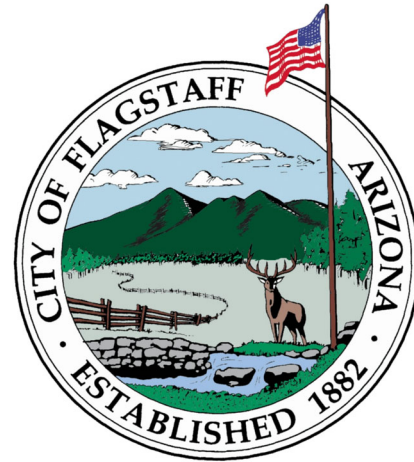


Human Resources/Risk Management

Monthly Newsletter, Vol. 7 - October 2024

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Update from HR/RM Leadership

We have moved!

We have seven HRRM staff working in City Hall and four working at Public Works through the next 12 months, as of two weeks ago!

If you are looking for HRRM Leaders and Managers and staff of Benefits, Leaves, Risk, Compliance, Training, or Employee Relations, please sign-in at the information desk to be escorted to the HRRM work area in Community Development (thanks to the CD team for sharing your space with us!) There is signage on the door of our new temporary area, and we are ready to provide support and service once you have signed in and been escorted to our area by the Information Desk staff. (If you stop at the CD or Customer Service window, you will be asked to visit the Information Desk for sign-in and escort.)

If you are looking for Classification, Compensation and Recruitment, they are housed in the Public Works Core Services Facility, building six (Thank you Public Works!)

We are all reachable via email, phone and Teams, so please feel comfortable reaching out for any HRRM needs as we are flexing through the HRRM renovation!

HR/RM on the Go



From left to right: Meriah Franklin –Employee Relations, Training, and Compliance Analyst, Jennifer Moore – Recruitment, Classification & Compensation Generalist, SPARKY the Bear – Neogov Conference Mascot, Sara Stachura – Classification & Compensation Analyst Contractor, Valeria Garcia - Recruiter

Multiple members of the HR and Risk Management team attended NEOGOV's Ignite Conference in Las Vegas. This year's theme – **Be the Spark** – was a call to action, inviting the team to ignite innovation, inspire change, and fuel growth within the community and beyond.

The team networked with superstar peers, participated in session to give feedback about NEOGOV products in real-time, and gained insight into the latest trends in public sector, public safety, and education HR to learn best practices in Recruiting and Hiring, Employee Development, Training Management, Community Engagement, Policy Management, Professional Standards in Public Safety and Leadership. We are excited to put in to place what we learned at this year's conference!

WELCOME to Team Flagstaff!

Full-time

Nathaniel See – IT Supervisor – Information Tech Services
Jill Dawson – Police Emergency Communication Spec – Police
Avery Edenhofer – Police Emergency Communication Spec
Jackson Hodsden – Recreation Coordinator II – PROSE
Alexis Fowler – Head Lifeguard – PROSE
Richard Hill – Equipment Operator I – Public Works

Phillip Torres – Equipment Operator I – Public Works
Carlos Villalobos – Water Operator Trainee – Water Services
Samuel Stone – Court Judicial Specialist – City Court
Kristen LaFreniere – Court Judicial Specialist – City Court
Tylor Curley – Equipment Operator I – Public Works
Sam Wiley – Sustainability Specialist – Sustainability
Noah Baker – Sustainability Specialist – Sustainability
Sheila Jewell – Human Resources Manager – HR/RM
Abbey Buckman – Library Supervisor – Economic Vitality
Rebekah Wilce – Librarian – Economic Vitality
Linda Alvarado – Sr. Administrative Specialist – HR/RM
Ryan Smalley – Customer Service Rep – Management Services
Sophia Fabian – Police Officer Recruit – Police
Skyler Sharman – Police Emergency Comm Specialist – Police
Devin Todd – Parks Maintenance Worker – PROSE
Jeremiah Magana – Streets Operations Tech I – Public Works
Jacob Strass – Streets Operations Tech I – Public Works
LuSandra Cedillo – City Records Coordinator – Administration
Jennifer Stasinopoulos – Deputy Library Director – Economic Vitality
Emily Fendya - Library Specialist – Economic Vitality
Thomas McKenna – Park Ranger – PROSE
Donovan Walton – Equipment Operator II – Public Works
Jackson Hodsden – Recreation Coordinator II – PROSE

Temporary

Marcus Conn Minister – Rink Guard – PROSE
Kimberly Hoskie – Library Clerk – Economic Vitality
Julia Sanchez – Recreation Assistant – PROSE
Courtney David – Recreation Assistant – PROSE
Bradley Stricker – Recreation Instructor II – PROSE
Amal Lana – Recreation Instructor II – PROSE
Megan Ostrowski – Lifeguard – PROSE
Christopher Suckell – Lifeguard – PROSE
Makayla Treece – Recreation Assistant - PROSE

