Employment Opportunities

Here is a link to view and print all job postings.

If you have questions about any of the employment opportunities, please contact Katie Meyer, x 5138.

Employee News

New Employees

Angela Wright, Public Works – Right of Way Agent I effective June 17. Angela comes to us from the Muscatine County Assessor’s Office.


Employee Transfer

Matthew Strope, Parks & Recreation – transferred to Parks & Grounds Maintenance Repair Worker I effective June 10. His previous position was Water System Maintenance Repair Worker I.

IPERS Retirement Planning Seminar

Thursday, July 11
6:30 - 7:30 p.m.
Cedar Rapids Library, Beems Auditorium

The City of Cedar Rapids and Linn County have partnered to bring you this educational session. Join IPERS representatives, Marlene Hyde and Kim Pinegar, to learn about options available to you when you retire, how far in advance to request paperwork, and seek answer to your retirement questions. RSVP Here. Seating is limited and will be on a first come first serve basis. Questions? Call Human Resources, 286-5000.
City Manager and Director Updates

Edgewood Road NE Project
The project on Edgewood Road NE between HWY 100 and Blairs Ferry is scheduled to start on Monday, June 17. The project will include traffic signal relocation, turn lanes, new decorative medians, sidewalk modifications, and sidewalk ramp construction. The project is scheduled to be completed October 2019. Attached is the most recent construction update. Residents can subscribe to these newsletters and many others on the City’s website: http://www.cedar-rapids.org/i_want_to/subscribe/index.php

Fourth Narcan Save
On June 8 at 12:37 p.m. police officers responded to an unconscious male patient in a residence in the 100 block of 15th Avenue SW. An individual was administering CPR to the victim. Officers administered a dosage of Narcan but the victim did not respond. The Narcan didn’t appear to have any effect so a second dosage of Narcan was administered. The 25-year old male became conscious approximately 8-9 minutes later. The victim indicated that he shot up on heroin with a hypodermic needle earlier in the day.

This is the fourth save documented since Cedar Rapids police officers started carrying the opioid-reversing drug. The department’s first save was October 15, 2018 when a 44-year old female overdosed in her home. On February 7, 2019, officers revived a 25-year old male who was unconscious and not breathing. Trained 911 dispatchers assisted other occupants in the residence with CPR instructions before officers arrived. On April 1, 2019, a 27-year old male recovered after officers responded to his northeast side home where the victim was found unconscious and not breathing. The victim had injected himself with heroin earlier in the night.

New Buses Mark Milestone for Transit
Cedar Rapids Transit recently added three new, heavy-duty, fixed-route buses from Gillig Corporation. These three buses complete a major milestone for Cedar Rapids Transit: the replacement of the entire fixed-route bus fleet with new, heavy-duty, low-floor, ADA-accessible buses since the 2008 flood.

Each new bus has 32 passenger seats plus 2 wheelchair positions, and are equipped with bike racks for two bicycles. The buses have a 12-year/500,000 mile useful life threshold. Cedar Rapids Transit’s goal is to replace two buses per year on a 15-year cycle to maintain a dependable fixed-route fleet in a state of good repair. All of the 2010 and newer buses are fully compliant with the US EPA’s 2010 Clean Air Standards as well as the State of California’s 2018 Clean Air Regulations for Heavy-Duty Diesel Vehicles. The 2009 buses that do not meet the clean-air standards are scheduled for replacement in fiscal years 2021 and 2022.

Cedar Rapids/Marion 28E Wastewater Treatment Agreement — Update
The Cities of Cedar Rapids and Marion have entered into an agreement providing a needed increased service capacity for waste treatment to the City of Marion. Agreement signatures by both municipalities were completed this week. Updated language in the agreement appropriately charges for and protects the City of Cedar Rapids’ investment in wastewater infrastructure for the foreseeable future.

