

The background of the entire page is a nighttime photograph of a city square. A large, intricate sculpture made of thin, illuminated metal rods hangs from the sky, glowing with blue, purple, and pink light. The sculpture has a complex, funnel-like shape. In the background, several skyscrapers are lit up, with one prominently displaying the 'Chase' logo. The foreground shows a paved plaza with some greenery and streetlights.

MARCH 12, 2025

## In This Issue:

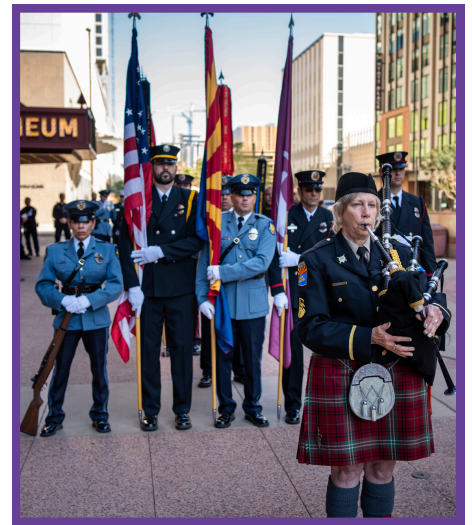
***Invite:** Employee  
Memorial Ceremony*

***New:** Health  
Webinar*

***Register:** Interactive  
Cooking Demo*

# Employee Memorial Ceremony

The annual Employee Memorial Ceremony is Thursday, March 20, from 9-10:30 a.m. The City will be honoring Phoenix Police Officer Zane Coolidge and retired Phoenix Fire Deputy Chief Don Williams. Both employees passed away in 2024 while in service to the City. The event begins at 9 a.m. inside the Orpheum Theatre next to Phoenix City Hall. Following the ceremony, guests may step outside to participate in a “Line of Honor” for the families as they walk to the memorial wall.



## SEE YOU THERE...

*City employees are invited to attend as a way to show their support for the families of our co-workers who died in service to the City (with supervisor approval).*

Free parking is available at the 305 Washington Parking Garage for employees who do not work downtown - please use employee ID for validation.

## Spotlight: Women in STEM



Throughout March, in honor of Women’s History Month City of Phoenix’s Women in Leadership (WIL) is proud to feature a selection of City of Phoenix employees making a difference through a thriving career with City of Phoenix in science, technology, engineering, and mathematics.



Candace Huff, P.E., C.M, is the Deputy Aviation Director for Design and Construction Services at the City of Phoenix Aviation Department. She began her City career as a Project Manager and then promoted to Civil Engineer III and Special Projects Administrator.

*“We support, empower, and elevate each other with our work as part of our basic philosophy.”*

**-Candace Huff, P.E., C.M,  
Deputy Aviation Director**

She finds working in the dynamic aviation industry rewarding and believes the key to being a good leader is to lead by example and provide guidance and opportunities for fellow team members. Her work group is like family to her.

# LGBTQ Film Discussion

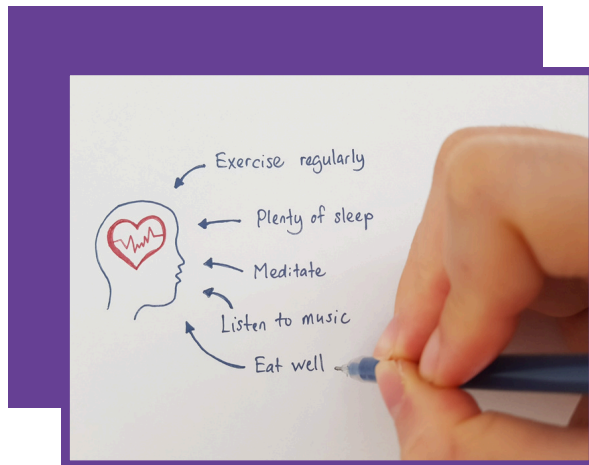


The Phoenix LGBTQ Employee Alliance is holding a new film discussion – and everyone is invited to join. Their next **film** is based on the movie: *Coming Out Under Fire*.

Participants are encouraged to watch the film ahead of time as it is not shown during the virtual session. 3x Cultural Competency Credits are being offered with your attendance.

## SESSION INFO...

- *March 20, 2025 | Noon-1 p.m.*
- *Virtual link in PHXYou*
- *Register with event code:  
**LEA100-VLT-LGBTQ Film,  
ID # 121782***



## Improving Your Health Numbers

It's never too late to start improving your health! In this webinar presented by BlueCross BlueShield, you will learn about biometric screening results and what they mean to your health and risk for disease. You will also get tips on how to improve your biometric numbers over time with nutrition, exercise, and self-care.

If you have questions on any of these events, check out the wellness website or contact the Benefits and Wellness Division at 602-262-4777 or email [be.healthy@phoenix.gov](mailto:be.healthy@phoenix.gov).

## WEBINAR INFO...

- *March 26 | 12 p.m.*
- ***Register here***

# It Only Takes 15 Minutes



The City of Phoenix is helping ensure you stay healthy by offering convenient prostate screenings:

- Mobile Unit outside City Hall (2nd Ave and Adams St)
- Wednesday, Mar. 19 | 7:00 a.m. - 12:00 p.m.
- **LIMITED SPACE:** schedule your appointment today: 480-964-3013 or 1-800-828-6139

## REMINDERS...

- *No-cost for benefit-eligible City employees & spouses*
- *Specialist co-pay fees or deductibles may apply*
- *No insurance? The cost is \$86.00 (due at time of service)*
- *Medicare Not Accepted*

## FitPros Cooking Demo: Chicken Enchiladas & Salad



Are you a big fan of immersive cooking shows? There's something truly delightful about witnessing professionals excel in their culinary expertise. The City of Phoenix Benefits and Wellness Division invite you to this virtual team-building session. Participants will have the exciting opportunity to watch a live cooking demonstration from the comfort of their own screens and engage with skilled and accredited food experts.