CONGRATULATIONS to the following employees who were recently **PROMOTED!**

Jennifer Moore – HR Generalist – HR/RM
Jessica Kittleson – Customer Service Director – Management Services
Nick Ondrejch – Fire Captain Paramedic – Fire
Kyle Benedict – Fire Engineer – Fire
Scott Neuburger – Police Sergeant – Police
Taylor Prichard – Water Services Supervisor – Water Services
David Lemcke – Transportation Engineer – City Engineering
Kelly Neises – Police Office Recruit – Police
Samantha Joe – Occupancy Specialist – Community Development
Dylan Larsen – Police Officer Recruit - Police

Employee Spotlight

Matt Turner, Fire Captain Flagstaff Fire Department

What made you want to join Team Flagstaff?

Great question! My goal was to be a firefighter, somewhere, as I had an Uncle who was one and introduced it to me when I was a teenager. It was a competitive job to get, and I was offered several positions in a short time period. Ultimately, Flagstaff was home to me and where I wanted to live and serve my community. My Mom was born and raised here, and my Grandparents met here at NAU in the 1930's. I have a long history in Flagstaff and had a desire to build my life here. I feel fortunate that I was able to stay and do what I do, in the City I love. It was a collision of two things at the same time that worked out in my favor. It's been an honor to work here for going on 24 years.



Who is your hero?

This would be my Grandfather, Frank Cosseboom who I mentioned in the question before. He came to NAU to play basketball from Globe, AZ where he met my Grandmother. He was drafted before finishing school into the Navy during WWII, meaning he had to leave. He and my Grandmother came back after the war, and finished teaching degrees. He became a teacher, coach, and eventually the Principal of Weitzel school (now Puente De Hozho) for a lot of years. He's my hero because he did hard things, was a great athlete, good Dad to my Mom, and a father figure to me when I needed it the most in my developmental years. He also held the high school record for long jump in Arizona out of Globe High School for a long time. He was an all around good man. One of my proudest moment before his passing was taking him as my guest to a Phoenix Sun's game, at the Skydome, for Public Safety night recognition. He was super proud to be with me on the floor to be recognized as a Flagstaff Firefighter.

If you could live anywhere, where would it be?

This is hard because I know I live in one of the best places there is! But, someday I plan to maybe retreat to somewhere warm in the Winter. Probably somewhere with a beach!

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

I'd be a corporate Jet pilot. I like the details, and being meticulous to fly a high powered airplane. I'd also like the places you would go. I can have fun anywhere!

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

I would love to be able to fly. For one, I love birds. They are so interesting and majestic. It would also give me the ability to move quickly to different places, and see the world through a different lens.

What's your go-to snack or drink?

Chips! I love all kinds. Regular potato, BBQ, Kettle, Chips and salsa, Salt & Vinegar, etc. I love the flavor variety and it's easy. Maybe it's salt I crave.

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

Superman. He protects good people from bad things and he can fly. He puts the smack down on bullies.

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

I can ride a Unicycle.

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

It would be "Cruel Summer" by Banarama. Who doesn't like the 1980's, Karate Kid, and being a carefree teenager!

What do you do for fun?

I enjoy spending time with my Wife and 7 pound dog Jaxson, traveling, seeing new things, learning new skills, eating good food, boating at Lake Powell, home projects, technology, exercising, meetups with extended family, and enjoying all of the outdoor activities around Northern Arizona. There's probably more, I'm one of those kind of people that doesn't get bored! Too much to see and do, not enough time.



Left: Matt with wife, Ashly, Santa, and Jaxson. Right: Matt, Ashly and friends.

Benefits

What does the Disability benefit provide?

Short and Long-Term Disability are benefits that provide a percentage of salary replacement to you if you are sick or injured and unable to work.

Short-Term Disability (STD) is a voluntarily elected benefit by the employee, you may begin this benefit by electing it at the time of new hire elections or during open enrollment each year.

All ASRS employees have Long-Term Disability (LTD) coverage as part of their overall retirement plan and do not need to elect this benefit. Those employees in PSPRS, police officers and firefighters, will need to elect LTD if they wish to have this benefit coverage.

STD income protection insurance provides a benefit for a "short term" disability resulting from a covered injury or sickness. The benefit may continue for a maximum of 22 weeks.

LTD income protection insurance provides a benefit for a "long term" disability

resulting from a covered injury or sickness. Benefits begin after 180 days of total disability and continue to the maximum benefit duration.

