

Human Resources/Risk Management

Monthly Newsletter, Vol. 2
May 2024

Update from HR/RM Leadership

We hope you enjoy our May newsletter!

The Human Resources team is growing. We hired a new Recruiter, Val Garcia, who is highlighted in this edition of our newsletter. We have also engaged two temporary employees to help us during our time of transition. Please help us welcome Georganna Staskey who will be assisting with our newsletter, policy review/handbook updates and special projects. Also, welcome to Linda Alvarado who will be assisting in many areas including benefits and training.

The 2023 Employee Survey Results are in! If you have not already please check out [this dashboard](#). The dashboard provides an interactive way to view the collective results of the survey. Take a look at more information on how the survey was obtained and the next steps from the results [here](#).

If there is something you would like us to address in a future newsletter, please email us at human.resources@flagstaffaz.gov.

Contents

- Update from Leadership
- New Members to Team Flagstaff
- Promotions
- Employee Spotlight
- Benefits
- Classification and Compensation
- Recruitment
- Tips/Updates:
 - Training & Development
 - Compliance
 - Employee Relations
- Risk Management



Welcome to Team Flagstaff!

Anthony Milligan (Rehire) - Streets Ops Tech II Temp - Public Works
Aslyn Wright - Library Specialist (Temp) - Economic Vitali

Brianna Morgan - Lifeguard - PROSE
Bridget Konter - Recreation Instructor II - PROSE
Daniel Barton - Streets Ops Tech II Temp - Public Works
Kaylen Batey - Police Officer - Police Department
Kenna Magness - Customer Service Rep I - Management Services
Lee Charley - Engineering Specialist - Capital Improvement & Engineering
Lydia Gates - Administrative Specialist - Management Services
Minesh Patel - Equipment Operator I - Public Works
Natalie Pierson - Sustainability Coordinator - Sustainability
Richard Parry - Housing Navigator - Community Development
Samantha Joe - Administrative Specialist - Community Development
Sarah Jablon - Community Engagement Specialist - Water Services
Sterling Harrison - Recreation Instructor II - PROSE
Susan Jonas - Water Services Management Analyst
Tanya Smith (Rehire) - Police Comm. Specialist Supervisor – Police Dept.
Travis Raynor - Police Records Technician - Police Department
Valeria Garcia - Human Resources Recruiter - Human Resources

CONGRATULATIONS to the following employees who were recently PROMOTED!

Ariana Dillon - Head Lifeguard - PROSE
David Pedersen - Project Manager Senior Lead - Capital Improvements & Eng.
Elizabeth Crosby - Police Emergency Comm. Specialist Supervisor - Police Dept.
Karen Aguirre - Police Emergency Comm. Specialist Supervisor - Police Dept.
Mark Yarnall - Recreation Coordinator I - Community Development
Paul Rodriguez - Street Light Technician - Public Works

Employee Spotlight

Valeria Garcia, HR Recruiter

What made you want to join Team Flagstaff?

I was ready for my next adventure! I had been in the HR department at my last role for almost 6 years and was feeling ready to level up, and lo and behold, I came upon the HR Recruiter role at the City. Everyone I talked with during the interviewing process seemed so lovely and supportive, so I decided to make the jump when they offered me the job.

Who is your hero?

My Husband, Kyle. He's pretty heroic on a daily basis. 😊

If you could live anywhere, where would it be?

This changes every month, but this week I'm wishing I could live in a hillside village by the beach in Mallorca, Spain.



If you could switch jobs with anyone else for a day, who would it be and why?

I would switch jobs with a bicycle tour guide for a youth travel company in Europe! I love the outdoors and being physically active, I love traveling, and I love working with kids and teens, so this would cover all those bases. And I love eating food, so I wouldn't feel guilty about eating a lot while doing the job.



If you could have any superpower, what would it be and why?

Time travel. I'm a big history nerd, so I wish I could go back in time to check out different historical events and see what really happened.

