

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED.

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

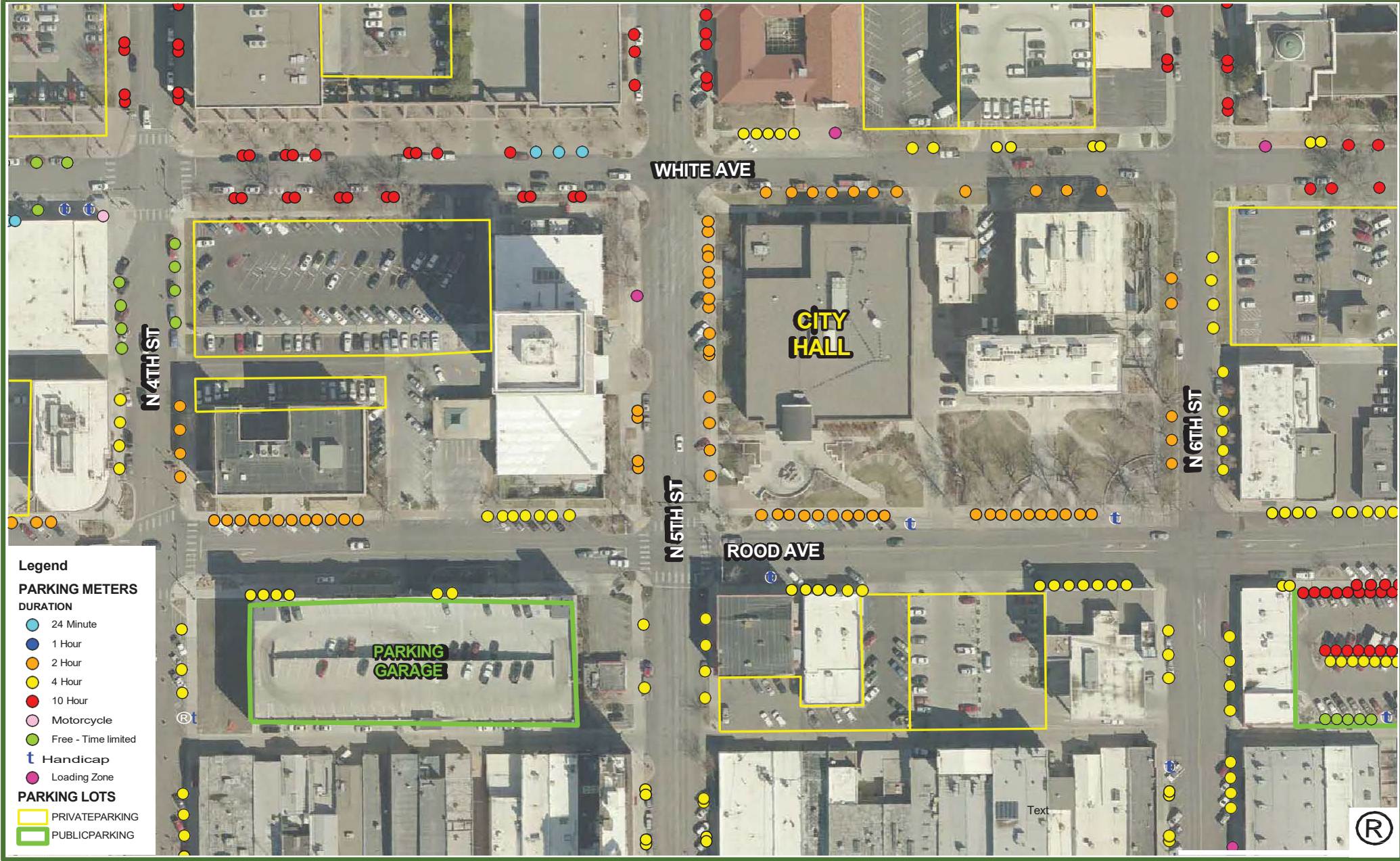
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

CITY OF GRAND JUNCTION

Parking Map - City Hall





NEW EMPLOYEE WELCOME KIT

Welcome to the City of Grand Junction! We offer a collaborative and ongoing process to acquaint new employees with the City and its various departments and services. There are three major components to the employee onboarding program, which are briefly described below:

- **NEW HIRE ORIENTATION – HUMAN RESOURCES DEPARTMENT:** On your scheduled orientation date, you will meet with a representative from the Human Resources Department, at which time City benefits and policies will be reviewed. You will also enroll in benefit plans and receive general information about the City, a City organization chart, and brief description of your department. This orientation generally takes approximately two hours.
- **DEPARTMENTAL ORIENTATION – SUPERVISOR:** Your supervisor or a designated person from your department will provide much more specific information regarding your work environment, department policies and procedures, as well as specific job duties, responsibilities, and performance expectations.
- **NEW HIRE LUNCHEON** - All new full-time City employees will be invited via email to attend a New Hire Luncheon where you will meet the City Manager, department directors and other new employees. A review of special benefits, training and development opportunities and employee discounts will also be provided at the luncheon.

The success of any orientation program also requires that you, as a new employee of the City, take an active role in the ongoing process of becoming familiar with the City and proficient in your duties. When you have questions about the organization, your department, or your responsibilities, it's important for you to let your supervisor know. The City of Grand Junction wants to ensure that each employee has the knowledge and tools needed to be successful in their job.

YOUR CITY COUNCIL WELCOMES YOU

As a new employee of the City of Grand Junction, it is important that you understand the form and structure under which the City is governed.

HOME RULE CITY...

- Grand Junction is a home rule city. That means it has its own constitution, called a home rule charter, which was originally adopted by the city's voters in 1909. It is one of only four city charters mentioned in the Colorado constitution.
- To understand the significance of home rule status, consider the state constitution reserves to the people all powers not dealt with specifically in the constitution. Likewise, a home rule charter reserves to Grand Junction citizens all powers not specifically taken away by the courts or the state legislature. Counties and non-home rule cities on the other hand have only those powers and rulemaking authority that are specifically allowed. This means a home rule

city can pass a law if there is not a rule prohibiting it. A county does only those things specifically spelled out by the State Legislature.

- The other significant advantage to home rule status is that a city can pick its own structure. Grand Junction has selected a council-manager form of local government. The City Council fixes the salaries, powers, and duties of the various employee positions while the manager hires and disciplines the persons filling those positions.

THE COUNCIL...

- City residents elect representatives from among themselves to oversee their government and to ensure that all citizens are served fairly, equitably and economically. These elected representatives make up our City Council. Council members continue to work in their established careers while serving on the Council. City residency is the only prerequisite for election to the City Council.
- There are seven Council members. Five must reside in one of the City’s five Council Districts, two are At-Large Council members, and all seven are elected by the city-at-large. Every odd-numbered year either three or four members are elected to serve four-year terms.
- Each year, the City Council selects one of its members to serve as Mayor for a one-year term. The Mayor is the official head of the City for ceremonial purposes and presides over City Council meetings.

THE COUNCIL...

1. Adopts and amends City laws.
2. Determines City policies and standards.
3. Determines how much money shall be spent and for what purposes.
4. Determines what City taxes shall be levied.
5. Approves contracts and agreements.
6. Represents the City.

ELECTED OFFICIALS

<i>DISTRICT</i>	<i><u>CITY COUNCIL MEMBERS</u></i>	<i>TERM EXPIRES</i>
A	Cody Kennedy	May 2025
B	Jason Ngyuen	May 2027
C	Anna Stout	May 2027
D	Dennis Simpson	May 2025
E	Abe Herman	May 2025
At Large	Randall Reitz	May 2025
At Large	Scott Beilfuss	May 2027

The City Charter requires that the City Council hire a professional city manager to serve as the chief executive officer of the City. The City Manager oversees city operations on a full-time basis. She/he is responsible for the administration of the policies and practices, which are established by the City Charter and by the City Council. The City Council also appoints the City Attorney and Municipal Court Judge.

The City Manager is assisted by the Assistant to the City Manager and thirteen professional managers, each of whom directs the activities of one of the City's thirteen major departments. These managers are the City Clerk, the Communications & Engagement Director, the Community Development Director, the Finance Director, the Fire Chief, the General Services Director, The Human Resources Director, the Information Technology Director, the Parks & Recreation Director, the Police Chief, the Engineering and Transportation Director, Utilities Director, and the Visit Grand Junction Director.