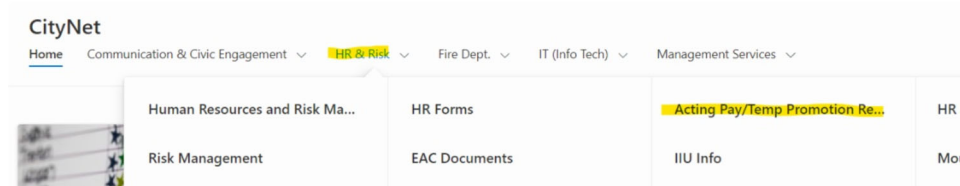
Depending on when the benefit is elected and the amount, a certificate of health form may be need to be submitted and approved for the coverage to begin.

For more information, visit our **Benefits** page or the Benefits Portal in NeoGov Onboard.

Wellness

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

Classification and Compensation



New Acting Pay/Temporary Promotion Request Form Live in OnBase

Class and Comp had the opportunity to work with our wonderful IT Team over the last few months in streamlining the process for Acting Pay and Temporary Promotion requests in OnBase. We would like to extend our deepest gratitude to Adam Zwebti for his countless hours of dedication and expertise, which were instrumental in bringing this process to fruition.

If you are looking to temporarily fill a vacancy or find coverage for a leave of absence, requesting Acting Pay or a Temporary promotion for your direct report in OnBase is a great way to ensure your staff is fairly compensated when stepping up to fill in. You can find the request form on CityNet under the HR & Risk dropdown menu at the top of the screen.

Once you have completed the information in the form and submitted the request, it will be routed through an approval process. You will receive a confirmation memo once a decision has been made. If your request is approved, Class and Comp will follow up with a confirmation memo confirming the details of the assignment.

Please see below for a reminder of the criteria that should be met for each request type:

Temporary Promotion

- Temporary and probationary employees are not eligible.
- Internal solicitation of interest within Division is required.
- A vacancy must exist.
- Employee must meet the minimum qualifications of the position.
- **Assignment must be longer than 30 days but less than 1 year.**

- Rate of pay is determined by the salary calculation process. (this shall be no less than a 5% increase to the employee's base rate of pay). Class and Comp will reach out to complete the calculation prior to the approval of the request.
- Temporary Promotion assignment must be in a higher pay grade than the employee's current position.

Acting Pay

- Temporary and probationary employees not eligible
- Internal solicitation is not required
- Covering a vacancy OR leave of absence
- **Assignment duration is longer than 10 business days but less than 12 weeks**
- Employee does not need to meet the minimum qualifications of the position
- Rate of pay is determined by the Acting Pay tiers chart and is applied as a flat percentage increase to the employee's base rate of pay. (no less than 5%)

For Questions, please reach out to Sarah Sorne or Sara Stachura

Sarah Sorne – Class and Comp Manager: Sarah.Sorne@flagstaffaz.gov

Sara Stachura – HR Analyst, Class and Comp: Sara.Stachura@flagstaffaz.gov

Recruitment

Your Recruitment Team has been out in full force, partnering with the Engineering, PROSE, Water Services, Police and Fire Department teams to represent the City of Flagstaff at **FIVE** job fairs including Flagstaff United School District's College and Career Expo, NAU's College of Engineering Job Fair, NAU's College of Business Job Fair, an All Industries Career and Graduate Job Fair, and the Northern Arizona Disability Resource Fair.

Special thanks to Deeda Williams - Administrative Specialist, Geneva Lanzetta - Project Manager, Crystal Warden-Gant – Recreation Supervisor, Shannon Jones – Director of Water Services, Val Garcia – Recruiter, Kim Bottorff – Recruitment Analyst, Sarah Sorne – Human Resources Manager, Kori Vogt – Human Resources and Risk Management Director, Becky Daggett – Mayor of City of Flagstaff, and multiple representatives from the Police and Fire Departments for ensuring each and every event was successful. We couldn't have done it without YOU!

Referral Bonus Reminder:

The City of Flagstaff has a generous Employee Referral Program, with the purpose to incentivize City employees who provide employee referrals. The program supports recruitment and retention efforts while encouraging employees to promote the City of Flagstaff as an employer of choice.

Please inquire with the Human Resources and Risk Management division at careers@flagstaffaz.gov for more information.

Don't forget to check our careers page at FlagstaffCityCareers.com regularly for new openings. Act now and refer someone you know to one of our current featured job postings:

- Accountant Senior
- Equipment Operator – Collections
- Project Manager Sr./Lead - Capital Improvements
- Project Manager/Sr. - Stormwater
- Public Works Supervisor
- Water Services Operator

Training and Development

NEOGov Onboard will be launching soon!

All employees will be assigned a quick 10-minute training training in NEOGOV Learn to help you navigate the new NEOGOV Onboard Portals.


What does that mean for you?