Waste Abatement
On Sunday, June 9, City staff performed a nuisance abatement for a property on the NW side. Nine solid waste workers, three police officers, two public works, one forestry and three water employees participated in the effort to remove 35 tons of garbage, scrap metal, and dilapidated structures from the property. The property had become an increasing source of concern for the neighborhood. Several neighbors stopped by during the effort and thanked the crew for performing the cleanup. This effort was the culmination of an extended period of investigation, follow-up with the property owner and relatives next door, and ultimately litigation — demonstrating our organizational values of teaming up and finding a way to improve life for our residents.
Laboratory Analyst Excellence Award

Jacob Donaghy recently received the Water Environment Federation’s Laboratory Analyst Excellence Award for outstanding performance, professionalism, and contributions to his profession as Utilities Water Quality Specialist for the City of Cedar Rapids.Congratulations, Jacob!

Changes to cost allocations for accidents, abnormal maintenance and vehicle modifications

Beginning July 1, 2019 the City will be implementing changes to cost allocations for all department preventable accidents, abnormal maintenance, and non-safety related vehicle modifications. These costs will now be the responsibility of both enterprise and general fund departments to absorb the costs within their existing controllable budget. General fund departments will work with their analyst to provide which accounts to reallocate budget from (overtime, temporary seasonals, or controllable expenses) to pay for the expenses as these types of expenses are not part of the annual estimated fleet maintenance costs. These changes will offer departments the ability to better track upgrades, maintenance, and accidents and make operational modifications for process improvement if necessary as well as help reduce overall City expenses. Please review the Standard Operating Procedure documents under the Fleet section of the document library on CR@Work for more details about the updated procedures.

Facility Security and Alertus Active Threat Alert System

The City of Cedar Rapids considers the security of its employees and citizens to be a priority. Over the past year, multiple teams have worked together to evaluate, develop and implement various plans, policies and precautions to increase security for our employees and citizens who visit City facilities. The security measures put into place are thoughtfully balanced with the essential need for creating an inviting atmosphere for citizens to feel welcomed at City facilities and for staff to optimally serve customers.

The City utilizes various measures to maintain the integrity and security of all City facilities and to increase security. The City considers violation of security policies to be a serious matter. Measures that have been put into place include:

- City Facility Security, Access, and Use Policy – comprehensive procedures and provisions created to increase security for our employees and citizens who visit City facilities.
- Alertus Active Threat Alert System – mass notification system provides a single point of activation and alerts employees of an active threat through desktop and mobile notifications.
- Various physical modifications made to facilities to assist in increasing security.

The IT Department successfully tested the Alertus Active Threat Alert System on test May 30. The next system test is scheduled for the end of August. Additional details regarding the date and time of the test will be communicated in advance.

Seeking Submissions

Eight additional storm drains will receive murals this year intended to beautify downtown and educate all on the environmental impacts of illicit dumping in storm drains. Selected artists will receive a $500 stipend for their work, thanks to our partnership with the Cedar Rapids Metro Economic Alliance. Proposals are due by July 1.

Learn more and submit work today at https://tinyurl.com/CRstormdrains.
Confronting our peers can be very challenging. When trying to decide when and how to address a concern with a co-worker, ask yourself three questions.

1. Is this important to be said?
2. Is this important to be said now?
3. Is this important to be said by me?

If the answer to all three questions is "yes", use the 6 Steps for Engaging in Healthy Conflict that were shared during Mastering Conflict Training. Remember to use Generous Intent as your basis for the conversation. You can never control how the other person responds, but you can control your motivation for the conversation and your delivery.
VALUES IN ACTION
Recognition Program

TEAMING UP

Regional Flood Recovery, USAR: Corey Archer, Nathan Goodlove, Brian Gibson, Rick Halleran, Scott Donohue, Jesse Lennow, Kurt Kroemer, Justin Jensen, Curtis Walser

Standard Parade Routes: Mary Oehler, Andrea Cooper, Charlie Fields, Vance McKinnon, Duncan McCallum

Fully Involved Fire Academy: Julie Popelka, Megan Wichman, Janeen Justice, Cheme Fairlie, Amy Kunkle, Molly Knock

City Hall Events: Chelsey Sondag, Sylvia Bochner, Stephanie Schrader, Tara Manderschied, Bridget McMenomy, Stephanie Hawk, Jenny Vogt, Wendy Howard, Trish Kropf

SERVING
ENTHUSIASTICALLY

Trevor Foss, Kelly Sewell: Utilities

Duncan McCallum: Building Services

Chad Mittan, Jeff Koffron, Jackie Lynch, Emily James, Rick guider, Chris Nelson: Finance

