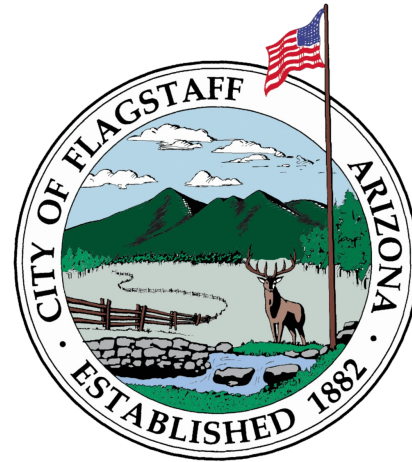


Human Resources/Risk Management

Monthly Newsletter, Vol. 6 - September 2024

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Update from HR/RM Leadership

We hope you enjoy our September newsletter!

I was pleased to volunteer for the Operation Ready FLG event on Sept 9, along with HR/RM Manager Sarah Some (pictured here) and HR/RM Temp Linda Alvarado. The collaborative nature of the event is a model for how we like to approach all our work in HR/RM (just on a slightly smaller scale!). We can work side-by-side with your Department or Division for customized training or in-depth discussion on topics ranging from recruitment to ongoing employee development to teambuilding and more. The wealth of experience on our team draws from experience crossing decades, industries, and state lines, all for the advancement of City of Flagstaff

Kori Vogt

Division Director Human Resources and
Risk Management

WELCOME to Team Flagstaff!

Full-time

Annalisa Hansen – Executive Assistant I – Economic Vitality
Isaac Marlin – Equipment Operator I – Public Works
Deanna Santosusso – Police Emergency Communications Specialist – Police Dept
Lawrence Hooper – Equipment Operator II – Public Works
Carl Redhouse Jr – WS Operator Trainee – Water Services
Colin Brown – Police Emergency Communications Specialist – Police Dept
Ashlee Fliney – Open Space Coordinator - PROSE
Ethan Cazarez – Parks Maintenance Worker - PROSE
John Comer – Assistant Budget Manager – Management Services
Amy Egan – Building Permit Technician – Community Development
Vicente Vega – Maintenance Worker I – Community Development
Orlando Hernandez – WS Operator Trainee – Water Services
Alexander Johnson – Police Officer (Recruit) - Police Department
Casey Rapacki – Sustainability Supervisor - Sustainability
William Van Rooy – Maintenance Technician I – Public Works
Morgan Moll – Administrative Specialist – Management Services

Temp

Keira LaBurt – Visitor Services Assist Temp – Economic Vitality
Emily Klinger – Library Specialist Temp – Economic Vitality
Saebra Novak-Cersosimo – Rink Guard _PROSE
Deven Goodrich – Rink Guard - PROSE
Glenn Fletcher – Property Control Coord. Temp – Police Department
Isaiah Lopez – Lifeguard -PROSE
Derek Nelson – Rink Guard - PROSE

Temp To Perm

Richard Parry – Housing Navigator – Community Development
Nicholas Bartolucci – Recreation Program Assistant - PROSE

CONGRATULATIONS to the following employees who were recently PROMOTED!

Haley Ptacek – Police Emergency Comm Specialist-SPRVS – Police Dept
Keith Chamberlain – Planner - Community Development
Amir Saya – Budget Analyst - Management Services

Employee Spotlight

Carol Harvey, Executive Assistant City Attorney's Office



What made you want to join Team Flagstaff?

I worked for the Flagstaff Police Department from June 2001 to December 2006 and I've also worked for the Flagstaff Municipal Court from January 2007 to February 2010. Took some time off in between to take care of my mom. Then I rejoined Team Flagstaff in August 2012 because I really love how the City of Flagstaff understood the importance of family, especially saying that family comes first.

Who is your hero?

I have many heros. My heros are all the people that change "can't" to "can," "I won't" to "I will," and "I don't know" to "I know" or "I will find out."

If you could live anywhere, where would it be?

It would be a place just like Flagstaff, small city, and forest all around.

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

I would switch jobs with Sterling Solomon. Sterling is always in a happy mood and he is always on the go, I'd do it so he could have a break.

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

I would choose to have the power to change how people feel about themselves. All positive thoughts and positive vibes.

What's your go-to snack or drink?

My go-to drink is Dutch Bros – Palm Beach Rebel (blended)

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

I would bring SpongeBob to life because he is so silly, but he always has a hidden message in all his shows.

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

My most unusual talent or skill is when I cook for four, I ended up making twice the amount of food. It's great to have this skill when we have family gatherings.

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

Fight Song by Rachel Platten

What do you do for fun?

I love to travel for fun, especially with my family.



