (2 vacancies)
 - RTS V – Transient Lodging
 - OCT Division Manager
 - Limited Term Business Systems Analyst – IRS
 - New recruitments
 - Limited Term Senior Management Analyst – IRS
 - 1. Closes 08/01/2016
 - Compliance Assistant – OCT
 - 1. Closes 08/02/2016
 - RTS II – Tax/Front counter/Arts (2 possible vacancies)
 - 1. Closes 08/08/2016
 - Upcoming recruitments
 - RTS V – Heavy Vehicle
 - Assistant Business Systems Analyst - BSD
 - Program Coordinator – OCT
 - How does the recruitment process work?
 - An individual applies on NeoGov. All of the applications undergo a Subject Matter Expert (SME) review and/or BHR review. If an individual passes the they get onto a Certified Referral List or “the list”.
 - What is a “list”?
 - The certified referral list is the list that comes from HR that has the names of the individuals who have applied/qualified for a vacant position. The bureau can only hire someone, permanently, off of the list for the vacancy.
 - When does a bid run?
 - A bid can run congruently to the recruitment process.
- III. Staff Appreciation
 - “Giving Thanks Lunch” in November
 - STAR Card drawing
 - Prize wheel spins
 - January – winter warmth month (soup/salads)
 - April – breakfast and tax season
 - Raffle and themes
 - July - Ice Cream Social
 - Tomorrow, Thursday, July 28th @ 2p – 3p

- Starting 2017 the prize walks will be moved during this event

IV. Tax Division re-organization

- Due to workload management, new upcoming projects, take advantage of Federal Taxpayer Information (FTI)
 - Sarah and Adrienne will be heading this project as an assignment from their involvement in the City's Path to Leadership.
- 4 sections
 - Arts/Customer Service – Barbra as supervisor
 1. 7 RTS II's – 3 in front counter and 4 in Arts
 - Business Tax – Scott Ellertson as supervisor
 1. Business Tax Account Management
 - a. 6.5 RTS IV's – from BL
 - b. 2 RTV's – from BL
 2. Tax Support – Allen as supervisor
 - a. 3 RTS I's – Mailroom
 - b. 2 RTS II's – from BL
 - c. 2 RTS III's – from BL
 - Special Enforcement – new tax supervisor
 1. 3 RTS IV's – 2 from BL and 1 from UCT
 2. 4 RTS III's – from UCT
 - Small Tax Programs
 1. Transient Lodging/Short Term Rental/Enhanced Services Districts
 - a. 1 RTS IV – from Transient Lodging
 - b. 1 RTS V – from Transient Lodging
 2. Training
 3. Heavy Vehicle
 4. Business Permitting

V. LMC Update

- Creating a sub-committee for focus groups for 2015 Employee Satisfaction Survey
- Call Monitoring for Tax Division
- New Labor member – Tyler Dice
- New Facilitators – Alanna Hein and Molly Keating
- Picnic – August 20th at Gresham Main City Park, 219 S Main Ave.

VI. Equity Update

- Thank you to all individuals who attended the Conscious Conversation
- Potluck in September
- If you have any ideas for an all-Revenue Equity training, please send to Huitzi and Kelly.

VII. Green Team Update

- Please remember to compost, food scraps ONLY.