Claire LeMay: Vets Memorial

Amy Schirm: Public Works

Amanda Grieder, Chris Bieber, Nicole Watters, Jeff Faircloth, Vicky Syverson, Rhonda Jeffery: Police

GOAL

Continue to grow submissions from all departments

Recognize a co worker at
http://cratwork/EmployeeResources/orghealth/Pages/Index.aspx
or organizationalhealth@cedar-rapids.org
VALUES IN ACTION
Recognition Program

Recognition Stories

Work Zone Safety
 • Instructing employees on safe practices while working in traffic.

Safety Campaign
 • Fostering a citywide commitment to safety.

Pat Keating: Public Works
Yvonne Aubrey: Finance

Recognize a co-worker at
http://cratwork/EmployeeResources/orghealth/Pages/Index.aspx
or organizationalhealth@cedar-rapids.org
SEVEN PRIMARY ELEMENTS

Now that we have established that occupational hearing loss is a problem that must be addressed, and identified who must participate in a hearing conservation program - it is time to look at what makes up an effective Hearing Conservation Program.

Element #1: Measure
A noise survey should be conducted to identify if and what level of noise control is necessary in a given area / for a given task.

Element #2: Control
Identify, eliminate and substitute out loud machinery or processes wherever possible. Seek to isolate worker from noise.

Element #3: Protect
Provide PPE such as plugs or muffs that have an NRR (Noise Reduction Rating) significant enough to decrease the level of noise reaching an employee’s inner ear to a safer level.

Element #4: Check
Check & track changes in hearing: conduct initial baseline audiograms and conduct annual re-tests.

Element #5: Train
Train employees on how to identify when hearing protection is needed and how to effectively use their hearing protection.

Element #6: Record
Maintain accurate and up-to-date records of all aspects of the hearing conservation program.

Element #7: Evaluate
Conduct ongoing evaluations that incorporate employee feedback, responsibility reviews, and cost analysis - seek to continuously improve the program.

HEARING CONSERVATION PROGRAM EFFICACY

In January 2018, the Journal of Occupational & Environmental Medicine published a study conducted at 13 manufacturing plants to determine if implemented hearing conservation programs (HCP) were effective.

The study provided evidence that a management commitment to the HCP and the direct counseling of employees on the impact of noise induced hearing loss were strongly associated with reduced hearing loss rates.

Study available at: https://tinyurl.com/y37sqk6f
Accessing PeopleSoft Human Resources Management System (HRMS) From Outside the City’s Network

In order to improve the security of HRMS, a change was made last week in the method of accessing employee payroll and timesheet data from outside of the City’s Network via the City’s Website.

From the IT Web Page under Employee Resources, click the link for Payroll/PeopleSoft HRMS and the below page will be the first to display.

Enter your City network username, password and verification captcha text. This is the same username and password you use to access resources on your computer such as email, Z drive personal folders, and sharedocs folders.

You will then proceed to a menu screen. The options will vary based on your access, but you will have at least the 3 options below.
Select the Payroll/PeopleSoft HRMS link. You will then be prompted for your HRMS username and password credentials.

Accessing PeopleSoft Human Resources Management System (HRMS) From Inside the City’s Network

Go to CR@Work
Click the Payroll/PeopleSoft Icon (on the left hand side)

You will then be prompted for your HRMS username and password credentials.
Wellness Newsletter

$ummer $avings

Finances can be a big stressor for a lot of individuals. Feeling good and aware of your finances leads to an overall better wellbeing. As the activities begin to ramp up, don’t miss the chance to save some extra cash this summer! Check out these easy money-saving tips to help you keep the summer fun going all season long. We recommend creating a summer savings plan so you don’t have to sacrifice any of the fun summer has to offer.

1. Reduce Entertainment Expenses
Make the most of free events like outdoor concerts, movie-on-the-lawn nights, and free days at the local museums. Also, check around to some of your favorite places to take the kids - during the summer these places may offer “Kids’ Day” at lower entry fees.

2. Skip the Car Wash
Skipping the car wash this summer could save you anywhere from $60-$100! Every week that you’d usually drive through a car wash, transfer $10 into your summer savings account.

