

Inspiring Leader Program

Attention:

Executives & Middle Managers

Enrollment is now open for our next **Inspiring Leader Program**. This three-month program is now in its third year and its success is helping to strengthen relationships and improve engagement at the highest level.

The dates for class #5 are:

- ◆ Sept. 18 – 19
- ◆ Oct. 16 – 17
- ◆ Nov. 6 – 7
- ◆ A 90-minute orientation session will be on Aug. 27



Deadline for enrollment: Aug. 20

To enroll in the program and learn more, check out the 2019 Fall Catalog and complete the [Inspiring Leader Application](#) (Page 37). You can also get answers to your questions about this and other development opportunities by calling Organizational Development at 262-7562.

What past participants have said:

“Happy and satisfied that I participated in this course. We need more opportunities for these training and networking at this level.”

“I was anxious awaiting this leadership development program and thank you for the work that went into getting it to this point. I hope others will voluntarily register to participate.”

Security Changes



Three years ago, Phoenix City Hall and the Calvin C. Goode building underwent security improvements, including the current security procedures that are in place. These changes were made because the safety and security of employees and the members of the public who use our city facilities is a top priority. Even as we improved our procedures, we knew this was the start of ongoing process. Being mindful of the potential reality of work environments across the country, we must constantly reexamine our security measures to help us be as safe as we can.

New security procedures will begin at the start of September at Phoenix City Hall and Calvin Goode. At randomly selected times, the west employee entrance of City Hall will close, and entry to the building will only be allowed through the main entrance, utilizing the security screening system. Employee badging will not bypass the entrance and security screening will be in effect for all entering during these randomly selected periods. For Calvin Goode, the process is even simpler since everyone goes through the same door anyway. When random screening is in effect in that facility everyone entering will be screened regardless of badge.

If an employee who is not authorized to have a weapon attempts to enter the building during random screening they will be denied access. We will not be securing an employee’s weapon while they are at work.

Thank you in advance for your patience through this process. An inconvenience of a few minutes is a small price to pay to help ensure we have a safer workplace. Any questions or concerns about this new process can be sent to contactus@phoenix.gov. Questions with answers will appear in an upcoming issue of this PHXConnect newsletter.

Reminder: All Your Work is Public Record

As we all know, the city of Phoenix is accountable to the public for the work we do every day. As part of this accountability, any individual can view most of the materials you create to do your job through a public records request. This includes:

- ◆ E-mails used to conduct city business whether on a work or personal account
- ◆ Documents saved to your computer and cloud storage
- ◆ Text messages sent to conduct city business, whether on a personal or city-owned phone
- ◆ Instant messaging (see article below).



Please remember this as you conduct your business and use your city-issued equipment for both professional and personal matters. Additionally, many kinds of city data is available on the [Open Data portal](#). From there, the public can see some of the city's most requested data sets as well as search for a variety of data sets.

Instant Messenger on City Computers



Skype is a productivity tool available to employees to enhance their ability to collaborate about work matters. Skype allows employees to send and receive instant messages, schedule conferences, and share applications and documents instantly. Instant messaging provides another collaboration tool that is often faster than email or the phone. This program is meant for work purposes only and should not be used for personal conversations.

But even with its more casual feel, instant messages also are governed by the same public records laws that cover e-mail. That means:

- ◆ Instant Messages are retained for 90 days
- ◆ Conversation history is available for the public, and media, to request and review

Employees using Skype are reminded they must comply with A.R. 1.63, the *Electronic Communications and Information Acceptable Use* policy.

Community Service Fund Drive Kicks Off Thursday

Don't forget to take a few minutes to stop by the Community Service Fund Drive (CSFD) Agency Showcase on Thursday, Aug. 8 in the City Hall Atrium from 11 a.m. - 2 p.m. There, you will learn the many ways to donate, who you can donate to, and perhaps win some fun door prizes for showing up.

Since 1980, city employees have generously raised more than \$25 million to support over 250 local non-profit charities. This year's CSFD campaign runs through Oct. 31.



Have an idea for the next PHXConnect? E-mail us: phxconnect@phoenix.gov

LGBTQ Film Series

An Act of Love: A Personal Story about LGBTQ Rights and Religion is an award-winning film addressing the emotional intersections of religious tradition, LGBTQ rights and family ties.