What's your go-to snack or drink?

Boring go-to choice: a Plenny shake.

My fun go-to choice: a chai latte and a jambon beurre sandwich from Petit Marche in downtown!

If you could bring any fictional character to life, who would it be and why?

I think I would bring Chilli, Bluey's mom (IYKYK), to life because she seems like she would be fun to have drinks with and chat about life and raising daughters.

What's the most unusual talent or skill you have that your coworkers might not know about?

I don't think I have any unusual talents, but I do know how to play the cello! I was in orchestra from elementary through the end of high school. It's been a few years since I played it but I'm pretty sure I can still read music and perform that instrument.

If you could choose a theme song to play every time you walked into the office, what would it be?

Every 1's a Winner by Hot Chocolate.

What do you do for fun?

My daily fun activity is to watch new tv shows with my husband since there are so many great ones (we're currently watching Fallout, which I highly recommend!). Otherwise, the things I do for fun when I have time is to eat at new restaurants, play soccer in the Flagstaff Women's League over the summer (which if anyone is interested, contact me! We accept players of all levels), hike in the forest behind my neighborhood with my dog, and take my 3-year-old daughter to fun new places.



Benefits

Benefit Term of the Month: Coinsurance

The percentage of costs of a covered health care service you pay (20%, for example) after you've paid your deductible.

Let's say your health insurance plan's allowed amount for an office visit is \$100 and your coinsurance is 20%.

- If you've paid your deductible: You pay 20% of \$100, or \$20. The insurance company pays the rest.
- If you haven't met your deductible: You pay the full allowed amount, \$100.

Wellness Program

If you haven't already, please be sure to sign up for the [My Vera](#). Create your account by [May 15th 11:59pm](#) to take advantage of Health Plan and Personal Wellness incentives being offered!

Open Enrollment

Open Enrollment is coming! Employees will be able to make changes to their benefits May 6th to May 17th. All employees will be sent more information soon through their work e-mail.



Classification and Compensation

Common Classification and Compensation Terms and Phrases

Reorganizations: may also involve redefining job roles and responsibilities across the organization and often include a change in reporting structure.

Voluntary Reassignment: occurs when an employee moves from a position in a higher pay range to a vacancy in a lower pay range at their request or by applying for a position in a lower pay range.

Compa Ratio: a term used to assess how an employee's salary compares to the full salary range.

Promotion: refers to the advancement of an employee within the organization to a higher job position,

Pay for Performance/Merit Increase/Step Increase: a salary or wage increase that is awarded to an employee based on their individual performance, contributions, skills, and achievements.

Market Increase/Adjustment: refers to the salaries, wages, or other forms of remuneration for employees rise across a particular industry or job market. This increase can happen for various reasons and is often driven by factors such as supply and demand dynamics, changes in the cost of living, shifts in the economy, or adjustments in industry standards..

Reclassification: consideration for a position reclassification may be indicated when the business needs of the city have resulted in a substantial change in duties, scope of responsibilities, minimum qualifications, and/or due to a reorganization.

Transfer: occurs when an employee moves from one position to another in the same pay range or from one area of the organization to another in the same position.

Recruitment

Monthly Recruitment Tip:

When interviewing new hires be sure the candidate will fit not only the division's culture but the overall culture of the organization, and will share in the same vision and values to protect and enhance the quality of life for all.

Monthly Job Highlight:

[System Operators in Water Services](#)

Want to know more about the division? Here is some insight from our Water Services Director, Shannon Jones:

"Water System Operator is a core position within the utility. From operating water treatment plants, to maintaining over a 1,000 miles of underground infrastructure, Water System Operators make sure the essential services we provide are available to the community when needed.

Water Services is one of the oldest legitimate businesses in Flagstaff.

Each person in our community uses on average 79 gallons every day.

According to the United States Geological Survey, if you took all the water in all the rivers of the world and poured it into the Grand Canyon, it would fill it halfway full.

