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


Employee Transfer

Adam Smith, UTIL – transferred to Solid Waste and Recycling Laborer Extra Driver position effective Jan 7. His previous position was Transit Driver.

Employee Retirement

Michael Wallerstedt, PD – is retiring January 18. Michael started with the City May 5, 1986. His current position is Police Sergeant.
City Manager and Director Updates

Zoning Code Adoption
The new Zoning Code, which was adopted by council on December 18, 2018, formally took effect on Jan 1, 2019. Residents and developers can view the full text and map of the adopted code, as well as FAQs and other helpful quick links, at www.cityofcr.com/zoning. Updated application forms and fact sheets will be added to the page in the coming days. The Development Services Department as well as Community Development staff continue to be available for questions regarding proposed development and zoning questions. The purpose of the zoning code update was to more closely align zoning regulations to the City’s comprehensive plan, which was updated in 2015. The new code – which replaces the existing Chapter 32 – will establish clear standards for new development that are flexible, predictable, and support community interest.

Upcoming Public Meeting: Ellis Blvd Road Project
Public Works staff will host a neighborhood meeting on January 9 to share project details for an upcoming road repair project on Ellis Boulevard NW. The project will start during the 2019 construction season, and will stretch from I Ave to O Ave. Improvements include pavement rehabilitation, storm sewer work, curb repair, and upgrading sidewalk ramps to meet ADA standards. The neighborhood meeting will be held on Wednesday, Jan 9 at 5:30 p.m. at Roosevelt Middle School.

Downtown Street Lighting
The City has partnered with Alliant Energy to replace existing downtown street lights with new decorative, energy efficient street lights. The first phase of the project on the west side of the river is nearing completion. Phase Two includes the replacement of all the street lighting on 1st Street east (from A Ave to 6th Street), as well as on the 1st, 2nd, and 3rd Avenue bridges. This phase is currently underway; the bridges are anticipated to be completed later this month. The process to replace all the downtown street lights will be ongoing through 2020. Alliant Energy is conducting the work.

Cargill North Site Project
On Tuesday’s City Council meeting is a new economic development project for the North Cargill soybean facility at 410 C Ave NE. This project is unrelated to the proposed railyard being proposed near Otis Rd SE. Cargill is seeking sponsorship of an application for State funds through the High Quality Jobs Program and local matching funds. The project is a $37.62 million capital investment to modernize the existing preparation plant & degumming facility within the existing footprint. The project will net an additional 27,000 square feet of assessable building improvements. The project qualifies for local incentives under the City’s Local Match – Economic Development Program. The following is a summary of the proposed project:

- $37.62 million total investment
  - $6.12 million - building construction & site prep
  - $31.5 million - machinery & equipment, design & engineering
- Preparation plant & degumming facility (equipment) replacement
- 27,000 square foot building expansion
- Retention of 48 jobs

The majority of the investment is in equipment upgrades, which are not assessed as real property. As such, the it is estimated that an additional $2.1 million in new assessed value will be added. With the additional value to the property a total of $2.2 million in taxes would be generated over a 10-year period, $367,700 of the total being exempted under the Local Match program.

Compensation and Classification Study Update
The City is in the final stages of selecting a firm to conduct a compensation and classification study for non-bargaining positions within the City. We anticipate the firm initiating the project in early January. First steps of the project will include optional employee orientation meetings to share the scope and purpose of the project. Look for more information to come in early 2019.

(Continued on next page)
City Manager and Director Updates

2019 Flood Control Activities
As we head into a new year, we wanted to provide a summary of some of the major projects ongoing or underway regarding permanent flood control. Below is a guide to some of the major initiatives that will take place this year:

Ongoing Construction projects for 2019
• Quaker Oats Floodwall and Pump Stations 
  $14.2 million contract 
  2018 – 2020 
  Railroad re-alignment and flood gate contracts to be bid for 2020 and 2021 construction (est. $5 million)
• Czech Village Levee from 16th Avenue to Landfill Site 
  $6.1 million, two contracts 
  To complete Spring 2020
• Sinclair Levee area Park Monuments (Ed Kuba & Lee Osborn monuments, memorial benches and plant screening of Alliant substation) 
  $185,000 contract 
  To be completed Summer 2019