3. Take Advantage of Tax-Free Weekend
Check to see if your state (or one near you) offers tax savings for back-to-school purchases. If so, wait until this once a year weekend to make big purchases on school supplies, computers, and clothes. It’s amazing how much tax can add up.

4. Pack your Lunch
Eating out everyday for lunch can be expensive. You’d be surprised by how much you could save by packing your lunch. Plus, making your own meals is usually healthier, especially in the summer when fresh fruit and vegetables are everywhere. Start by prepping at least 2 to 3 meals, you could save $20-$30 a week, which adds up to $200-$300 over the course of the summer.

5. Keep Blinds and Curtains Closed During the Day
This will help you save money on air conditioning. Yes, you might feel a little like a vampire blocking out the light, but the payoff could be worth it. According to the U.S. Department of Energy, 76% of sunlight that hits a standard double-pane window enters to become heat. If you still want natural light, open the curtains or blinds that don’t let direct sunlight in.

6. Wash your Clothes in Cold Water
You can wash your clothes in cold water and they’ll still get clean. The U.S. Department of Energy says two of the best ways to reduce the amount of energy your home eats up is by using less water and using a cooler water temperature. Just moving that temperature setting on the washer from hot to warm could cut each load’s energy use in half!

7. Stock Up on Dollar Store Snacks before Road Trips
If you normally stop for snacks while on the road, purchasing them at a dollar store beforehand eliminates the need to buy overpriced goodies from a convenience store or gas station. Grab a container from home to keep them all organized while on the road.

8. Take Your Workout Outside
Pause or downgrade your gym membership for the summer and get outside. Jog around your neighborhood, do yoga in the park, or even go for a swim. Check to see if your community hosts group workouts, or get a group of friends together and go for a bike ride.

For more information, contact Health Solutions at (888)362-5920

www.daveramsey.com
Cedar Rapids Wellness Program

The deadline for completing a health screening and the online Health Risk Assessment questionnaire was Friday, May 31. Remember to view your results and complete the final step to be eligible for your incentive.

Steps to Complete

Understand Your Health Risk Assessment – Due 7/1/2019

- View the videos on the wellness portal to understand your results and the resources available to help you maintain or improve your well-being. See below for a screenshot of the portal to find the video link.
  - Access your wellness portal at [www.myhealthywithhsi.com/citycr](http://www.myhealthywithhsi.com/citycr)
  - Employees Member ID: Employee ID Number
  - Spouses Member ID: Employee ID + Spouse date of birth in the format –YYYYMMDD Example: Employee ID = 12345; Spouse DOB = April 25, 1979; ID = 1234519790425
  - View the “Understand Your Health Risk Assessment Video” Tile
  - Select “More” to find the online video links
  - After you watch the videos, select “Record” to document your completion

If you would prefer to review your results with a health coach or if you are ready to enroll in the coaching program, contact Health Solutions directly at 888-362-5920 or by email at: [info@hsi-rx.com](mailto:info@hsi-rx.com)
Congratulations to our Sand Volleyball team for their 2nd place finish on Saturday. The team competed in a division that included Transamerica/Aegon, Alliant, CRST and the University of Iowa. Great job Heather Vasquez (Parks & Recreation), Jeremiah Off (Parks & Recreation), Ben Matt (Public Works-Engineering), Emma Lubben (Public Works-Streets), Maheaba Baloch (IT), and Sabiya Drahozal (Library).

Next up is the Bags event on Friday, June 21. Good luck Brian McLeod (Public Works-Streets), Bill Dyal (Public Works-Streets), Mike Kirk (Public Works-Construction Engineering) and Brett Lerch (Public Works-Streets).

Register for upcoming events that include:

Tug of War, Tuesday, June 25
Coralville Dam West Overlook Day Use Area Beach with weigh-in at 5:30 p.m. and competition beginning at 6:00 p.m. We can enter one coed team with a combined 2,000 lb. weight limit.

Zumba, Wednesday, June 26
Campus Recreation and Wellness-Mac Gym, University of Iowa. Check in begins at 6:30 p.m., class is from 7:00 to 8:00 p.m. Participation is unlimited but you must be registered with Corridor Corporate Games to receive points.

