Employment Opportunities

Development Services Manager
Plats & Zoning Specialist
Right of Way Technician

If you have questions about any of the opportunities, please contact Jenelle Sisneros, 286-5001.

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

Employee Promotion

Robert Edwards, FIN – has been promoted to Auto Equipment Mechanic II effective May 26. His previous position was Auto Equipment Mechanic I.

Retirements

Doug Larison, CRPD – retiring May 31. Doug started with the City Aug 15, 1983. His current position is Detective.

Paul Gerken, CRFD – retiring May 31. Paul started with the City July 9, 1984. His current position is Fire Captain.

New and Improved Employee Connection Newsletter

This week’s Employee Connection Newsletter has a new design, as well as a new feature. Each week, the newsletter will now include a Director Team Update section, with short articles featuring department project updates, important information, and general department news that may be of interest to all employees.

The new Employee Connection Newsletter is available on CR@Work.
City Manager and Directors Update

Legislative Session Wrap-up
A Legislative Summary document detailing the outcome of our 2017 legislative priorities is available in the announcements section of the intranet. This document was prepared by Heartland Strategies, LLC, the City's State lobbyists. Should you have any questions, please contact Angie Charipar.

New Faces in the City Manager’s Office
We are very excited to welcome new employees Tanya Barth and Chelsea Sondag to the City Manager’s Office. Tanya and Chelsea join Deb Stalkfleet as part of the CMO administrative staff. Below is a brief description of their background and individual job responsibilities.

Chelsey Sondag
Executive Administrative Assistant, started with the City on May 22. Chelsey performs confidential administrative support and project coordination duties for the Office of the City Manager, manages and coordinates administrative office/business operations, customer service processes, the development, design, budgeting and implementation of administrative/support services for the City Manager’s office and performs other related work as required for the Office of the City Manager. Chelsey is an Iowa native and moved to the Cedar Rapids community six years ago. She graduated from the University of Northern Iowa with her bachelor’s degree in Communications and Public Relations, and has served in several administrative support roles throughout her career. Her most recent position was with a local Cedar Rapids company as an Executive Assistant and Client Services team member. Chelsey enjoys being part of dynamic working team and organizations making a positive impact. She looks forward to serving in the Office of the City Manager and community members in her new role.

Tanya Barth
Administrative Coordinator – Special Events, started with the City April 24. Tanya is responsible for coordinating the Special Events application process and provides a variety of administrative support and coordination duties for the Office of the City Manager. Tanya grew up on a small farm west of Cedar Rapids. During her career she has served in business analyst, project management and administrative support roles. Tanya joins us from UnityPoint Health-St. Luke’s Hospital and is looking forward to her new role and being part of the City of Cedar Rapids.

Deb Stalkfleet
Customer Service Representative I, has been with the City Manager’s Office since 2006. Prior to that, Deb worked for the Eastern Iowa Airport Administration for three years. Deb serves as receptionist and provides clerical support for the City Manager, and performs Council services at the direction of the City Manager. Deb answers the City information lines and provides information to or refers callers to other appropriate departments or City personnel. She is also responsible for entering citizen’s concerns into EnerGov, the City’s citizen relationship management system, and preparing and distributing the Employee Connection Newsletter and Citizen Concern Matrix.

Community Outreach During Public Works Week
May 22 – 26 was Public Works Week. Every year, Cedar Rapids Public Works crews take time out of their busy schedules to visit local elementary schools and showcase the equipment, vehicles, and people who work behind the scenes to keep the public safe. Last year, staff visited more than 700 children throughout the spring and summer months and talked with them about the services of Public Works employees. This year, crews have visited more than seven classrooms and provided hands-on demonstrations to children. Thank you to the Sewer, Streets, and Traffic Divisions for taking time out of their schedules to talk with children about the important roles they fill in the community. In addition to community outreach, the department took time to thank employees through special events all week, including a potluck and a dunk tank fundraiser. Several managers and supervisors were good sports and helped raise more than $700 for a local charity by being dunked by their fellow colleagues.

