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

Employee Promotions

Lucas Jones, CRPD – has been promoted to Police Sergeant effective Jan 19. His previous position was Police Officer.

Employee Retirements


2018 W-2’s

The 2018 W-2’s were mailed from the Finance Department to the employee’s mailing address on Thursday Jan 17. If you have any questions, please contact Sarah Schrobligen at 286-5057 or s.schrobligen@cedar-rapids.org
City Manager and Director Updates

Upcoming Closures of J Street SW and 6th Street SW

Work will begin soon on the Prairie Creek Sanitary Sewer project. The project stretches from J Street SW at Hawkeye Downs Road to west of Hawkeye Downs, and includes replacing the existing sanitary sewer pipe and adding additional capacity for targeted growth areas in the City's SW quadrant. The Sewer Division has sent letters to businesses, property owners, and tenants along J Street SW and the 6th Street SW corridors, casting a wide net to minimize impacts and inform all stakeholders of related closures. An open house is scheduled for Tuesday, Jan 29 to share information with businesses on the J Street SW closure, planned to take up to 30 days this spring. An open house will also be held in July for the 12-day closure of 6th Street SW, planned for this fall. The closures will be announced through media release, CR News Now, City social media, and through additional written correspondence to property owners. Portable message signs will also be placed along the routes prior to the closures to ensure the traveling public are prepared for any commuting delays.

Sinclair Levee Receives Envision Bronze Rating for Sustainable Infrastructure

The Institute for Sustainable Infrastructure (ISI) announced today that the City of Cedar Rapids’ Flood Control System in the New Bohemia/Sinclair District is the recent recipient of the Envision Bronze rating for sustainable infrastructure. The Cedar Rapids project is the third Envision award granted to an infrastructure project in the state of Iowa. The Envision sustainable infrastructure rating system assesses sustainability in five categories: Quality of Life, Leadership, Natural World, Resource Allocation, and Climate and Risk. These contribute to positive social, economic and environmental impacts on a community during the planning, design and construction of infrastructure projects. The Sinclair Levee was recognized for its inclusion of a pedestrian trail and historical monuments, its public involvement process leading to its design and construction, its impact on helping transform a previous brownfield site, its water quality features, and its engineering and resiliency. We are proud of this national recognition on such an important segment of our Flood Control System.

Upcoming Neighborhood Meeting – 3rd Avenue Wellington Heights

City staff will be hosting a neighborhood meeting on Tuesday to share information with residents about the 3rd Avenue SE project. The project will convert 3rd Avenue from one-way to two-way traffic from the downtown all the way to 19th Street SE in Wellington Heights. The meeting on Tuesday has been tailored specifically for the residential neighborhood; residents can learn more about the conversion, bike lanes, on-street parking, intersection modifications, and a new flashing pedestrian signal planned at Park Ct. The meeting will be held Tuesday, January 29, 5:30 p.m. at McKinley Middle School in the cafeteria (620 10th St SE). Staff has also recently conducted one-on-one stakeholder outreach for downtown businesses, held an open house for the downtown community, and presented information on the project to the Wellington Heights Neighborhood Association.

Guns N Hoses Night at the RoughRiders

The Cedar Rapids RoughRiders Annual “Guns N Hoses” Night will be held on Saturday, February 2. Doors open at 6 p.m. and the RoughRiders game versus the Green Bay Gamblers begins at 7:05 p.m. The Police Department and Fire Department will have representatives participating in an on-ice challenge for the coveted “Brass Nozzle Trophy.” This annual battle between area police officers and firefighters helps raise money for each department’s Honor Guard. There will be T-shirts, sweatshirts, and silent auction items available for purchase. The actual jerseys worn by the Cedar Rapids RoughRiders hockey players will be available through an auction. Each player is wearing a specially designed jersey that pays tribute to the men and women of public safety in Cedar Rapids. A portion of ticket sales will benefit the Honor Guards as well. Discounted tickets available to everyone can be purchased online at www.roughridershockey.com/tickets using code: Guns and Hoses, calling 247-0340, or stopping by the Cedar Rapids Ice Arena.