Like Water, be a solution."

New Job Postings:

[Parks Maintenance Worker](#)

[Executive Assistant I - Community Investment](#)

Know someone who may be a good fit? Encourage them to apply and you may be eligible to earn an incentive through the City's **employee referral program!**



Training and Development:

GovExec is offering a High Performance Leadership Academy for emerging leaders of all levels. The curriculum provides best practices in leadership, organizational development, change management, negotiation and collaboration, effective communication, and how to deliver increased value from high performance management. Check out details of their [courses](#) and please reach out to Kelly Shearer at KShearer@pdaleadership.com (971) 353-4428 to sign up!

Compliance Tip:

PAFs are due the Friday (payday) of the new pay period for that pay period. So, if New Hire week is 4/29 the PAFs would be due 5/3. This helps Payroll process everything in a timely matter. If you have a late termination please let Jennifer Moore know as soon as possible. You can also see the Payroll/HR calendar for Fiscal Year 2023/2024 that is on the HR Page for further information.



Employee Relations Tip:

Please check your NEOGOV dashboard for overdue tasks related to performance evaluations and complete the tasks. All FY24 evaluations need to be completed prior to **June 7th** to process merit increases and prepare the system for the FY25 performance evaluations. If you see duplicate evaluations, please contact Alan at Alan.Keay@flagstaffaz.gov.

Risk Management

May Trainings

- 2nd – Heat Stress/Heat Illness (1-2:30PM)
- 15th – Monthly Safety Committee Meeting (1-2:30PM)
- 21st – ADOSH Webinar: Material Handling (8:30AM)

June Trainings

- 4th – ADOSH Webinar: Heat Stress (8:30AM)
- 5th – ADOSH Webinar: Trenching and Soil Mechanics (8:30AM)

11th – ADOSH and NFPA: Hot Work Permits (8:30AM)
12th – ADOSH Webinar: LOTO (8:30AM)
12th – ADOSH Webinar: Heat Stress/Illness Prevention (1:00PM)
14th – OSHA 10-HR Construction Class DAY 1 (7AM-3PM)
17th – OSHA 10-HR Construction Class DAY 2 (7AM-3PM)
19th – ADOSH Webinar: Evacuation and Emergency Planning (8:30AM)
19th – Monthly Safety Committee Meeting (1-2:30PM)
20th – ADOSH Webinar: Respirator Standards (8:30AM)
26th – SAFETY DAY!! (11AM-1PM)



Memorial Day Safety Tips

Memorial Day honors and remembers all men and women who have served in the United States Armed Forces and made the ultimate sacrifice. It's also the unofficial start of summer fun and summer danger.

39 million Americans will hit the road and travel by cars, trains and airplanes. They will be adventuring, enjoying get-togethers with family and friends, going to barbecues, and exploring nature. And any of this could put many people in danger.

Driving Safety

1. Practice defensive driving-Buckle up, designate a sober driver or arrange alternative transportation, get plenty of sleep to avoid fatigue, and drive attentively, avoiding distractions.
2. Know your vehicle's safety features.
3. Inform someone of your travel plans, route and expected time of arrival. Top that tank off too.

Grilling Safety

1. Always supervise a barbecue grill when in use.
2. Never grill indoors.
3. Keep the grill away from flammables-trees, house, deck etc.
4. Use long-handled tools designed for grilling and follow manufacturer's instructions.

Water Safety

1. Learn to swim and encourage family and friends to do the same.
2. Actively supervise children near water.
3. Always wear an approved life jacket when boating.
4. Swim with a buddy
5. Don't forget to hydrate and wear sunscreen.

If we all pay attention, slow down and be courteous, we can increase our chances of making it to picnics, barbecues and beaches, rather than emergency rooms.

Heating Up!