Road Race, Saturday, June 29
Coralville Recreation Center, 1506 8th St. Coralville. 5K race begins at 8:00 a.m. Go to corridorcorporategames.org for details and race map.

Basketball Shooting, Sunday, June 20
Mercer Park Aquatic Center Gymnasium, Iowa City at 1:00 p.m. Participation is unlimited.

You can also register now for July events that include:
Mud Volleyball, July 7 in Cedar Rapids
Track & Field, July 9 in North Liberty
Spikeball, July 11 in Cedar Rapids
Dodgeball, July 16 in North Liberty
City of Cedar Rapids Night  
Friday, July 26th  
6:35 PM (Gates open at 5:30 PM)

Buy Tickets Online and Enter Promo Code: citycr

Select Section 114 When Ordering

First 1000 fans receive a black and gold Kernels cap!

$4.00 Off Regular Ticket Price!

Celebrate Iowa Hawkeye Night!

PARTY AT THE PARK

Club Tickets are $8.00
Order Online at the Link Below or by Calling the Kernels Ticket Office. Deadline to order is Thursday, July 25th.

Ticket Ordering Information Below:
Kernels Ticket Office: (319) 896-7560. 
Mention City of Cedar Rapids Night and Request Section 114.

No Outside Food or Beverage. No Refunds or Exchanges.
Help make this a summer hunger-free for children

When school ends, so does access to nutritious meals. Children who receive food through the free or reduced-price lunch program during the school year, will not be getting that assistance during the summer.

**That is why we need your support during our Eastern Iowa Freedom From Hunger Drive.** Your gift helps HACAP Food Reservoir provide nutritious food to children who are at risk for hunger when school is not in season. **Every $10 donated, or the cost of one takeout lunch, will provide 50 meals.**

This year, the CR Care Committee members will be conducting fundraising events in departments to help support our Eastern Iowa Freedom From Hunger Campaign here at the City, from June 10th – 28th.

Please consider donating through a fundraising event, or you may contact one of the CR Care Committee members to make a donation. Thank you for helping those that are struggling in our community.
**Bake Sale**

All proceeds will benefit

Eastern Iowa Freedom From Hunger Food Drive

**Thursday June 20, 2019**

**10:30–3:30**

City Hall

(back veranda)

Contact Linnan Ryan 286-5029 or Lakeshia Hayward 286-5183 by June 19th, if you would like to donate baked goods!

---

Also available at the bake sale:

Freedom From Hunger Grab bag Game!

Try your luck for a chance to win a $10 dollar gift card!

Purchase a bag of goodies for $5 you could win 1 of 4 gift cards to a local coffee shop or eatery.
3rd Annual
CITY OF CEDAR RAPIDS GOLF OUTING
Open to All City Employees, Families and Guests

4 - Person Best Shot at Twin Pines Golf Course
Sunday, August 25  9:00 AM Shotgun Start
$40 per person (includes Golf, Cart, Lunch, Prizes)

You Get:
• Round of Golf
• Golf Cart
• Lunch

New This Year:
• City Trivia at Holes
• Hole Events with Prizes
• Prizes for Top 3 Places per Flight

Not a Golfer? Join us for lunch only. $6 per person.

Questions? Contact Mark McMahon, Head Golf Professional
m.mcmahon@cedar-rapids.org, 319-286-4589

Deadline: 5:00 PM, Friday, August 9, 2019
(20 Team Maximum)

3RD ANNUAL CITY OF CEDAR RAPIDS GOLF OUTING ENTRY FORM

Player #1 Last Name: ___________________________ First Name: _________________________
Player #2 Last Name: ___________________________ First Name: _________________________
Player #3 Last Name: ___________________________ First Name: _________________________
Player #4 Last Name: ___________________________ First Name: _________________________

Don’t have a foursome? Sign up below as a single and we will pair you with a group.
Single Player Last Name: ___________________________ First Name: _________________________

☐ CHECK ENCLOSED (Payment must be received by 5:00 PM, August 9, 2019.)
Make checks payable to City Treasurer and send to Ellis Golf Course; Attn: Mark McMahon,
Head Golf Professional; 1401 Zika Avenue NW; Cedar Rapids, IA 52405.