The Honor Guards of both departments are at special events and pay tribute to fallen firefighters and police officers.
The Connection Between Trust and Inclusion

Building a firm foundation of trust within each team is critical to strengthening our team. There is a strong connection between trust and inclusion within every team. Creating an inclusive environment means that we invite people in. We trust them enough to be vulnerable with them and we remain open to new ideas. We are eager to learn from and with all team members. Appreciating our differences will strengthen our team. There are many ways that our team may be diverse. A few ways that people differ include age, gender, race, religion, socioeconomic status, sexual orientation, physical ability, beliefs, background and personality. Inclusion comes from valuing the uniqueness of each individual and extending trust to our team members. Being intentional about including team members in conversations, decisions and social opportunities leads to greater engagement and productivity. Here are few questions to consider that might help you foster an inclusive environment in your team.

- Are individual differences valued?
- Are all individuals comfortable sharing their perspective?
- Do all team members feel part of the team?
- Are all members of the team working for the same goals?

Upcoming Training Reminder

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, Jan 29</td>
<td>1:00 – 2:00pm</td>
<td>*Building Trust - make up session</td>
<td>Department Administrator</td>
<td>City Hall Training Room</td>
</tr>
<tr>
<td>Thursday, Jan 31</td>
<td>7:30 – 8:30am</td>
<td>*Building Trust - make up session</td>
<td>Department Administrator</td>
<td>CSC - 5 Seasons</td>
</tr>
<tr>
<td>Thursday, Jan 31</td>
<td>8:30 – 9:30am</td>
<td>*Building Trust – make up session</td>
<td>Department Administrator</td>
<td>CSC - 5 Seasons</td>
</tr>
<tr>
<td>Thursday, Jan 31</td>
<td>3:00 – 4:00pm</td>
<td>Lead CR Orientation</td>
<td>Andrea Cooper</td>
<td>City Hall Training Room</td>
</tr>
</tbody>
</table>

*Anyone hired after March 1, 2018 is not required to attend a make-up session on Building Trust.

Register in PeopleSoft: Course Code: ORG101 Session: 0024

For more information about the organizational health initiative at the City of Cedar Rapids contact: Sue Sager, Organizational Development Manager, s.sager@cedar-rapids.org 319-777-1699.
Please congratulate the following employees on their service anniversary for the month of December 2018.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy</td>
<td>McLaud</td>
<td>35 years</td>
</tr>
<tr>
<td>Jeff</td>
<td>Scherf</td>
<td>30 years</td>
</tr>
<tr>
<td>William</td>
<td>Dyal</td>
<td>30 years</td>
</tr>
<tr>
<td>Thomas</td>
<td>Schroeder</td>
<td>30 years</td>
</tr>
<tr>
<td>Brett</td>
<td>Lerch</td>
<td>20 years</td>
</tr>
<tr>
<td>Mary</td>
<td>McGuire</td>
<td>15 years</td>
</tr>
<tr>
<td>Adam</td>
<td>Tenney</td>
<td>10 years</td>
</tr>
<tr>
<td>Mark</td>
<td>Winkel</td>
<td>10 years</td>
</tr>
<tr>
<td>Jeffrey</td>
<td>Dean</td>
<td>10 years</td>
</tr>
<tr>
<td>Kevin</td>
<td>Reed</td>
<td>10 years</td>
</tr>
<tr>
<td>Brandon</td>
<td>Whyte</td>
<td>5 years</td>
</tr>
<tr>
<td>Tricia</td>
<td>Semple</td>
<td>5 years</td>
</tr>
<tr>
<td>Brett</td>
<td>Pechota</td>
<td>5 years</td>
</tr>
<tr>
<td>Cole</td>
<td>Herb</td>
<td>1 year</td>
</tr>
<tr>
<td>Zachery</td>
<td>Bray</td>
<td>1 year</td>
</tr>
</tbody>
</table>
Media Training

Learn tips and tricks to make you feel more comfortable speaking with the media. We’ll talk about why we need to respond and build good relationships with the media, what to do when a reporter contacts you, and how to prepare for and conduct an interview. Presented by the Communications Division.

