



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
 City of Minneapolis Human Resources Department
 250 South 4th Street, Room #100
 Minneapolis, MN 55415
 (612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, June 8, 2015

Job #	Job Title	Job Type	Salary	Open	Close
2015-00189	Buyer	Full-time	\$64,147.00 - \$76,237.00 annually	05/27/15	06/17/15

Department:

Finance & Property Services

Position Description:

There is currently one exempt, full-time Buyer vacancy to be filled in the Finance and Property Services Department. This position will manage products and contracts, identify new sources of supply, handle and place orders for all purchases made by the City of Minneapolis.

The list of qualified candidates created from this exam will expire thirty (30) days after being established.

Required Qualifications:

Education: Bachelor's Degree in Business Administration, a highly related field or equivalent.

Experience: Two years of professional public buying experience or five years professional private sector buying experience.

Licenses/Certifications: CPM/CPSM (Certified Purchasing Manager/ Certified Professional in Supply Management) or CPPB (Certified Public Professional Buyer).

Equivalency: An equivalent combination of related education/experience may be considered.

NOTE: Equivalency for certification - Applicants with 3 to 5 years of recent, full-time qualifying public purchasing experience at the time of application and qualified to work towards a Buyer certification will be considered. Continued employment is contingent upon being fully credentialed within 18 months of hire.

WORKING CONDITIONS:

Office setting with prolonged periods in front of computers.

SELECTION PROCESS:

Eligibility to be considered for the position will be determined by a rating of training and experience and/or oral examination(100%). It is very important to fully describe your education and work experiences as it relates to this opening on your application form. The City of Minneapolis Human Resource office reserves the right to limit the number in any phase of the selection process.

BACKGROUND/ACADEMIC CHECK:

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

This position is represented by AFSCME.

2015-00199	Customer Service Rep I	Full-time	\$18.19 - \$25.09 hourly	06/05/15	06/15/15
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Department:

CPED

Position Description:

The current position is in Construction Code Services assisting customers in Truth in Sale of Housing, elevator billing/annual inspections, Certificate of Occupancy, Code Compliance for Condemned buildings, and Competency Card billing This position also provides a variety of services to customers over the telephone and/or in-person answering questions, providing information, collecting fees and payments, etc.

THE ELIGIBLE LIST WILL EXPIRE 2 MONTHS FROM WHEN IT IS ESTABLISHED.

Required Qualifications:

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent

EXPERIENCE:

Two years of clerical experience, which has included computer experience and some customer service experience

EQUIVALENCY:

An equivalent combination of related education/experience may be considered.

BACKGROUND CHECK:

The city has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

SELECTION PROCESS:

Any one or any combination of an evaluation of related education/experience, etc. an oral exam, etc. may be used (100%). The right is reserved to limit the number included in any phase. Interview may also include work simulation exercises, candidate assessments, etc.

WORKING CONDITIONS:

Normal with constant exposure to computers; position may work at customer counter space with exposure to noise and customers.

2015-00178	Foreman Sewer Construction/Maintenance	Full-time	\$31.70 - \$34.03 hourly	05/21/15	06/18/15
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Department:

PW - CAPITAL IMPROVEMENTS

Position Description:

To supervise and coordinate the work of crews of skilled, semi-skilled and unskilled workers engaged in the construction, repair, maintenance, and cleaning of storm drains, sanitary sewers, and tunnels.

Eligible list will expire six (6) months after being established

Required Qualifications:

Minimum Qualifications: High School Diploma or equivalent

Experience: Six (6) seasons of experience in construction, maintenance and/or equipment operation or a combination of construction, maintenance and equipment operation in the sewer field.

License/Certifications:

- Currently possess a Class S-C Wastewater Treatment Facility Operator Certificate or have the ability to obtain one within 1 year of hire.
- Must possess, and continue to maintain, a valid Class D or higher Drivers License, by time of hire.

Background Check: The City has determined that a criminal background check may be necessary for certain positions with this job title. Persons offered employment must, as a condition of employment, sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be considered further for the position.

