

The logo for PHX CONNECT is displayed in a dark blue rounded rectangle at the top of the page. 'PHX' is rendered in large, stylized letters: 'P' is orange, 'H' is purple, and 'X' is blue. To the right of 'PHX' is a white circular icon containing a stylized bird or flame. To the right of the icon, the word 'CONNECT' is written in white, uppercase, sans-serif font.

# PHX CONNECT

The background of the entire page is a photograph of a rugged mountain peak at sunset. The sky is filled with warm, golden-orange light, with a few wispy clouds. The mountain's surface is rocky and covered with sparse green vegetation. The sun is low on the horizon, creating a strong glow.

APRIL 2, 2025

## In This Issue:

***Celebrate:*** City Service

***New:*** Learn the Basics of AI

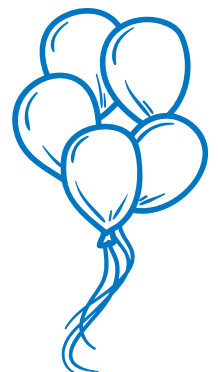
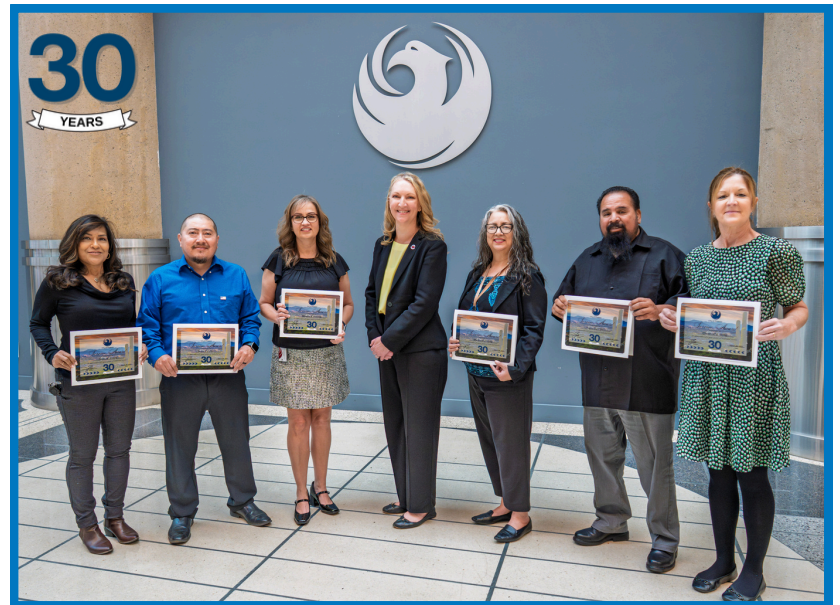
***Help:*** Avoid the Burnout



# Thank You for Your Service to PHX



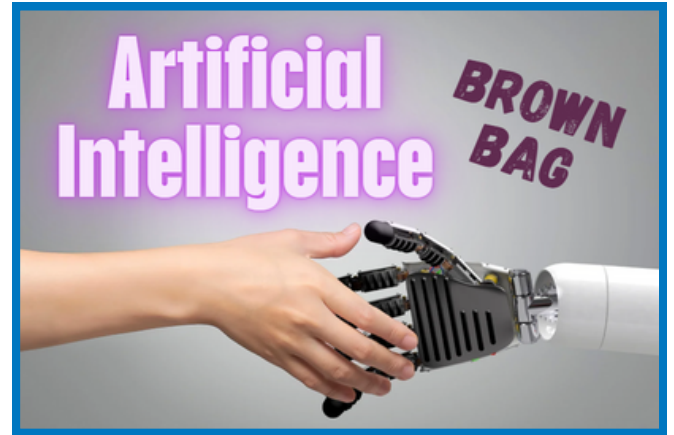
The City recently recognized 78 employees for their City service. The honorees celebrated quinquennial work anniversaries, between 25 and 45 years, during the first quarter of 2025. They were acknowledged at the City Manager's Quarterly Service Awards event for their hard work, commitment, and contributions towards building the Phoenix of tomorrow. Congratulations and thank you for your service to Phoenix.



# ITS Brown Bag: Basics of AI

Have questions about Artificial Intelligence (AI)? You're not alone! Information Technology Services is hosting a brown bag introduction to AI for employees. It will cover the basics of what "AI" is all about, give examples of using these tools at home, and discuss using AI safely at the City.

Bring your lunch or just your questions and join us in the City Hall Assembly Rooms on **Tuesday, April 15, from 11:30 a.m. to 12:30 p.m.** Sign up [here in PHX YOU](#) as seating is limited.



## Donation Drive: Hygiene for Hope

The Hygiene for Hope Donation Drive is collecting brand-new hygiene and toiletry items through April 25 to support Phoenix non-profit communities.

Hosted by the Women in Leadership Employee Resource Group and Office of Public Health, donation bins are conveniently located at Phoenix City Hall and the Calvin C. Goode Building. Help make a difference by contributing today!