- **Friday, February 22**
  12:00 – 1:00 pm
  City Hall Training Room

- **Tuesday, February 26**
  12:00 – 1:00 pm
  Time Check Hall, CSC

**RSVP by February 18**

Please RSVP to participate and reserve your lunch.
RSVP by emailing citymanager@cedar-rapids.org
ADA Training Sessions

Please see the schedule below for the 2019 ADA Training sessions. All sessions will occur throughout the month of February. This training is mandatory for all staff who interact with the public. Please sign up for a session on PeopleSoft using course code ADA105 or sign up through your department contact.

This is the 4th year of annual training required by the ADA Settlement Agreement with the Department of Justice. Employees are required to take this training every year.

- If you have been required to attend the annual training in past years, you will also need to attend in 2019.
- If you have not been required to attend the training in the past, you will not need to attend in 2019.
- If you are a new employee and have not yet attended a training, but have direct contact with the public, you will need to attend the training in 2019.

A complete list of required employees was sent to department contacts.

DIRECTIONS ON HOW TO ENROLL IN A COURSE:

1. Log-in to PeopleSoft http://galena/psp/HRPROD/?cmd=login&languageCd=ENG&
2. Click on “Self-Service” Learning & Development“ - “Request Training Enrollment” - “Search by Course number”
3. Enter in course number: ADA105
4. Click “Search”
5. View all available sessions and click on the session you would like to attend and click “continue”

<table>
<thead>
<tr>
<th>DATE</th>
<th>Session Number</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, February 5</td>
<td>0001</td>
<td>8:00am – 12:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Wednesday, February 6</td>
<td>0002</td>
<td>8:00am – 12:00pm</td>
<td>Central Fire Station</td>
</tr>
<tr>
<td>Thursday, February 7</td>
<td>0003</td>
<td>7:45am – 11:45am</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Friday, February 8</td>
<td>0004</td>
<td>8:00am – 12:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Tuesday, February 12</td>
<td>0005</td>
<td>12:00pm – 4:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Wednesday, February 13</td>
<td>0006</td>
<td>8:00am – 12:00pm</td>
<td>Central Fire Station</td>
</tr>
<tr>
<td>Thursday, February 14</td>
<td>0007</td>
<td>12:00pm – 4:00pm</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Tuesday, February 19</td>
<td>0008</td>
<td>7:45am – 11:45am</td>
<td>Library – Whipple Auditorium</td>
</tr>
<tr>
<td>Wednesday, February 20</td>
<td>0009</td>
<td>4:00pm – 8:00pm</td>
<td>Central Fire Station</td>
</tr>
</tbody>
</table>

* Please note that there are a limited number of spaces at Central Fire Station. If you would like to attend a session at this location, please be sure to sign up as soon as possible.
Safety Leaders Communicate

Safety leaders speak up.

As we learned in previous weeks, safety leaders hold safety as a personal value; therefore, when they see unsafe acts or conditions they act regardless of time, place, person, or situation. They care so deeply about the wellbeing of others that they are willing to step out of their comfort zone and speak up for everyone’s benefit.

Safety leaders do not only communicate when things are wrong, but they communicate messages of safety all the time. The more often safety messages are communicated, the more likely the message is remembered when potentially hazardous work is being performed. Safety leaders build relationships based on mutual respect and genuine care for the wellbeing of others. When they call out safety hazards, their co-workers know that it comes from a well-intentioned place.

Safety leaders do not have all the answers, but instead encourage and challenge in order to find new solutions to old problems.

Safety is often used as an excuse to get out of doing an unfavorable task, or as a way to avoid work. In these situations, safety leaders challenge the “why we can’t do a task” and encourage “how we can most safely complete a task”. The job has to be done – how can it be done in the most safe manner? Safety leaders encourage the focus from all the ways a task is unsafe, to how can we draw upon experience, training, and use of creative thinking to come up with a more safe approach.