Selection Process: The examination/selection process for this position may consist of any one, or any combination of, the following: Written, Oral, Rating of Education/Experience/Supplemental Application Response (100%). It is to your

advantage to be as complete and thorough on your application form, supplemental application (if applicable) and other support documentation/materials as is possible. Minimum passing score 80.00. The Human Resources Department reserves the right to limit the number of persons invited to test or to be invited to successive testing events.

Working Conditions: Exposure to elements, raw sewage, chemical gases, dust and dirt; exposure to other types of conditions generally found in a construction environment; stand/walk on rough, uneven surfaces; ability to work in confined spaces, occasionally lift/carry/push/pull/maneuver tools, materials and equipment weighing up to 100 pounds.

Union Representation: This position is represented by a collective bargaining agreement between the City of Minneapolis and the Minneapolis Foremen's Association (CFO). For more information on the terms and conditions of this agreement please

visit: http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_foremens-assn_index

2015-00188	HR Consultant	Full-time	\$53,894.00 - \$74,533.00 annually	05/26/15	06/08/15
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Department:
HUMAN RESOURCES

Position Description:

Act as a key member of a Human Resources Generalist team serving in advisory and service delivery roles by providing a variety of Human Resources services to customer departments

ELIGIBLE LIST WILL EXPIRE IN THREE MONTHS.

Required Qualifications:

Education:

A Bachelor's Degree in Human Resources Administration, Industrial Relations, Public Administration, Business Administration, or a related field.

Experience:

Two (2) years of experience performing similar work, with an emphasis on coaching managers on employee relations issues and facilitation of new hires.

Equivalency:

An equivalent combination of education and highly related experience in a similar environment may be considered.

Criminal Background and Qualifications Check:

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be considered further for the position.

Selection Process:

The examination will consist of one or more of the following: in-basket and/or oral examination. The right is reserved to limit the number of applicants included in any phase. Only those candidates who attain a passing score (70%) on the examination(s) will be placed on the eligible list.

2015-00085	Operating Maintenance Engineer	Full-time	\$26.68 - \$26.68 hourly	05/15/15	08/14/15
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Department:
CONVENTION CENTER

Position Description:

The operating maintenance engineer is responsible for the operation, maintenance and performance of technical work on physical plant facilities, including electro magnetic controls, pneumatic systems, HVAC systems, overhead doors, water coolers, refrigeration, plumbing, life safety and security equipment at the Minneapolis Convention Center. Upholding high standards of customer service, independent judgment, and professionalism are required for this position.

POSITION INFORMATION:

There is currently one (1) full-time vacancy to be filled in the Facilities Operations Department at the Minneapolis Convention Center.

Schedule may include days, evenings, holidays and weekends as needed. Schedule flexibility is required.

Currently, there are three (3) shifts:

1st Shift, 6:30 a.m. – 3:00 p.m.

2nd Shift, 2:30 p.m. – 11:00 p.m.

3rd Shift, 10:30 p.m. – 6:30 a.m.

(The schedule for this specific vacancy will be determined at the time of hire).

This position is subject to a probationary period.

The list of qualified candidates created for this vacancy will expire one (1) year after being established.

Required Qualifications:

Experience:

Two (2) years of experience as a maintenance engineer or equivalent with experience working on 100 ton or larger air conditioning systems and, a basic plumbing, heating and building maintenance background.

NOTE: In your application, explain the scope of the duties you performed in each of the required areas of experience.

Education:

High School Diploma or equivalent. A two (2) year technical/vocational school certificate/degree with emphasis on maintenance or building trades and/or systems is preferred. NOTE: Be prepared to produce a copy of your technical/vocational school certificate/degree if invited to an interview.

Equivalency:

An equivalent combination of education and/or related experience may be considered.

License:

Must have and maintain a current Class 2-C or higher MN Boiler Engineer License. You **MUST** submit a copy of your license with your online application. Without it, your application will be deemed incomplete and will not be considered for this position.