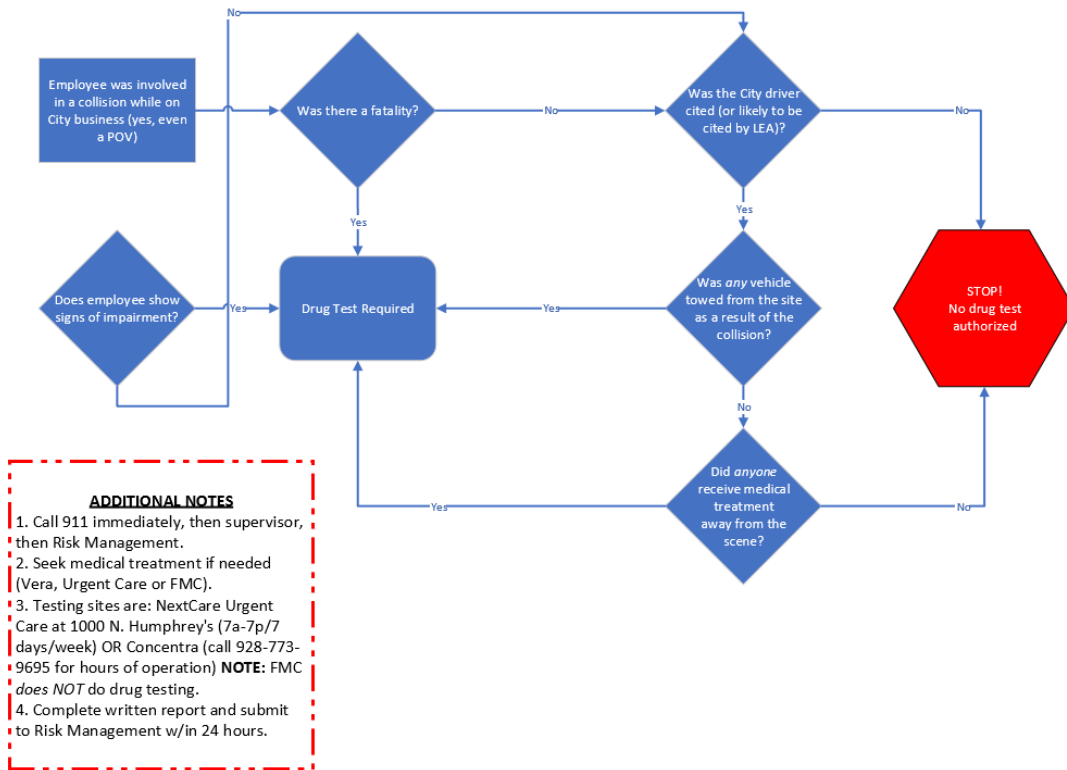


Flagstaff may be famous for our cool summers and lack of 115 degree heat, but our high altitude and dry climate can quickly turn an 80 degree day into a heat threat. Also, when traveling in the state it only takes a small drop in elevation for the temperature to quickly climb 10-20 degrees. It's important as the weather warms that we take precautions, acclimate to working in the warmer weather, and plan for those days and times when the temperature climbs past what was expected.