Mystery Golfer Program
This week the golf division launched a Mystery Golfer program. The initiative was developed to gain more insight into patron’s experience at Cedar Rapids municipal golf courses. Golfers are being solicited through social media to sign up and will receive a free round of golf while reviewing each course. Participants will secretly review the courses programs, facilities and services and answer a list of questions about their experience. The information will be collected and analyzed by the Parks and Recreation Department so sales and service can be continually improved.
Ethics Corner

City employees participated in an annual citywide training “The Culture of Ethics.” This topic was our first citywide training topic back in 2007. Our 2016/2017 topic included the need to make healthy ethical discussions an important part of creating an ethical culture in our organization. Regular conversation with co-workers and leaders about ethical issues is one way to encourage growth in ethical behavior and it will help us gain clarity on how we evaluate ethical issues. It is exciting to think that one of the outcomes will be better decisions made at all levels of the organization.

As City of Cedar Rapids employees, we hold ourselves to a high ethical standard and are held to this standard by the public we serve. Our representation of the City often carries over into our personal lives. This can occur when a friend or neighbor asks us a question related to City business, makes a request for a recommendation on a contractor or vendor, or you are posting comments or information on personal social media accounts. When do you stop representing the City and only represent your own views and opinions? It is important to discuss which situations in your personal life require you to measure yourself against the City ethical standard vs. your personal ethic (assuming that there is a difference).

At your next team meeting bring up current ethical issues that your area faces or get started by discussing the issues listed below. Encourage discussion about how different perspectives can change how the issue is seen by others, and share how each of you might resolve the scenarios in an ethical way.

1. A restricted donor is anyone who contracts with the City or is seeking to contract with the City. Can a “restricted donor” pay my travel expenses to a conference by reimbursing the City. Is this considered a gift to the City or to me?
2. You are preparing a bid for City work which will require a group City stake-holders to establish a criteria by which the resulting bids or proposals will be evaluated. Should the established criteria for selecting the winning bid be developed prior to reviewing the individual bids or can the criteria be established after the individual bids are reviewed?

Office Chair Yoga

Do you need a break in your day? Have you been sitting at your desk too long? Curious about yoga and its benefits?

Join Anji for a gentle Chair Yoga class designed to relieve tension through gentle stretching and strengthening yoga exercises. You don’t even have to change clothes.

<table>
<thead>
<tr>
<th>June 1 &amp; 8</th>
<th>12:15—12:45</th>
<th>Armory at Vets Memorial</th>
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<tbody>
<tr>
<td>Jun 15 &amp; 22</td>
<td>12:15—12:45</td>
<td>4th floor Ballroom, Vets Memorial</td>
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City to Host Resident Appreciation Day

Don’t miss Resident Appreciation Day, at the Downtown Farmers’ Market, on June 3 from 7:30 a.m. to 12:00 p.m. We will have three tents set up in Greene Square with information on City services.

People will be able to:

- Take the City Manager’s 1-Bag Challenge
- Talk with staff from City departments and learn more about City services
- Meet mascots Otto the River Otter, McGruff the Crime Dog, Yardy and Curby
- Get a refreshing glass of Cedar Rapids’ award-winning water
- Have children fingerprinted by Police Department volunteers
- Explore City vehicles including a fire truck, police squad car, boom truck, leaf truck
- Meet with City Heroes including firefighters, police officers, public works other staff who serve the City in instrumental ways
- Enter a drawing to win a free family pool pass (value over $200), enter a drawing to win a golf outing (value over $200)
- Win prizes, play games and receive give always

At 10:00 a.m., the City Council will announce the five 2017 Five Seasons Citizenship Award winners on the main stage near the intersection of 3rd Avenue and 2nd Street SE. The Five Seasons Citizenship Awards program is sponsored by the University of Iowa Community Credit Union, which will provide two prizes for each of the five winners: an engraved clock and a $1,000 donation to the charity of the winner’s choice.

This is an annual event where we highlight City programs and services and answer questions from the public.

SUMMER POTLUCK MOAI & BLUE ZONES COOK-OFF

Healthy Eating is as Easy as 1, 2, 3...