Working Conditions:

Indoor and outdoor work with exposure to chemicals, dirt, dust, heat, etc. Lift/bend/stoop/stretch. Lift heavy items weighing up to 70 pounds (pumps, motors, etc.); maneuver items weighing more than 100 pounds. Walk/stand for long periods of time. Work five eight-hour days in a row with two days off. Shift may occur anytime within a seven day, 24 hour period.

Background Check:

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Drug & Alcohol Testing and Medical Examination:

All job applicants must pass a pre-employment drug and alcohol test and medical exam once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

SELECTION PROCESS:

Any one or any combination of the following selection tools may be utilized (100%): an evaluation of related training, education and experience, screening questions' responses and/or an oral exam, etc. The right is reserved to limit the number included in any selection phase. Interview may also include work simulation exercises, candidate assessments, etc.

This position is represented by the [International Union of Operational Engineers, Local Union #70 AFL-ICO](#).

2015-00205	Paralegal/ Diversion Coordinator	Full-time	\$22.68 - \$31.50 hourly	06/08/15	06/19/15
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Department:
ATTORNEY

Position Description:

Perform a broad range of paralegal duties as requested/assigned for the City Attorney's Office-Criminal Division.

The eligible list will expire two months after it is created.

Required Qualifications:

Minimum Qualifications: Graduation from an American Bar Association approved Paralegal or Legal Assistant Program or equivalent

Minimum Experience: Two years of full-time comparable experience

Equivalency: An equivalent combination of related education/experience may be considered.

* Please **submit a copy of your transcripts showing successful completion of coursework with your application.**

Working Conditions: Office setting with prolonged periods in front of computers.

Selection Process: Eligibility to be considered for the position will be determined by a rating of training and experience, oral examination or other criteria (100%). It is very important to fully describe your education and work experiences as it relates to this opening on your application. The City of Minneapolis Human Resource office reserves the right to limit the number in any phase of the selection process.

Background/Academic Check: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

This position is represented by MPEA.

2015-00144	Professional Engineer - Parking Services	Full-time	\$70,637.00 - \$90,102.00 annually	05/25/15	06/19/15
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Department:

PW - Traffic and Parking Services

Position Description:

Perform a variety of professional engineering work in the preparation of plans and specifications for engineering projects, supervision of construction projects and the maintenance of facilities.

Eligible list with expire two (2) months from hire.

Required Qualifications:

MINIMUM QUALIFICATIONS: Bachelor's Degree in Civil Engineering from an accredited college or university.

MINIMUM EXPERIENCE: Four years of engineering related experience.

LICENSES/CERTIFICATIONS: Valid Registration as a Professional Engineer in the State of Minnesota. It is highly desirable that persons possess, and continue to maintain, a valid driver's license by time of hire.

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be considered further for the position.

DRUG AND ALCOHOL TESTING: All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and, the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

SELECTION PROCESS: The examination/selection process for this position may consist of a rating of training and experience and/or an oral exam (100%). Since the examination process may consist of a rating of training and

experience, it is to your advantage to be as complete and thorough on your application form as is possible. Minimum passing score is 70.00.

WORKING CONDITIONS: Office and field work. Field work may include exposure to outdoor elements, all types of weather conditions, gases, fumes, chemicals and noise; high traffic areas; exposure to other types of conditions generally found in a construction environment; ability to stand/walk on rough, uneven surfaces; ability to work in confined space areas.

UNION REPRESENTATION: This position is represented by a collective bargaining agreement between the City of Minneapolis and the Minneapolis Public Works Engineers' Association. For more information on the terms and conditions of this agreement, please visit www.minneapolismn.gov/hr/laboragreements/labor-agreements_public-works-engineers_index

2015-00034	Supervisor Information Technology Service Desk	Full-time	\$59,658.56 - \$71,233.76 annually	05/26/15	06/11/15
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Department:
INFORMATION TECHNOLOGY

Position Description:
The City of Minneapolis currently has two (2) newly created Supervisor Information Technology Service Desk full-time, non-exempt positions.

