

Scheduled Maintenance for City Websites

On Friday, May 7 at 5 p.m. there will be scheduled maintenance for approximately 12 hours on the following sites:

- ◆ phoenix.gov
- ◆ phoenixpubliclibrary.org
- ◆ phoenixconventioncenter.com
- ◆ biomedicalphoenix.com

The sites will be unavailable until maintenance is completed at 5 a.m. on Saturday, May 8. The maintenance will be performed overnight to minimize interruption. During this time, Library website visitors will be redirected to the [catalog](#) homepage where they can log in to “My Account” and continue to place holds, find materials, etc. If you have any questions about the website maintenance project, please contact the Help Desk at 602-534-4357 and refer to Remedy Force Change #21371.



“When I got my first Covid vaccine dose, I became emotional with hope that maybe the world is beginning its journey back to some sense of normalcy.”

-David Gonzales, Library

COVID-19 News

COVID-19 Vaccine Safety Award Incentive

All city employees who submit a completed COVID vaccine card, showing the dates of all required doses received at any location, are now eligible to receive a Vaccine Safety Award of \$75. All employees who have already received the vaccine, as well as those who will receive it through calendar year 2021, are eligible. For more information on how to receive the incentive, visit [COVID Safety Awards Procedures](#) online.

Employee COVID-19 Vaccine location change

As of April 12, the city of Phoenix Employee Driver Training Academy (EDTA), located at 3535 S. 35th Ave., south of Lower Buckeye Road, will be the new designated COVID-19 vaccine dispensing site for employees AND their household members 16 years and older. Appointments are required. Visit the [COVID Vaccine Resources](#) page for information on scheduling a COVID-19 Vaccine appointment at the EDTA.

COVID-19 Testing Opportunities

City of Phoenix employees have access to the following testing resources:

- ◆ **City of Phoenix Employee Healthcare Clinic**, located at 1 N. Central Ave., offers COVID-19 live-virus testing for employees, regardless of health plan, during weekdays from 7 a.m. - 5:40 p.m., **by appointment only**. Click on the [Banner Health Clinic Link](#) and select “COVID Virus Testing – City of Phoenix.” This is a walk-in test site only.
- ◆ **Washington Activity Center (WAC) Test Site for employees and household members:** WAC, is located at 2240 W. Citrus Way. Employees must call 602-534-0693 to schedule appointments for themselves and household members. Testing is available Tues/Thurs from 7 a.m. - 3:50 p.m. *This site offers rapid testing with results provided while you wait, in most cases.



City Seeks Input to Update Eastlake Civil Rights Memorial

The Office of Arts & Culture and Equal Opportunity Department are seeking community input to update the final panel on the Civil Rights Memorial located in Eastlake Park, near 16th and Jefferson streets. The memorial includes a timeline highlighting honorees and significant events that have impacted the civil rights movement over the past 100 years. The city's Civil Rights Memorial Task Force is seeking ideas to add notable accomplishments from 2000 to 2020. Employees can learn more about

this project or share their ideas by May 31 by visiting phoenix.gov/arts/memorial-timeline.

Jobs of the Week

Library Circulation Attendant II

\$15.31 - \$19.28/hr

This position performs customer service in person, via phone and email; cash handling; training; various clerical and public service duties. This position works with considerable independence and must be able to resolve difficult or complex library customer interactions related to public service functions.

Responsibilities: System-wide training in a classroom setting of public service staff, the maintaining of statistical information and serving as a member of the Contact Us Committee. Position(s) at Burton Barr also work in the Library's Call Center, Interlibrary Loan Department, Periodicals and assist customers with public computers and mobile devices.

Requirements: Two years clerical experience, including one year working at a library circulation desk or customer/public service desk, or one year at the level of Library Circulation Attendant I. Working irregular hours, shifts, weekends, holidays, and evenings will be required.

[Check out the latest job openings here.](#)

[Check out the entire job database here.](#)

Join the **Conversation**



City of Phoenix AZ

Leave Donations

The following employees are accepting leave donations. Use eCHRIS to make your donation:

- ◆ Shawn Tucker – Aviation
- ◆ Lydia Odom—Neighborhood Services

To see a complete list of all employees currently accepting leave donations, visit the [Leave Donation website](#).

Did You Know?

Whether you are enrolled in the Banner Aetna or Blue Cross Blue Shield medical plan, you have access to a variety of different wellness programs through your medical insurance! Select either the link for [Banner Aetna](#) or [Blue Cross Blue Shield](#) to get information or simply login to your carrier's website to get detailed information.