Gather Your Tribe

Healthy eating is so much easier with friends. Gather up your co-workers to form your Potluck Moai. Plan 2-3 potlucks between June and September. Decide on Blue Zones inspired recipes that follow the Blue Zones guidelines to feature at each event. For information and inspiration, go to: www.bluezones.com/recipes

Submit Your Recipe

Decide on your favorite Blue Zones-inspired recipe and submit for consideration to be featured in the Blue Zones Health Fair Cook-off. Register your Team of 4 and submit your recipe to Anji, Health Solutions Health Coach at: angelaantkowiak@hsi-rx.com

Health Fair Cook-Off

Wellness Ambassadors will choose the 4 finalists teams to compete in the Blue Zones Cook-off at the Annual Health Fair and employees will have an opportunity to choose the winner. Details on event date and time and prizes will be coming SOON.
Quarter 2 Activity Incentive Program

Quarter 2 runs April 1 – June 30

Tracking data for Quarter 2: Employees and spouses must track all their data for April 1 – June 30 by July 7. If your data is being automatically synced you will not need to do anything. All data will be automatically loaded. Only if you are manually reporting, some activities need to be entered by July 7.

<table>
<thead>
<tr>
<th>Milestones: Average Steps Daily</th>
<th>Quarterly Goal 2,000 steps = 1 mile</th>
<th>Drawing chances earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000</td>
<td>Qtr 1: Establish baseline milestone</td>
<td>N/A</td>
</tr>
<tr>
<td>7,500</td>
<td>Qtr 2: If same as Qtr 1</td>
<td>1 chance</td>
</tr>
<tr>
<td>10,000</td>
<td>Qtr 2-4: if advanced to next milestones</td>
<td>2 chances</td>
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<tr>
<td>12,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15,000</td>
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If you haven’t already, register now for Quarter 2.

Every quarter employees and spouses must enroll in the new quarter. See the steps below for how to register for quarter 2 – ensure that your device is synced (see below) and that you have manually back-entered activity starting April 1.

- Log in to your personal Health Solutions account
- Under the “Challenges”, click “Choose” (see right)
- Select the Quarter 2 Activity Challenge (see right)
- Click “Enroll”
**Mental Health Awareness Activity Challenge**

Try to complete all the squares in at least one row (vertical/horizontal or diagonal) to earn a bingo. Each bingo earns one chance in the drawing. Complete ALL the squares for a BLACKOUT and 4 additional chances to win. One $25.00 gift card will be awarded.

The Challenge runs June 1 - 30. Turn your bingo card in to your Wellness Ambassador by 5pm July 7.

<table>
<thead>
<tr>
<th>Visit Prairiewood Spirituality Center and hike the trails, walk the labyrinth, or explore the meditation rooms.</th>
<th>Organize an area of your home, office, or your car</th>
<th>Do something creative! Enjoy an art project, music concert or other creative hobby</th>
<th>Go for a walk with your family or friends in one of your local parks!</th>
<th>Spend an afternoon or evening socializing with your friends outside of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend one of the Chair Yoga Sessions On Thursdays in June! Check the newsletter for days/times for more info!</td>
<td>Take 10 minutes and practice deep breathing on your lunch break. <a href="http://www.mindful.org/a-five-minute-breathing-meditation/">http://www.mindful.org/a-five-minute-breathing-meditation/</a></td>
<td>Take a Technology-Fast: Turn off the TV, phone, tablet, computer, and other electronics for ONE FULL DAY.</td>
<td>Start a gratitude journal: Write down 3 things you are grateful for today!</td>
<td>Take a 30-minute walk with a co-worker(s). Record name(s):</td>
</tr>
<tr>
<td>Take a 30 minute walk on your lunch break.</td>
<td>Cut out all caffeine for ONE FULL DAY!</td>
<td>Free Space</td>
<td>Attend a spiritual activity of your choice. Record activity:</td>
<td>Go to bed 30 -60 minutes earlier than you usually do.</td>
</tr>
<tr>
<td>Get your blood pressure checked and record the date you checked it here:</td>
<td>Volunteer at a local charity or organization. Record name of organization:</td>
<td>Take a 30 minute walk on your lunch break.</td>
<td>Try a mindfulness practice by going to: <a href="http://www.freemindfulness.org/download">http://www.freemindfulness.org/download</a></td>
<td>Book a massage for yourself!</td>
</tr>
<tr>
<td>Watch your favorite funny movie or go to a comedy show!</td>
<td>Take a 30-minute walk with a co-worker(s). Record name(s):</td>
<td>Attend a spiritual activity of your choice. Record activity:</td>
<td>Cut out added sugars in your diet for ONE DAY! That includes alcohol!</td>
<td>Practice breathing meditation for 15 minutes</td>
</tr>
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