Construction Projects to be bid in 2019
• Additional pumps for Sinclair and Lot 44 pump stations 
  Estimated $500,000 total 
  To be completed 2019
• 16th Avenue SE Roadway Closure Gate 
  Estimated $3,000,000 
  Construction starts fall 2019
• 3rd Avenue SE Roadway Closure Gate 
  Construction starts fall 2019
• Cargill Corn Plant Floodwall 
  Construction starts fall 2019
• Parking Lot 44 Levee (12th Avenue to Crandic RR) 
  Construction starts fall 2019

Planning and Design Priority Highlights
• Conceptual design on the new 8th Avenue bridge, approach roadways, Festival ground pump station and development (12 month process January 2019 to January 2020)
• Roadway Closure gate type determination, operations, and/or aesthetics (downtown and NewBo bridges)
• Removable Wall type determination, operations and aesthetics from Interstate 380 to 7th Avenue SE
• Many of these initiatives will include public outreach and open houses

As we move forward with design and construction, our emphasis will remain on maintaining physical and visual access to the Cedar River while providing an aesthetic system that can be reliably implemented.

Overall, we have seen tremendous growth and advancement in our flood control construction.

Increasing rate of progress:
• The City’s overall expenditure on the FCS have averaged in the range of $20 million in FY 18 and FY 19.
• The City’s overall budgeted expenditures are slated between $35 million and $40 million in FY20 and FY21
• The City’s construction budget is slated to grow from FY19 of $9.3 million to FY20 of $22.3 million
• In addition to that, the USACE has $76 million expenditures budgeted from FY2019 through FY2023, which will push annual construction between $35 million and $40 million.

We are excited about what is coming up next for permanent flood control.
Welcome back to a happy and healthy new year at the City of Cedar Rapids!

In 2018, the organizational health section of the employee newsletter provided information on the 5 Dysfunctions of a Team, City Core Values, Mastering Conflict training and department team development. In 2019, organizational health articles will highlight the following areas.

First week of the month
- Upcoming professional development opportunities

Second week of the month
- City Organizational Health highlights

Third week of the month
- Employee and team recognition: Values in Action

Fourth week of the month
- Tips on teamwork and leadership

For more information on Organizational Health see The Table Group website: [https://www.tablegroup.com/](https://www.tablegroup.com/)
To check out a book from the City Manager’s Office library, [organizationalhealth@cedar-rapids.org](mailto:organizationalhealth@cedar-rapids.org)

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<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 22</td>
<td>12:00 - 1:00</td>
<td>Employee Speaker Series</td>
<td>Greg Buelow</td>
<td>Water Admin Bldg</td>
</tr>
<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.*

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<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Contact</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Feb 5 - 20</td>
<td>8:00am – 12:00pm</td>
<td>Americans with Disabilities Act</td>
<td>Department Administrator</td>
<td>Multiple sessions and locations</td>
</tr>
<tr>
<td>Wednesday, Feb 6</td>
<td>8:00am – 4:45pm</td>
<td>New Hire Orientation</td>
<td>Lisa Kerker</td>
<td>City Hall Training Room</td>
</tr>
<tr>
<td>Thursday, Feb 7</td>
<td>9:00am – 3:30pm</td>
<td>New Hire Orientation</td>
<td>Lisa Kerker</td>
<td>City Hall Training Room</td>
</tr>
<tr>
<td>Thursday, Feb 7</td>
<td>8:00am – 12:00pm</td>
<td>Lead CR: Session 1</td>
<td>Andrea Cooper</td>
<td>Central Fire Station</td>
</tr>
<tr>
<td>Tuesday, Feb 12</td>
<td>9:00 – 10:00am</td>
<td>Valuing Diversity: Overview</td>
<td>Sue Sager</td>
<td>CSC- 5 Seasons</td>
</tr>
<tr>
<td>Thursday, Feb 14</td>
<td>8:00am-12:00pm</td>
<td>Lead CR: Session 2</td>
<td>Andrea Cooper</td>
<td>City Hall Training Room</td>
</tr>
<tr>
<td>Tuesday, Feb 26</td>
<td>2:30 – 3:30pm</td>
<td>City Government: Sandi Fowler</td>
<td>Sue Sager</td>
<td>CSC- 5 Seasons</td>
</tr>
<tr>
<td>Thursday, Feb 28</td>
<td>8:00am – 12:00pm</td>
<td>Lead CR: Session 3</td>
<td>Andrea Cooper</td>
<td>CSC-5 Seasons</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>Speaker Series: Media Training</td>
<td>Emily Breen</td>
<td>TBD</td>
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</table>
Please congratulate the following employees on their service anniversary for the month of December 2018.