Responsible for supervision, coordination, analysis and overall operation of the City of Minneapolis IT Service Desk to ensure efficient daily operations, quality outcomes and customer satisfaction.

ELIGIBLE LIST WILL EXPIRE THIRTY (30) DAYS AFTER BEING ESTABLISHED
The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer

Closing date has been extended through 11:59 pm June 11, 2015

Required Qualifications:

MINIMUM QUALIFICATIONS:
Associate's Degree in Computer Science, Business Administration or equivalent

MINIMUM EXPERIENCE:
Two or more years of leadership experience in an IT call center/contact center setting

LICENSES AND CERTIFICATIONS:
A+ certification or equivalent

EQUIVALENCY:
An equivalent combination of related education/experience may be considered.

BACKGROUND CHECK
The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Drug and Alcohol TestinG
All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position. Current City of Minneapolis employees who apply for this job are not required to take a pre-employment drug and alcohol test.

SELECTION PROCESS:
Any one or any combination of an evaluation of related education/ experience, etc., an oral exam, etc. may be utilized (100%). The right is reserved to limit the number included in any phase. Interview may also include work simulation exercises, candidate assessments, etc.

WORKING CONDITIONS:
Desk/Office Setting; exposure to computers. Evening, night and/or weekend work may be required.

ONLINE ASSESSMENT TESTING:
May be required during the hiring process

2015-00115	Supervisor Water Plant Electrical and Control Systems	Full-time	\$86,777.60 - \$91,936.00 annually	05/08/15	06/22/15
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Department:

PW - WATER TREATMENT & DISTR.

Position Description:

Supervise, coordinate and participate in the work of skilled employees engaged in the maintenance, repair, and installation of electrical, instrumentation, and communication equipment, systems, and facilities. Apply for electrical permits for work conducted by the Minneapolis Division of Water Treatment & Distribution Services.

Eligible list will expire three (3) months after being established.

Required Qualifications:

MINIMUM QUALIFICATIONS: Completion of Trades School or equivalent and master electrician licensure

MINIMUM EXPERIENCE:

- At least six (6) years of experience working as an electrician.
- At least two (2) years of experience supervising multi-person crews performing electrical work.
- At least six (6) months of direct experience working with 13.8 kV electrical service.
- Familiarity with Allen-Bradley programmable logic controllers (PLCs), and Ethernet, Devicenet, and Controlnet networks

LICENSES/CERTIFICATIONS:

- Licensed as Master Electrician
- Within three (3) months of hire, obtain and hold the *Certificate of Employment of Master Electrician Responsible for Electrical Construction and Maintenance* with the Minnesota Department of Labor & Industry for the Division
- Valid Driver's License

Transcripts as well as a copy of your electrician license, showing expiration date, MUST be submitted with your application materials at the time of application to be considered

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

DRUG AND ALCOHOL TESTING: All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and, the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

SELECTION PROCESS: The examination/selection process for this position may consist of a rating of training and experience and/or a written examination or an oral exam (100%). Since the examination selection process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form, supplemental application and other support documentation/materials as is possible. Minimum passing score 80.00. At each step of the selection process, the department reserves the right to limit the number of applicants to be tested.

WORKING CONDITIONS: Plant environment with potential exposure to dangerous voltage

UNION REPRESENTATION: This position is represented by a collective bargaining agreement between the City of Minneapolis and the Minneapolis City Supervisors Association (CSU). For more information on the terms and conditions of this agreement please visit:

http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_city-supervisors-assn_index

2015-00113	Supervisor, Engineering Technician I	Full-time	\$30.01 - \$32.79 hourly	05/26/15	06/12/15
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Department:

PW - Traffic and Parking Services

Position Description:

Participate and supervise Engineering Technicians engaged civil engineering work in the field and office.

The Department of Public Works has two openings in two of its divisions.