### REQUESTED DONATIONS...



- socks
- flip-flops
- lip balm
- reusable water bottles
- bandages
- quart-sized zip lock bags
- feminine hygiene products

### Travel-sized toiletries:

- body wash
- soap
- toothbrushes
- toothpaste
- shampoo
- personal wipes
- antibacterial wipes

# How to Stop Burnout Before It Starts



## DETAILS:

- *Wednesday, Apr. 9*
- *Noon - 1 p.m.*
- [Register here](#)

Do you ever feel emotionally, physically, and/or mentally exhausted? You could be heading toward burnout. Join this wellness workshop presented by Blue Cross Blue Shield to discuss what burnout is, how it happens, and powerful techniques to prevent it before it even begins.

Learn about how to identify your core values and needs for your personal and professional commitments, how to establish healthy boundaries and communicate them, leading to greater balance and healthier relationships.

---

## Fitness Friday: Seated Yoga

Join a LIVE ZOOM Fitness Friday Class!

### Details:

- April 11 | 10:00-10:30 a.m.
- [Register and read important notes here.](#)



---

## Employee Leave Requests



The following employee is accepting leave donations:

- **Anthony Roberts** | Aviation Department

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



# Featured Job of the Week

## Secretary II, Cactus Park Precinct Police Department

This position involves updating the mobilization roster, and organizational charts, processing transfers, handling public records requests, and maintaining personnel files. This position is responsible for assisting customers, answering routine inquiries, scheduling meetings, writing memos, and sharing tasks with the administrative team.

The ideal candidate must have office management skills, knowledge of department policies, the ability to communicate effectively with staff and the public, strong writing, computer proficiency (Excel, Word, PowerPoint), and the ability to quickly learn new software are essential. The candidate should be detail-oriented, able to work independently, meet deadlines, and troubleshoot as needed.

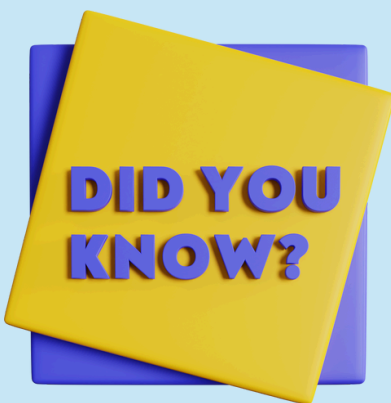
### SALARY DETAILS:

- Pay Range: **\$16.47 to \$25.56/Hr.**
- Hiring Range: **\$16.47 to \$20.02 /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 **00320**.

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



Did you know that your resume can extend beyond a single page? Contrary to popular belief, it is not a requirement to condense all your qualifications onto one page.

City employees are encouraged to thoroughly outline their relevant work experience in relation to the position they are seeking. It is also recommended to format your job history on your resume by listing the timeframe in a month and year format (i.e. May 2016 – current or May 2016 – July 2022).



DO WORK THAT MAKES  
**PHOENIX  
WORK**

**WE WANT TO HIRE YOU AGAIN.**

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

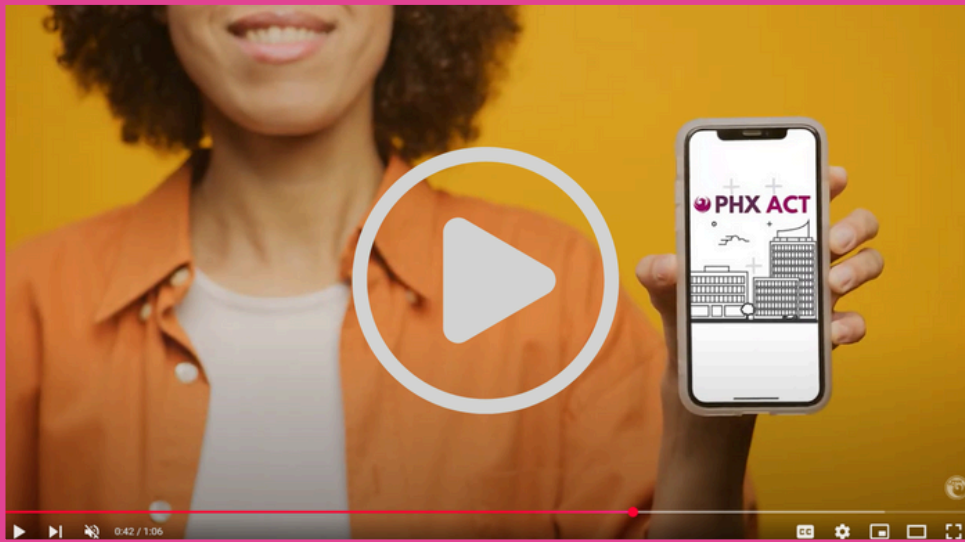
Apply today!

an employee podcast

**RAISING  
THE BAR  
WITH HR**






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

PHX ACT

0:42 / 1:06



f     in

**Join the Conversation**