Clockwise from top left: Family trip to Chicago, Showing her Lumberjack Pride with her daughters, and Family wedding in Hawai'i

Benefits

What is a QLE and how do I report one?

There are very few changes you can make to your benefits mid-year and outside of open enrollment. If you experience a Qualifying Life Event (QLE), you can make changes to your benefits that are related to the change and event type. Common QLE events are marriage, divorce, birth/adoption of child, and spouse loss/gain of coverage. If you experience one of the QLE event types, you must report the QLE and changes to your benefits on the Simon portal within **31 days** of the event date. You must also provide supporting documentation showing proof of the event and the date.

If you do not report the QLE within 31 days, even on day 32, or do not provide supporting documentation, your window closes and you must wait until the next open enrollment to make changes. This is regulated by the IRS.

Instruction on how to report a QLE to Simon can be found on the CityNet page, Human Resources Benefits & Leaves!



Recognize a Coworker (On the Spot)



Paystub and Time-Off Accrual



Human Resources Benefits & Leaves

Wellness

[Click here](#) to see how earn Wellness points and achieve Levels 1 and 2!

Classification and Compensation

Class & Comp Term of the Month: **Compa Ratio**

Compa Ratio, short for "comparative ratio," is a metric used to assess the relationship between an employee's salary and the full salary range for their job. It's a useful tool for evaluating how an individual's pay compares to the market rate or internal pay structure.

$$\text{Compa Ratio} = \frac{\text{Employee's Current Salary}}{\text{Maximum of Salary Range}} \times 100$$

Our Commitment to You

How do you know if you are being paid competitively? Will your salary compare to other government employees with the same skillset and responsibilities as you? As a City of Flagstaff employee, you can expect your position to be reviewed and compared to the market average at least once every four years.

Our Class and Comp team works diligently to ensure you and your Flagstaff teammates receive a competitive compensation package by conducting a market review of at least 25% of positions each fiscal year. As time and resources allow, our goal is to shorten that timeframe, so positions are reviewed more regularly and therefore remain more competitive in the market.

We use 29 identified benchmark organizations selected based on comparable factors such as employer size and complexity, geographic proximity, nature of services provided, and cost of living comparisons to gather market data. Once we have identified comparable positions within our benchmark organizations, we will take the average of all the data to determine if a market adjustment recommendation should be made. All recommendations are based on how competitive the City of Flagstaff's pay range currently is compared to the market average.

We encourage you to reach out to your supervisor if you have any questions about the process. Our Class and Comp team is also always happy to answer any questions or provide clarity on the market review process as well.

Perform

Have you ever wondered how your evaluation's total percentage relates to your score in Perform? The following table demonstrates how this is calculated. In the example below, the employee who received a total score of 66% would receive a score of 3. As a reminder, Pay for Performance increases are applied as follow:

- Score of 5 = 4%
- Score of 4 = 4%
- Score of 3 = 3%
- Score of 2 = 2%
- Score of 1 = 0

If you have questions related to evaluations or increases, please reach out to [Meriah Franklin](#). Thank you.

Rating Scale Levels

Score	Name	Description	% Range	Comments Re...	Actions
5	Consistently Exceeds Expec...	For this competency employee is viewed as a role mod...	91 - 100	Yes	↙
4	Occasionally Exceeds Expec...	For this competency employee is considered a valued ...	71 - 90.99	Yes	↙
3	Meets Expectations	For this competency employee is a solid team player, c...	51 - 70.99	No	↙
2	Needs Improvement	For this competency employee demonstrates occasion...	26 - 50.99	Yes	↙
1	Consistently Below Expectat...	For this competency employee repeatedly demonstrate...	0 - 25.99	Yes	↙

Ratings Summary :

Total Score		Overall Rating		
3.3 out of 5 (66%)		Occasionally Exceeds Expectations / 4.00		
Rater	Type	Total Score	Overall Rating	Weight
[REDACTED]	Self Rater	3.8 out of 5 (76%)		0 %
[REDACTED]	Rater	3.3 out of 5 (66%)	Occasionally Exceeds Expectations / 4.00	100 %

Last month, our recruitment and Public Works Teams joined up to support our neighbors at Schuff Steel in Bellemont for a hiring event assisting displaced workers by sharing with them all of the opportunity, benefits, and stability that positions within one of our many divisions can provide. Skilled workers were connected with current job openings and met directly with many of our supervisors and managers to talk about what it's like to work with the City of Flagstaff. A BIG thank you to Kim Bottorff, Val Garcia, Linda Alvarado, Sarah Sorne, Brian Sutter, Zach Haws, Greg Krahe, Justin Cuevas, Jennifer Brown, Sam Beckett, and Scott Overton for supporting a successful job fair event!