- One (1) position in Traffic & Parking Services
- One (1) position in Transportation Planning & Engineering

Eligible list will expire three (3) months after hire.

Required Qualifications:

MINIMUM QUALIFICATIONS: Associate Degree in Engineering Technology or equivalent

MINIMUM EXPERIENCE: Three years of experience performing similar duties

LICENSES: Valid Drivers License

CERTIFICATIONS: The following MnDOT Certifications are highly desirable for the Transportation Planning & Engineering position. However, these MnDOT Certifications must be obtained within eighteen (18) months of hire.

- Bridge and Construction
- Grading and Base 1
- Concrete Field 1 and 2
- Knowledge and experience in using MnDOT's "Delegated Contract Process" in administrating construction projects.

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be considered further for the position.

DRUG/ALCOHOL TESTING: All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and, the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

SELECTION PROCESS: The examination/selection process for this position may consist of a rating of training and experience and/or an oral exam (100%). Since the examination process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form as is possible. Minimum passing score is 80.00.

WORKING CONDITIONS: Office and field work.

UNION REPRESENTATION: This position is represented by a collective bargaining agreement between the City of Minneapolis and the Minneapolis City Supervisor's Association. For more information on the terms and conditions of this agreement, please visit:

www.minneapolismn.gov/hr/laboragreements/labor-agreements_city-supervisors-assn_index

2015-00204	Victim/Witness Assistant	Full-time	\$22.68 - \$31.50 hourly	06/08/15	06/19/15
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Department:
ATTORNEY

Position Description:

There is currently one (1) non-exempt, full-time vacancy to be filled in the Criminal Division of the City Attorney's Office. This position requires frequent appearances in the Hennepin County Government Center and Public Safety Facility. Provide assistance to and advocacy for victims of and witnesses to misdemeanor and gross misdemeanor crimes prosecuted by the City Attorney's Office; these services extend from the City Attorney's Office to the social service system, and the criminal justice system.

The list of qualified candidates being used for this vacancy will expire three (3) months after being established.

Required Qualifications:

Experience:

Two (2) years of experience in the criminal justice or victim service field. Experience as a Victim Witness Advocate is preferred. Proficiency in speaking and reading Spanish or Somali is highly desirable, but not required.

Note: Give a detailed description of any related experience you have in social work, counseling, advocacy services, etc. Fully describe the duties you actually performed, your level of responsibility, (if applicable) your proficiency level in Spanish / Somali, etc.

Education:

Bachelor's Degree in Social Work, Psychology or a related field.

Equivalency:

An equivalent combination of related education/experience may be considered.

Working Conditions: Office setting with prolonged periods in front of computers.

Selection Process: Eligibility to be considered for the position will be determined by a rating of training and experience, oral examination or other criteria (100%). It is very important to fully describe your education and work experiences as it relates to this opening on your application. The City of Minneapolis Human Resource office reserves the right to limit the number in any phase of the selection process.

Background/Academic Check: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

This position is represented by MPEA.

2015-00203	Video and Audio Evidence Technician/Digital Evidence Specialist	Full-time	\$22.68 - \$31.50 hourly	06/08/15	06/19/15
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Department:

ATTORNEY

Position Description:

Responsible for managing all facets of media evidence processed by the Civil and Criminal Divisions of the Minneapolis City Attorney's Office.

The eligible list will expire two months after it is established.

Required Qualifications:

MINIMUM QUALIFICATIONS: Associate's Degree in Video Technology or related study or equivalent

MINIMUM EXPERIENCE: Two years of experience working with technology, including audio and video evidence, including experience in locating the appropriate programs to play various types of media, experience in redacting and editing various types of media

WORKING CONDITIONS: Office Setting

Selection Process: Eligibility to be considered for the position will be determined by a rating of training and experience, oral examination or other criteria (100%). It is very important to fully describe your education and work experiences as it relates to this opening on your application. The City of Minneapolis Human Resource office reserves the right to limit the number in any phase of the selection process.

Background/Academic Check: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

This position is represented by MPEA.