- New hires will be in NEOGOV on their first day, there will no longer be a 2 week wait.
- All new hire paperwork and New Employee Orientation forms will be completed in Onboard.
- New Hire training will be automatically assigned.
- Hiring Managers will receive a New Hire Welcome checklist from Onboard 7 days before their new employee starts.
- All employees will have the Onboarding Portal and the Benefits Sub-portal at <https://onboard.neogov.com> allowing easy self-service access to all of your frequently used links and documents.

Have a suggestion for additional links or content that we can include on the Portals?

Let us know by e-mailing us at human.resources@flagstaffaz.gov.

Here's a preview of our current City of Flagstaff Employee Portal:



Onboarding Portal Benefits Portal

Welcome!

Congratulations and welcome to the team! We place a high value on welcoming new employees to the City of Flagstaff team. We foster a culture of inclusion, which is a value we strive for because our employees are our most valuable asset. We appreciate your interest and are thrilled that you have accepted our offer and, as a respected member of our team, we look forward to a fruitful future together.

(CITY MANAGER VIDEO) or an Onboarding

Mission, Visions, Values

Mission of the City of Flagstaff
To protect and enhance the quality of life for all.

Vision of the City of Flagstaff
The City of Flagstaff is a safe, diverse, just, vibrant, and innovative community with a unique character and quality of life for all. The City fosters and supports economic, environmental, educational, and cultural opportunities.

Organizational Values of the City of Flagstaff

- Teamwork
- Accountability
- Quality
- Communication
- Leadership

Land Acknowledgement
The City of Flagstaff humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands are inhabited by Native descendants, honor agreements signed to Indigenous people. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.


Division Portals

[Fire Department](#)

[Police Department](#)

Photos

A few photos of great things happening in our organization.



VIEW ALL (8) >

Human Resources/ Risk Management

[Benefits](#)

Checklist (0) Preview Checklist Timeline

0%

VIEW ALL (2) >

Other Helpful Links

[Administrative training tools](#) - Administrative Training support and tools

[Appeal](#)

[Boards and Commission Info](#) - Information on Boards and Commissions

[CityNet](#)

[City Website](#)

[EAC DOCS](#)

[GIS Internal Web App](#) - Internal Web Mapping Application

[Helpful documentation](#) - How to documents and other FAQs

[Organizational Chart](#)

[Paystubs and Time Accrual](#)

[Recognize a Coworker \(On the Spot\)](#)

[Remote Desktop](#) - Remote Desktop Connection

[Working Calendar](#)

City Web Applications

[Agenda Quick](#) - Submit items for the Council Agenda

[Central Square Nav/Line](#) - Payroll, Fleet, Work Orders, Food Assets, GIS History (Open in Chrome only)

[City Suite \(Community, Finance, etc.\)](#) - The landing page for access to all City Suite Modules

[NeoGOV \(Court, Library, Police\)](#) - NeoGov Apps for Court, Library, and Police

[NeoGOV HR Apps](#) - Onboarding, Hiring, Performance Reviews and more

[Office365](#) - Webmail, calendar, and other tools

[OnBase Web Client](#)

[Other CityNet Web Applications](#) - Other city web applications not listed here

[Priority Based Budgeting Tool](#)

[Record Transfer to Warehouse](#) - Send boxes to the records warehouse

Information Technology

[IT Help Desk](#)

[Additional IT Services](#)

[Testing - SDrive](#)

[Dell - Employee Discounts](#)

Policies and Directives

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

HRRM has completed the policy updates listed below which will be going to Council for approval in the coming weeks:

- Purchase Day - removes requirement for City Manager approval
- Outside Employment - removes requirement for City Manager approval
- Update of title from Human Resources Director to Human Resources/Risk Management Director

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

Siri-ously, Put Down the Digital Pen

In our AI-driven world, digital assistants are useful for note-taking and meeting transcription, but they present unique privacy and confidentiality challenges. At the City of Flagstaff, until we implement a formal AI policy, it's crucial to address the use of these tools in our meetings.

Leadership recently advised if AI note-taking is active in a meeting, attendees should ask for it to be turned off. This safeguards confidentiality and data security, protecting sensitive information and preventing potential breaches from unclear AI storage and sharing practices. We're not resisting progress, but taking a thoughtful pause to ensure future adoption aligns with our values and protects our interests.

Suggested statement for meetings: "I appreciate your efficiency, but please turn off any AI note-taking tools. We're still working on our AI policy, so we would like to keep our discussions 'off the AI record.' Thank you for your understanding."

Perform

We are interested in your input on our current Performance Evaluation system. Please [click here to complete our survey!](#)

Risk Management

Sign up for these upcoming trainings!

October 29, 2024 Lockout/Tagout - Control of Hazardous Energy
8am in Public Works Building West Conference Room

January 23, 2025 Adversity or Opportunity
7am in Public Works Building East Conference Room



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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Human.Resources@flagstaffaz.gov

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