Reverend Frank Schaefer was put on trial in the United Methodist Church for officiating his son Tim's same-sex wedding. The Schaefers knew that having Frank officiate Tim's wedding was a risk to his career, but they figured since it was a private family affair that it wouldn't ruffle any feathers. They were wrong. This compelling documentary chronicles the Schaefer family's struggle and the movement for LGBTQ equality in the nation's second largest protestant denomination. **Details:**



- ◆ Saturday, Aug. 10
- ◆ 12:30 p.m.
- ◆ Burton Barr Central Library
- ◆ Earn diversity credits for your attendance

Leave Donations

The following employee is accepting leave donations. To contribute, please use eCHRIS:

- ◆ Eleanor Altamirano, account clerk III, Housing

Are You Watching PHXTV?

Even if you don't live in Phoenix, you can still watch the great work being done by PHXTV, the city's cable channel. Tune in to our livestream 24/7 on [the city's YouTube page](#). Right now, check out the new series Phoenix Pets, where we highlight all the great resources available to pet owners in the city.



Tomorrow: Light Rail Meeting



Learn more about the latest design and art concepts for the Northwest Extension Phase II light rail project. **Details:**

- ◆ Light rail extension public meeting
- ◆ Thursday, Aug. 8
- ◆ 6 - 7:30 p.m.
- ◆ Metrocenter Mall, Suite 1108 (Northwest mall entrance, near Wells Fargo Bank)

Reminder: Contract Academy

AGTS Contract Management Academy is again holding a training session designed for Procurement Officers and city staff involved in the day-to-day management of contracts. **Details:**

- ◆ Aug. 20 - 22
- ◆ 8:30 a.m. - 12:30 p.m.
- ◆ Calvin C. Goode Building basement training room



Employees interested in attending need to first complete the [registration form](#) and the [in-county registration form](#).

Note: Once employees have obtained approval from their department head or designee on the in-county registration form, they need to send it to [Jacquelyn Sims-Mundine](#). For more information, email or call Jacquelyn at 2-7562.

Green Bag Lunch



The city of Phoenix's Green Team is proud to present:

The Greater Phoenix Metro Green Infrastructure Handbook: A New Public/Private Sector Tool for Alternative Stormwater Water Management

Anne Reichman, Director, ASU's Sustainable Cities Network (SCN) and Project Cities Program will present on the Green Infrastructure Handbook. Anne Reichman led the Specs & Standards Subgroup of SCN's GI Workgroup, and took up the challenge of creating a GI/LID handbook geared to the environment of the Phoenix Metropolitan Area. The handbook is designed to help implement green infrastructure techniques—specifically Low Impact Development (LID)—in the Greater Phoenix Metropolitan Area. **Details:**

- ◆ Wednesday, Aug. 14
- ◆ Noon - 1 p.m.
- ◆ Calvin Goode Building 10 East
- ◆ For more information, call 534-1792
- ◆ Bring your lunch and receive TRIPLE Diversity Training credits under the city's Equal Opportunity Plan. Your attendance will count toward your departmental goals.

Join the **Conversation**



City of Phoenix AZ

Learning a Language



Language Education and Diversity Sensitivity

If you would like to learn Spanish, Morales-Sherman and Interlingua will be conducting new sessions for the fall. These courses are designed for students who want to enhance their Spanish reading, speaking, understanding and writing skills. There are also courses that focus on present and past tenses of irregular verbs, perfect tense, continuous tense, commands and subjunctive tense and so much more!

Your Employee Development Fund (EDF) may be used to pay for language courses. All courses and details are listed in the CPU catalog. Costs vary depending on the length of class: modules are \$70 and semester classes are \$440. If you are interested, please obtain approval from your supervisor, complete the LEADS Contract and enroll in e-CHRIS. For more information, please contact Susan Caldwell at 534-1505

Job of the Week

Featured Job: Buyer: \$21.80 - \$33.09 / hour.
Multiple vacancies citywide.

Responsible for arranging the purchase of assigned commodities and services. Work includes reviewing requests, talking to vendors and department officials, examining price, suitability, and availability of items or services, comparing specifications, and reviewing alternatives to requests to fulfill energy, affirmative action, value analysis, or other objectives. Requires experience as a buyer in the procurement of a variety of supplies and services. Apply by August 19th to be include in the first round of applications.

- ◆ [Check out the latest job openings here.](#)
- ◆ [Check out the entire job database here.](#)