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy</td>
<td>35 yrs</td>
</tr>
<tr>
<td>Jeff</td>
<td>30 yrs</td>
</tr>
<tr>
<td>William</td>
<td>30 yrs</td>
</tr>
<tr>
<td>Thomas</td>
<td>30 yrs</td>
</tr>
<tr>
<td>Brett</td>
<td>20 yrs</td>
</tr>
<tr>
<td>Mary</td>
<td>15 yrs</td>
</tr>
<tr>
<td>Adam</td>
<td>10 yrs</td>
</tr>
<tr>
<td>Mark</td>
<td>10 yrs</td>
</tr>
<tr>
<td>Jeffrey</td>
<td>10 yrs</td>
</tr>
<tr>
<td>Kevin</td>
<td>10 yrs</td>
</tr>
<tr>
<td>Brandon</td>
<td>5 yrs</td>
</tr>
<tr>
<td>Tricia</td>
<td>5 yrs</td>
</tr>
<tr>
<td>Brett</td>
<td>5 yrs</td>
</tr>
<tr>
<td>Cole</td>
<td>1 yr</td>
</tr>
<tr>
<td>Zachery</td>
<td>1 yr</td>
</tr>
</tbody>
</table>
Safety Leadership Series: Part 3

Safety Leaders Know That Safety Is Really About People

Safety is more than regulations, guidelines and rules; safety is about people. Regulatory bodies set minimum requirements and offer tools to promote safety, but without a deep understanding that safety is truly about people these tools are useless.

Safety Leaders recognize that regulatory guidelines do not motivate employees to care for safety – they recognize that safety must feel applicable to what matters most to employees: their own wellbeing.

Safety Leaders use this knowledge to remind those around them of why safety is important beyond, “OSHA says so” and leverage this knowledge to motivate others on a personal level.

Our approach to safety demonstrates the level of value we place on the wellbeing of the people we influence

Safety Leaders demonstrate that safety is about the people by:

- Conveying safety messages in a way that places value on each individual’s wellbeing
- Listening and speaking with empathy; placing value on the experiences of others
- Challenging others to consider how their lives would change if injured/involved in an accident
- Discussing risk vs reward when considering how to approach safety sensitive tasks
- Role modeling safe work practices, including always using engineered safety controls (such as machine guards) and wearing the PPE required for a task
- Being willing to invest time in doing jobs the safe way versus the fast way; safe productivity
- Addressing the “why” behind implementation of safety protocols
- Leveraging established relationships to encourage safe work practices
- Telling others that they care for their safety, wellbeing, and ability to go home after work intact
- Reminding others of why they are committed to safety; what they could lose if unsafe

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

Make your personal commitment to being a safety leader today!
Movie Night Featuring
“I Am Not Your Negro”

Join us on
January 17, 2019 from 5:30 - 7:30 PM in the
Whipple Auditorium, Cedar Rapids Public Library

Free Popcorn

I AM NOT YOUR NEGRO is a 2016 documentary based on James Baldwin’s unfinished manuscript, Remember This House. The film explores racism in America through Baldwin’s personal observations of American history, as well as through stories of Martin Luther King Jr., Malcolm X and Medgar Evers. The film won the BAFTA Award for Best Documentary and was nominated for Best Documentary Feature at the 89th Academy Awards.
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.
Wellness Points Announcement

2018 Wellness Points will not roll over to next year and need to be redeemed after quarter 4. Please wait until a redemption email is sent to you by Health Solutions in order to request your prize via survey. Please fill out your survey timely, prizes are limited and are first come first served. Individuals have until Friday, January 18 to redeem points. Prizes are scheduled to be received by the end of January.