APPOINTED OFFICIALS

<i>POSITION</i>	<i>OFFICIAL</i>
City Manager (Interim)	Mike Bennett
City Attorney	John Shaver
Municipal Court Judge	Tammy Eret

DEPARTMENT DIRECTORS

<i>POSITION</i>	<i>DEPARTMENT DIRECTOR</i>
City Clerk	Selestina Sandoval
Communications & Engagement (Interim)	Hannah Ellis
Community Development Director	Tamra Allen
Finance Director (Interim)	Jodi Welch
Fire Chief (Interim)	Gus Hendricks
General Services	Jay Valentine
Human Resources Director	Shelley Caskey
Information Technology	Paul Shultz
Parks & Recreation Director	Ken Sherbenou
Police Chief	Matt Smith
Engineering and Transportation Director	Trent Prall
Utilities Director	Randi Kim
Visit Grand Junction Director	Elizabeth Fogarty

RESPONSIBILITIES OF PUBLIC EMPLOYMENT

As a City employee, you are working in a system of representative government. In that system it is critical that the people we serve trust their public officials and employees at every level of government. Citizens need the assurance that the judgment and conduct of its public officials and employees is impartial and independent, that even the appearance of improper influence or privilege will not be tolerated. We look to our employees to remain highly skilled, technically competent, motivated, and innovative while striving toward efficiency and effectiveness with a devotion for superior customer service.

Public employment is much different than private sector employment in that we live in a “fishbowl.” Citizens with whom we deal and residents who observe us on the job view themselves as our “boss.” Based upon these contacts and observations, our citizens make judgments about how well their tax dollars are being spent. Thus, employees can be our best or worst public relations tools. The City of Grand Junction expects its employees to be ambassadors, to develop and use effective interpersonal skills, to be sensitive to appearances and potential conflicts of interest. Our public is watching, and we expect them to be proud of what they see.

DEPARTMENT OVERVIEW

The City of Grand Junction employs approximately 824 full-time employees in perhaps the widest variety of jobs any employer could offer. From police and fire protection to planning and engineering, from information technology to water and wastewater treatment, from construction and inspection to finance and accounting – we offer tremendous diversity in employment.

While it’s important for you to know about the organizational structure of the City of Grand Junction and the responsibilities of our City Council and City Manager, you will likely most often deal with personnel within the division and department in which you have been hired. Each of the City’s departments is directed by a professional manager, called a Department Director, who reports to the City Manager. Under each department director are division managers who oversee the operations of the various divisions in each department. Depending on the size of the division, division managers may have subordinate supervisors to assist them in running the day-to-day operations of their respective area.

To assist you with understanding the various departments and operations of the organization, the following is a brief overview of each of the departments and the services they provide.

- **CITY COUNCIL, CITY MANAGER, AND CITY ATTORNEY OFFICES:** The City Council, City Manager and City Attorney offices provide policy direction and organizational leadership for the City.
- **CITY CLERK:** The City Clerk’s Office manages official City records, oversees municipal elections, processes liquor and cannabis licenses, and maintains the City Code of Ordinances. This department also supports City Council meetings and coordinates volunteer board appointments.
- **COMMUNITY DEVELOPMENT:** The Community Development Department develops, implements, and modifies City plans and regulations and maintains information related to zoning, setbacks, and land use.
- **COMMUNICATIONS & ENGAGEMENT DEPARTMENT:** The Communications & Engagement Department develops strategic communication plans, manages public outreach, and ensures clear, timely messaging about City initiatives, special events, and emergency notifications. The team collaborates with departments to enhance transparency and community involvement.
- **FINANCE DEPARTMENT:** The City of Grand Junction Finance Department includes the operations of Finance Administration, Budget, Accounting, Financial Reporting, Grants Administration, Tax Administration, and Municipal Court. The Finance Department provides a wide range of services that help ensure City resources are managed with integrity and accountability in alignment with the City’s strategic plan.