Prior to the session, you will receive an ingredients list in advance and have the chance to cook along with your own ingredients. This session is perfect for large groups or individuals who prefer to learn and be entertained from the virtual realm.

## DETAILS...

- *Tuesday, March 25*
- *6-7 p.m.*
- *Register today [here](#) (Space is limited)*

# Live Discussion with a City Leader

Develop essential skills for career growth with WIL's Leadership Series during Women's History Month! Hear from City leaders on how to incorporate these skills into your leadership journey. They will discuss their own leadership style and answer questions.



## IF YOU GO...

Thursday, March 27 at 1:30pm  
with Deputy City Manager  
**Ginger Spencer**

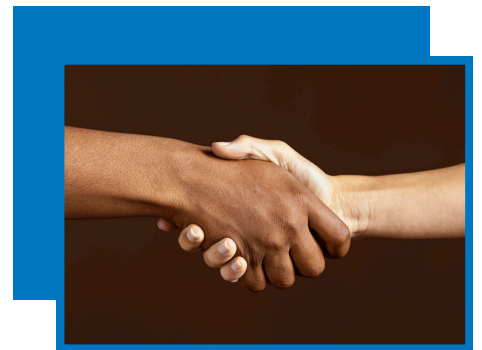
To attend, sign up in PHXYou: [WIL 103 – WIL Leadership Video Series](#). City employees can earn triple cultural competency points with their attendance.

## Employee Leave Request

The following employees are accepting leave donations:

- **Melissa Earnest** | Police
- **Julia Erwin** | Law
- **Conner Morris** | Street Transportation
- **Jessica B. Ruiz** | Planning & Development

Use eCHRIS to contribute to any eligible employee. See the [Leave Donation website](#) for a complete list.



## Fitness Friday: Seated Yoga



Here's a way to get a quick yoga workout in from your workspace.

### Details:

- Live Zoom: March 14 | 10:00-10:30 a.m.
- No Equipment Necessary
- [Register and read important terms here](#)

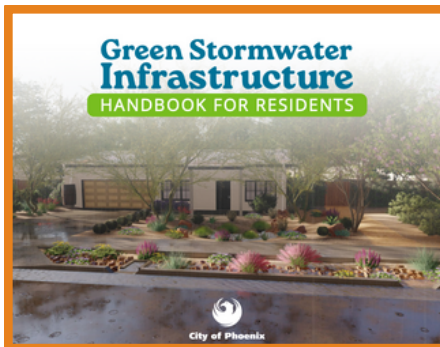
# Share Your Thoughts



The City is hosting a series of community conversations to continue developing climate solutions for the Phoenix 2025 Climate Action Plan update.

The Office of Environmental Programs and the Office of Sustainability are asking City employees to contribute their ideas on the new Climate Action Plan, 2030 Food Action Plan and Energy Action Plan via a public survey at [PHXAction2025](#). These answers will assist in developing the plans.

## Save Water and Support Wildlife!



Looking to make your yard more beautiful while conserving water? Check out the City of Phoenix's Green Stormwater Infrastructure (GSI) Handbook! You'll find easy-to-follow tips for using GSI features like rain barrels, permeable surfaces, and stormwater basins to capture and reuse rainwater. Plus, get practical advice on native plants, soil health, irrigation, and permitting.

DOWNLOAD TODAY...

*This helpful guide, created by the Planning and Development Department and the Office of Environmental Programs, is available online in both English and Spanish. Download your free copy at [this helpful guide](#).*



Follow us [@CityofPhoenixAZ](#) throughout March as we celebrate Phoenix History and Women's History Month!



# Featured Job of the Week

## Administrative Assistant I Planning and Development

This position is responsible for oversight of public records requests (PRR). The Administrative Assistant I will be responsible for adhering to state and city Record Retention and Destruction Policies and Procedures and for ensuring department compliance. The Administrative Assistant I will also be responsible for making sure PRRs assigned to PDD are distributed to Records Center staff and processed in a timely manner.

This position will also work on special projects for the department/division and be responsible for various other day-to-day administrative duties in support of the Records Counter, division, and/or department.

### SALARY DETAILS:

- Pay Range: \$23.74 to \$44.77/Hr.
- Hiring Range: \$23.74 to \$38.68/Hr.

*(Pay range is the entire compensation range for the position classification. Hiring range is an estimate of where you can receive an offer.)*

Learn about role responsibilities and more information at [phoenix.gov/jobs](https://phoenix.gov/jobs) or log into eCHRIS.

Job code: **03210**

[Check out all current job openings here.](#)



## Did You Know ...

The recruitment window for City jobs vary in length? Some jobs are open for a couple weeks while other jobs can close in as little as seven days – especially those where a high volume of responses is expected.

Don't delay – apply today! Click [here](#) to view current open recruitments.



**WE WANT TO HIRE YOU AGAIN.**

- ◆ New positions posted
- ◆ Comprehensive benefits
- ◆ Over 800 job types-all experience levels  
Apply today!



Listen or watch new episodes of Raising the Bar with HR.



**LET'S LUNCH NETWORKING**

**Tuesday, March 25 | 11a-noon | PCH 10 East**

**THEME:  
CAREER  
ADVANCEMENT**

**SPECIAL GUEST:  
ASST. CITY MANAGER  
INGER ERICKSON**



**NetworkPHX**



**Join the Conversation**