Maintain Don’t Gain:
The holidays are wrapped up! Did you maintain your weight? Check in confidentially with Health Solutions at the upcoming weigh-out dates and times or submit privately on the portal. www.myhealthywithhsi.com/citycr

Weigh Out: Deadline Friday, January 11th
Select one option:
Attend an onsite weight-check event
Submit a weight on the Wellness Portal
Submit a weight during a health coaching visit before January 11th (coordinated directly with your health coach, if applicable)

25 Wellness Points (regardless if you maintained or lost)
50 Extra Wellness Points if you maintained or lost!

Final Weight Submission Form – Due Friday, January 11th

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Employee ID Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Weight</th>
<th>Date</th>
<th>Witness Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Third party witness must be outside of your household (no spouse/family member)</td>
</tr>
</tbody>
</table>

To submit verification, forms need to be scanned into your Wellness Portal at www.myhealthywithhsi.com/citycr
If you have questions, please contact your department Wellness Champion or a Health Solutions Health Coach.
Ginger Maple Chicken with Brussel Sprouts & Butternut Squash

6 boneless, skinless chicken breasts
2 c. butternut squash
2 c. Brussel sprouts (trimmed & cut lengthwise)
1/2 large onion, sliced
1 Tbs. Olive Oil
Salt & Pepper to taste

For the Sauce:
3 Tbs. low-sodium soy sauce
1/3 c. pure maple syrup
1 tsp. sesame oil
2 Tbs. grated ginger
1/4 tsp. red pepper flakes
1 tsp. fresh thyme

1. Preheat oven to 425
2. Add the squash, Brussel sprouts & onion to a large sheet pan and toss with olive oil, mix well
3. Place chicken breasts on top of the veggies & season all with salt & pepper
4. To make the sauce, whisk together all ingredients & brush sauce generously over chicken. Save some for later.
5. Bake chicken & veggies 25-30 minutes
6. Brush remaining sauce over top of chicken & veggies
7. Enjoy!
8. Put extra chicken and veggies in Tupperware containers and save for meals throughout the week.

Happy New Year!

Looking to get in better shape in 2019?
Check out these tips and tricks to make staying on track easier!

Plan your workouts week by week – Choose a number of workouts per week you’d like to tackle. Then, at the start of each week, plan your fitness schedule. This is a much easier goal to accomplish on a daily basis compared to a long-term weight loss. Goal: Get into a consistent workout routine.

Spend 9 minutes waking up your body – Kick off your day with a little movement. Your body will feel better and more awake. Simple arm circles, hip circles, and flexing your joints. Goal: Twice a week, taking time in the morning to do 3 minutes each of neck rolls, ankle rolls, and hip circles. This will hit all the tight spots and help to improve mobility.

Eat one plant-based meal a day – Typically we don’t get enough vegetables in our daily diet, so this will improve your overall nutrition over time. It will help you get enough fiber (which means better digestion!) and it’s good for the environment. Goal: Eat more produce and less animal products.

Prep one meal or main dish a week — It can be hard to get in a whole week’s worth of meal prepping, so start small. Grilled or marinated chicken, batch of slow-cooker soup, or a dozen hard boiled eggs to eat throughout the week. Goal: Try our suggested recipe to the left.

Make one healthy date with a friend or family member each week – Trying to accomplish a big goal on your own can be tough, but enlisting support from friends & family can make it feel more achievable and keep you motivated. This will also hold you accountable and less likely to skip the workout. Goal: Make healthy choices a part of your social life, and therefore making them much easier to adopt as a permanent lifestyle.

Go to sleep at the same time each night – Improving your shut-eye habits has been linked to improved weight loss and maintenance. It’s important to also try and woke up at the same time each day and get into a regular sleep pattern. Goal: Set a bedtime for yourself—and no devices allowed after this time!