[Watch PHXTV's Virtual Report...](#)

Phoenix Celebrates Five Years of Transportation 2050

"Learn about the city of Phoenix Transportation 2050 (T2050) program milestones achieved these past five years including major improvements in Streets and Public Transit."



Staff Observances and Sustainability News

Professional Municipal Clerks Week

Mayor Kate Gallego issued an official proclamation to observe the week of May 2-8 as Professional Municipal Clerk's Week! The city of Phoenix joins the International Institute of Municipal Clerks (IIMC) and the Arizona Municipal Clerk's Association (AMCA) to recognize the important work of staff in the Phoenix City Clerk's Office as well as clerks throughout the city during the 52nd Annual Municipal Clerks Week! Did you know that the clerk position is the oldest public servant position? Clerks serve as a resource between residents and government and is often the first point of contact with the public. Thank you for all that you do. Have a great week!



Zero Waste Program Reports Paper Consumption is Down in 2021



So far this year, paper consumption in city of Phoenix offices (number of pages printed) has decreased by 59% compared to last year. This can be attributed partially to the increased number of staff working from home during the pandemic; however, as we prepare to return to the office, we can keep the momentum going! For example, only print when needed. This will continue to slow consumption of natural resources. Some other digital practice examples include utilizing tools like Adobe Sign to reduce the need for handwritten signatures and using Microsoft OneNote to take digital notes in meetings. Every bit of paper we save reduces the need to harvest lumber to produce more paper. Not only are these electronic practices more eco-friendly, they also reduce internal costs. When you do need to print, check with your department's Procurement Team to see whether your printers can switch to paper made from 100% post-consumer recycled paper. Using 100% post-consumer recycled paper also helps drive the market for recycled paper. As a city, we produce roughly 29,000 tons of post-consumer paper from recycling each year! With less consumption and more local post-consumer product use, we can continue our path to create a sustainable circular economy in Phoenix.



International Internal Audit Awareness Month

Did You Know that May is International Internal Audit Awareness Month? This year the Institute of Internal Auditors (IIA) Phoenix Chapter #80 will be celebrating this notable observance along with more than 180,000 members worldwide. Join Mayor Kate Gallego as she proclaims May as International Internal Audit Awareness Month in Phoenix! The focus of this month is to increase awareness and dispel myths about the profession while enhancing the business community's knowledge of this essential role. So take time to speak with an Auditor, learn more about their profession and thank them for their valuable service to the city.



Employee Information and Events

Phoenix Hispanic Network Brown Bag Series—*How to Become an Influential Leader Part I: The Importance of Influence*



This session is Part I of a series. The first session begins at 11:30 a.m. on Thursday, May 13 and will focus on key skills needed for becoming an influential leader in today's government workforce. The decisions you make will define your career success and how others view you. Will you leave a lasting impression on your peers and inspire others to work towards greatness? Discover how to have influence in this webinar.

Will Gonzalez, City of Phoenix Executive Court Administrator, a charismatic leader who practices the power of influence in his career, will speak to specific skills required to perform at the highest levels in achieving success. To attend this event, [register](#) online.

New Session Available for Webex Conference Room Training

Cisco Webex devices have been installed in conference rooms across the city to enhance virtual and hybrid meetings. Due to the popularity of recent sessions, ITS has added an additional class on Monday, May 17. This session provides an overview of Cisco Webex Room Kits currently available in conference rooms including how to join meetings, manage audio/video, and share content. Visit eCHRIS and use course number WEBEX1 to reserve your seat. Can't make a live session? Quick how-to videos, user guides, and recorded sessions (coming soon) are also available on the [Webex Devices Training Hub](#).

WEBEX CONFERENCE ROOM KIT



LGBTQ Film Discussion on *Growing Up Coy*

Join us for the next LGBTQ film discussion on Thursday, May 20 at 12 p.m.

Film synopsis: In a conservative Colorado town, a six-year-old girl named Coy becomes the focus of the fight for transgender rights in a 2013 landmark case. Although she was born as a boy in a set of triplets, Coy's gender identity was evident even as a toddler, leading her parents, Kathryn and Jeremy, to accept her early on as the girl she wished to be. At first their school is very supportive, but midway through Coy's first-grade year, they ban her from using the girls' bathroom, which led her parents to fight the school's decision and seek legal counsel from the Transgender Legal Defense and Education Fund, led by civil rights attorney Michael D. Silverman, who take their case, resulting in an international media firestorm.

Participants are encouraged to [watch the film](#) prior to film discussion and register to attend in eCHRIS with Course Code: **LGBT11**.

The meeting link will be sent prior to the meeting and diversity credit will be earned with attendance.