People inherently want to be safe - safety leaders encourage safety and remind others to be alert, communicate and work safely.

Ways you, as a safety leader, can improve safety communications:

- Keep safety in mind during all work-related conversations; always factor in safety
- When you see a safety violation, start a conversation about what you see
- Stay Person-Focused: focus on how doing knowingly unsafe work could impact the person
- Be approachable – encourage others to come forward with safety concerns. If we cannot identify the safety hazards we cannot work to correct them!
- Ask questions rather than assuming answers
- Identify the scope of the problem, then focus on steps to correct the problem

Our safety culture depends on dedicated leaders at all levels of City operations.

Make your personal commitment to being a safety leader today!
Say Thank You to Hospitalized Veterans with Valentines for Vets

Each year when the middle of January arrives, we ask for your help in signing cards for the Valentines For Vets program. This wonderful tradition of saying thank you to hospitalized veterans in Iowa City continues in 2019.

The CR Care Committee has made valentines that we will deliver to the KHAK studios in February. KHAK staff will then deliver them to veterans at the V.A. Hospital in Iowa City before Valentine’s Day.

We ask for your help in recognizing these veterans by signing a card. Your department will be given a handmade card that can be signed; we ask that you sign only your first name on the valentines. The cards should be returned to: Joy Huber - Fleet Services by Friday, Feb 1. Thank you for participating in this event.

The CR Care Committee

Partnership Reading Volunteer Opportunity

Roosevelt Creative Corridor Business Academy (Middle School) has once again asked the City to partner with them on a fun, innovative volunteer opportunity. Students would be matched with a City employee, and both students and adults would read the book Freak the Mighty independently. City volunteers would then communicate via email, ONLY ONCE PER WEEK FOR SIX WEEKS, with students. The teacher will provide predesigned questions for volunteers. Books will be provided to City volunteers.

The teacher would like to begin this program the week of February 25. If you are interested in participating, please email Stephanie Schrader s.schrader@cedar-rapids.org by Feb 5.

Thanks for considering this opportunity, the students enjoy connecting with our community!
Wellness Portal Updates

The next time you access your City of Cedar Rapids wellness portal, you will need to re-register in order to create your own personal username. Even if you choose to use your Employee ID as your new username, you will still need to re-register.

Re-registering will not impact your current program points/status and you will not need to re-enroll in any challenges or re-sync your fitness device. If you have bookmarked your wellness portal on a mobile device, you may need to sign in again once you have created your new username.

Listed below is information you will need to re-register:

- Portal: www.myhealthywithhsi.com/CityCR
- Select ‘Register’ in the Register Here box
- Accept Terms & Conditions
- Enter your information to register:
  - Company ID: CityCR
  - Member ID:
    - Employees: Employee ID
    - Spouses: Employee’s ID followed by spouses DOB as YYYYMMDD

Re-registering and creating your own username means you won’t need to remember your system generated ID in the future, but instead will create your own personal username. If you have any questions or need assistance, please contact Health Solutions at 362-2409.
Challenge runs Monday, February 4 - Friday, May 3

*Weight loss is calculated by percentage of body weight

**Weights are collected in confidence with Health Solutions team members or self reported on the Wellness Portal

Participation is Easy!

1. **Weigh In:** Deadline Friday, Feb. 8
   - Attend an onsite weight-check event
   - Submit a weight on the Wellness Portal with your team name if applicable (teams of 4)
   - Submit a weight during a health coaching visit before Feb 8 (coordinated directly with your health coach, if applicable)

2. **Mid-Point Weight:** OPTIONAL
   - Attend an optional weight check or submit online. No points awarded but a whole lot of accountability!

3. **Weigh Out:** Deadline Friday, May 3
   - Attend an onsite weight-check event
   - Submit a weight on the Wellness Portal with your team name if applicable (teams of 4)
   - Submit a weight during a health coaching visit before May 3 (coordinated directly with your health coach, if applicable)

Questions?

Contact your department Wellness Ambassador or Health Solutions at 362-2409 or info@hsi-rx.com