- ***FIRE DEPARTMENT:*** The Grand Junction Fire Department (GJFD) is the largest career fire department between Denver, CO, and Salt Lake City, UT. GJFD is an internationally accredited department through the Center for Public Safety Excellence (CPSE) demonstrating our professionalism and dedication to continuous improvement. The department is a self-sufficient organization providing various services for 649 square miles of Mesa County including structural and wildland fire suppression, hazardous materials response, technical rescue, and EMS care for emergent and non-emergent services as the area's ambulance provider.
- ***GENERAL SERVICES:*** The General Services Department, established in 2018, provides internal management services to support City departments in delivering cost-effective and efficient community programs. Responsibilities include fleet maintenance and acquisition, facilities and real estate management, parking, procurement, warehousing, project coordination, streets maintenance, golf course operations, right-of-way weed maintenance, solid waste and recycling services. The department is committed to operational excellence through teamwork, leadership, and communication, ensuring City resources are well-managed and maintained to support the needs of the community.
- ***HUMAN RESOURCES:*** The Human Resources Department is responsible for the selection, development, and retention of the City's workforce. This includes recruitment, testing and selection, salary and benefits administration, workers' compensation management, training and development programs, and policy and procedure development. The department is composed of dynamic and adaptable professionals dedicated to serving employees and the community. Emphasizing open communication and collaboration, Human Resources fosters an environment that encourages innovation and continuous improvement to support a thriving workforce.
- ***INFORMATION TECHNOLOGY:*** The Information Technology Department manages the City's various hardware and software systems, networks, and GIS services. They are a dynamic team that takes a proactive approach to their work and strives to provide speedy response times, collaborative partnerships, continuous improvement, and exemplary service.
- ***PARKS AND RECREATION DEPARTMENT:*** The Parks and Recreation Department enhances the quality of life in Grand Junction by maintaining and developing vibrant recreational spaces and facilities for residents and visitors. The department manages 45 parks, 25 playgrounds, 24 park shelters, 5 indoor recreation facilities including the Orchard Mesa Pool, Lincoln Park Hospitality Suite, the Bookcliff Activity Center, Lincoln Park Barn, and the Senior Recreation Center, and a multitude of outdoor facilities which include the Lincoln Park-Moyer Pool, 2 City Cemeteries, Amphitheater at Las Colonias and the Lincoln Park Stadium Sports Complex.
- ***POLICE DEPARTMENT:*** The Grand Junction Police Department delivers a range of essential services, including uniformed patrol, investigations, police training, crime prevention, crime laboratory operations, community relations, a school resource program, and records management and analysis. Additionally, the department operates a full-service Enhanced Emergency 911 Dispatch Center, providing contracted dispatch services for local law enforcement agencies, fire protection districts, and medical emergency response teams across Mesa County.

- **ENGINEERING AND TRANSPORTATION DEPARTMENT:** The Engineering Division oversees the planning, design, and implementation of public infrastructure to ensure efficiency, safety, and sustainable growth. This team of engineers and professionals provides technical expertise and project management for City departments. The division prioritizes investment in water, wastewater, and stormwater systems, using a comprehensive asset management approach to guide capital improvement projects, maintenance, and infrastructure expansion. Through strategic planning, the department enhances Grand Junction's transportation network and utility systems while delivering high-quality public service.
- **UTILITIES DEPARTMENT:** The Utilities Department ensures reliable water and wastewater services to protect public health and the environment. The department is divided into Water Services—which manages water supply, treatment, distribution, irrigation, and utility billing—and Wastewater Services, which oversees collection, treatment, industrial pretreatment, and environmental laboratory functions. The department maintains critical infrastructure, including reservoirs, treatment plants, pipelines, meters, and fire hydrants, to provide high-quality drinking water and effective wastewater management.
- **VISIT GRAND JUNCTION:** Visit Grand Junction, the City of Grand Junction's Destination Marketing Organization is responsible for enhancing Grand Junction's brand to create an attractive destination while elevating its public image as a dynamic place to live and work. Visit Grand Junction strengthens Grand Junction's economic position, which provides a sustainable, diverse, and consistent economy that supports businesses and enhances the quality of life for residents. The team consists of dynamic individuals who are culture-focused, innovative, driven, and dedicated to supporting the tourism industry while reaching departmental goals that serve the City, community, and guests.