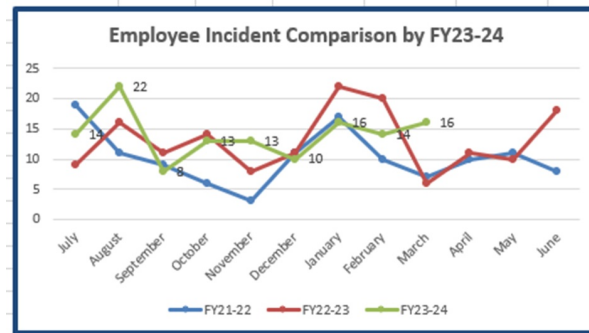
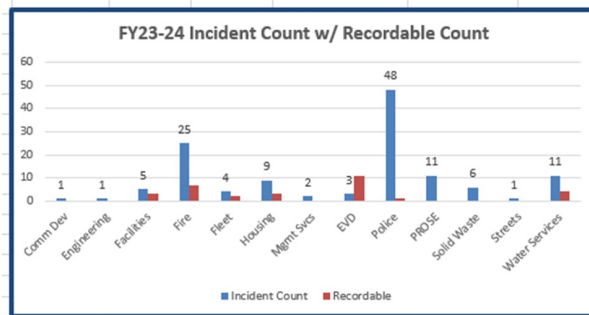
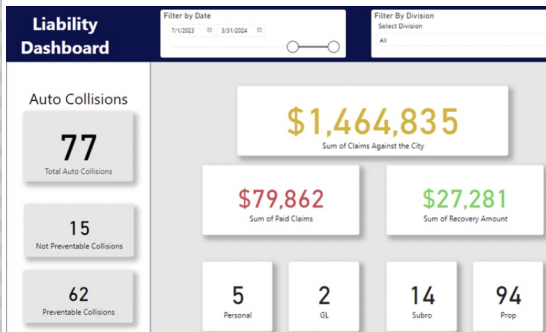
- Always keep water with you. Have some in your vehicle(s) and at your work site(s).
- For every 20 minutes of working in 80 degrees or hotter, drink 8 ounces of water. If you're thirsty, you are already dehydrated!
- It's especially important to acclimatize new workers to physical and/or jobs working in warm climates or outside. 50% of heat related deaths occur on the first day of work and 70% in the first week. Check out OSHA's guidelines below.
- New Workers:
 - Day 1 - 20% usual work duration
 - Day 2 - 40% usual work duration
 - Day 3 - 60% usual work duration
 - Day 4 - 80% usual work duration
 - Day 5 - 100% usual work duration
- Workers with Prior Experience (away for one week or more):
 - Day 1 - 50% usual work duration
 - Day 2 - 60% usual work duration
 - Day 3 - 80% usual work duration
 - Day 4 - 100% usual work duration
- Wear sunscreen, clothing that blocks UV, and utilize shade.
- Rest promptly if feeling light headed, thirsty, or hot.
- Learn the signs of heat distress and heat stroke with this short [OSHA video](#).
- When traveling, if possible, leave pets at home. We all love to take our dogs with us, but keep in mind they only sweat through their paws, regulating body temperature is difficult.
- Cars heat up quick! And they act like an oven. At 80 degrees in 10 minutes time, that car is going to be 99 degrees. Don't leave children, pets, or folks sensitive to heat in cars.
- The law in Arizona allows for anyone to access a vehicle to rescue a child or animal who may be in heat distress. However, you must call 911 and inform the operator that you are doing so and request assistance at the address.

Stay cool, stay safe, stay hydrated!

CITY OF FLAGSTAFF POST-ACCIDENT DRUG/ALCOHOL DECISION TREE
Eff: July 2023



BY THE NUMBERS: FY23-24



Words of Wisdom

It's easy to look back and question decisions you have made in the past, but **it's unfair to punish yourself** for them. You can't blame yourself for not knowing back then what you know now, and the truth is you made each decision for a reason based on how you were feeling at the time. As we grow up, we learn and we evolve. Maybe the person you are now would have done things differently back then, or maybe you are the person you are now because of the decisions you made back then.

CHARLOTTE FREEMAN / TINYBUDDHA.COM

Not sure who to contact in Human Resources and Risk Management? Check out our page on the City's website [Human Resources & Risk Management | City of Flagstaff Official Website \(az.gov\)](#)

211 W Aspen Avenue Flagstaff, AZ 86001 | Phone: 928-213-2090
Human.Resources@flagstaffaz.gov

Constant Contact | 3675 Precision Dr, Loveland, CO 80538

[Unsubscribe meriah.franklin@flagstaffaz.gov](mailto:Unsubscribe_meriah.franklin@flagstaffaz.gov)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by humanresources@cityofflagstaff.ccsend.com powered by



Try email marketing for free today!