The recruitment team was additionally proud to provide rapid response and outreach to talent in other local businesses that unfortunately had to share with their workforces that they were closing, including Grimaldi's, Peter Piper Pizza, and Big Lots.

Help us in supporting our neighbors and keeping families in Flagstaff by sharing our current openings at [FlagstaffCityCareers.com!](https://www.flagstaffcitycareers.com)



Sarah Sorne and Linda Alvarado from HR/RM with Justin Cuevas and Scott Overton from Public Works at the Schuff Steel Career Fair on August 7 in Bellemont.

New Job Postings

[Desktop Technician Senior - Help Desk](#)

[Housing Services Specialist](#)

[Librarian - Marketing and Public Relations](#)

[Public Works - Solid Waste Supervisor](#)

[Public Works Administrative Specialist - Solid Waste Collections](#)

Training and Development

The HR/RM Department has an amazing group of professionals and subject matter experts coming to you! We offer training sessions, whether a meeting, a mini-retreat, or an all day option, where we will cover the aspects your department, section, or division needs within the realm of Human Resources and Risk Management. Please hold a time slot to meet with us to organize your training request if you would like in-person group training sessions hosted by the Human Resources and Risk Management team. We are excited to have a great time teaching, training and providing refresher courses for you, covering the topics you are interested in.



NEOGOV LEARN Reminder

- **Reimagine Community: Becoming Trauma Responsive** – Required for all supervisors and managers, encouraged for all employees. **Due 10/31/2024.**
 - Two part training that covers: What science tells us about the impact of trauma. How trauma and stress impact human behavior and interactions? What does it mean to be a trauma-informed system?

Policies and Directives

The employee handbook and directives can be found on the city website's [Handbook, Policies, and Directives page](#).

With multiple policies under review with different departments and Council back in session, we look forward to an exciting month for policies and handbook updates.

Please reach out to [Cindy Perger](#) for any questions or updates regarding policies under review.

Risk Management

Sign up for these upcoming trainings! Click on the titles to register.

September 11, 2024 - [Electrical Safety](#)

12:30pm in Public Works Building East Conference Room

August's training was so popular, we've added one for September!

September 19, 2024 - [Stop the Bleed](#)

7am in Public Works Building Large Conference Room

October 29, 2024 Lockout/Tagout - Control of Hazardous Energy
(registration form coming)

8am in Public Works Building West Conference Room



Who's heard the saying "I need a vacation from my vacation??" Hopefully all your summer vacations were TRULY relaxing!



SEPTEMBER IS

NATIONAL PREPAREDNESS MONTH



Time to make sure you're prepared - break out those emergency radios and flashlights to check the batteries. Check your first aid kits and go bags and get them restocked. Practice evacuation routes and meeting points with the family and pets. And finally, don't forget to download FEMA's mobile app to your phone. Convoy of Hope has an excellent Disaster Preparedness Guide with easy to use checklists you should check out too.

Let's take a closer look at resources for three disasters that are more likely to occur right here in Flagstaff



Wildfires are probably the largest threat to our ponderosa pine forest and small city. Our fire crews do a fantastic job of keeping fires at bay but a serious safety concern for everyone is the smoke produced by fires.

[Ready.gov's](#) wildfires page provides a fantastic overview of wildfire safety from preparing for evacuation from a fire through returning home. The [AZ Department of Forestry and Fire Management](#) has a good guide for creating defensible space around your home. This can help reduce damage to your property if a fire does come close. Be sure to follow them on social media for local updates and information too!



Floods are another serious threat to many areas of Flagstaff and all over Arizona. Flash floods are a very common threat in washes and dry riverbeds throughout Arizona especially during monsoon season. Recently, with the burn scars from wildfires, flooding and longer-term flooding has become a real threat in Flagstaff proper. [eReady.gov's](#) Floods page is a good place to start and covers a wide range of topics. The [Red Cross](#) flood information tends to be more concise and their checklists in multiple languages make it easy to prepare. And lastly, know your flood risk with FEMA's flood maps.



Avalanches are not a common occurrence, but are not impossible if you're at Snowbowl or one of the other snow topped mountains here in Northern Arizona. Since it's not something commonly talked about and we do have so many snow and snow sport enthusiasts I wanted to provide a few resources. The Forest Service's

Know Your Snow program is an excellent read for everyone. Then there is the **Know Before You Go** program that provides free training resources (online and in-person) for those people who would most benefit from the knowledge. Start with their basic avalanche knowledge and assess your risk! You can keep going with their vibrant and interesting content to become an avalanche, Know Your Snow Before You Go expert.

Stay Prepared & Stay Safe!!

Words of Wisdom

“

You can't control the direction of the wind, but you can adjust your sails.

— Jimmy Dean

MotivationalLines.com



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

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 \(az.gov\)](#)

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