



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
 City of Minneapolis Human Resources Department
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 Minneapolis, MN 55415
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<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Thursday, July 28, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00189	Business System Manager – Supervisory	Full-time	\$68,002.00 - \$90,700.00 annually	07/19/16	08/14/16

Department:

PW - FLEET SERVICES

Job Duties and Responsibilities:

System Administrator/Maintaining the System

1. Develop, implement and evaluate workflow improvements to align with division goals and objectives.
2. Pilot new technology methods and propose solutions to meet business needs.
3. Review, approve and route division staff technology requests through appropriate delivery systems.
4. Create and maintain functional and business requirement documents regarding system configuration, operating procedures, standards manuals, user training and implementation as necessary.
5. Represent the division where assigned for business interests on enterprise wide technology initiatives and enterprise wide teams addressing technology and facility related business process improvements.
6. Maintain system configuration and up-date when necessary. Install patches and ensure that processes are running smoothly by designing and executing pre and post implementation testing and training with staff and users.
7. Perform Help-Desk duties and training of staff to support customers with system functionality and troubleshoot issues, working with vendor as necessary for resolution.

Data Extraction/Decision Support

1. Analyze and create reports for both financial and data systems.
2. Build and maintain data integration processes to support and validate ongoing and new data feeds with other enterprise systems.
3. Collect financial data and other relevant information; perform financial and statistical analysis.
4. Make recommendations to improve business performance to drive business by analyzing business operations processes and knowledge of governmental finances.
5. Advise on best practices and make recommendations to establish a strategic approach to efficient business operations.
6. Provide data extraction and query tools.

Financial Support

1. This position will perform financial planning for capital assets, purchasing inventory and billing for department related services.
2. Participate in the creation of pro forma, budget and rate model.
3. Work with accounting staff and department managers to develop and monitor budgets, including budget-to-actual comparisons.

Staff Supervision

1. Responsible for managing the performance of staff, including but not limited to setting expectations, training, assigning work, evaluating performance, disciplining as necessary and conducting performance appraisals.
2. Provide backup support to the staff for procedures and requests related to security, access, system options, job and date parameters, chart of accounts or related financial record and report changes.
3. Supervise the function of data warehouse and financial planning of assets.
4. Performs hiring and selection duties as needed.

2016-00308	Deputy Chief Finance Officer (Appointed)	Full-time	\$126,344.00 - \$149,773.00 annually	07/14/16	08/05/16
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Department:

Finance & Property Services

Job Duties and Responsibilities:

- Advise the Chief Finance Officer and make recommendations on the City enterprise budget, financial and resource management and strategic direction.
- Oversee and provide management of the performance of Directors and Managers that report to this position, set goals and objectives for these staff, ensure that division objectives fit with overall City and department direction, and monitor division performance.
- Serve as the Chief Finance Officer's representative on various boards, task forces and committees.
- Manage special projects, respond to information requests, oversee the preparation of reports, research efforts, planning documents and presentations, and communicate budget and financial policies to elected officials, department heads, stakeholder groups and the public.
- Provide staff support to allow City officials to make the best decisions regarding the appropriate tax burden on City residents and property.
- Provide staff support to study and recommend the best allocation of revenue and expense among City departments, boards and commissions to support City services and activities.
- Verbally present complex information at public hearings, City Council meetings and to other organizations, explaining City budget processes, decisions, and complex financial issues.
- Establish and monitor a financial management process that incorporates the state law requirements and priorities of elected officials. The position assigns responsibility and monitors adherence to these processes.
- Integrate major policy initiatives such as supplier diversity in all procurement and financial functions in the department.
- Act as the Chief Finance Officer in the Chief Finance Officer's absence.
- Lead the information technology governance process for the department internally and externally with other departments.
- Identify and prioritize fiscal and management matters which influence, and are influenced by, the resources available to the City.
- Attend and serve as staff to the Ways and Means/Budget Committee of the City Council.
- Update and develop financial policies and guidelines for consistent practices throughout the division and City enterprise.
- Assist the CFO with budget guidelines to assist departments in better understanding the objectives and outcomes of the budget process.
- Assist the CFO with capital and debt management that has a long-term focus and incorporates sound financial planning to help policy-makers make informed decisions.
- Create, revise and present financial information and reports that meet the needs of finance staff, departments, and policy-makers to allow for effective and efficient decision-making.
- Provide sound long-term financial planning and advice to department heads, Mayor, and City Council to assist them in fulfilling their respective roles and responsibilities and achieving objectives.
- Coordinate efforts for maintenance and enhancements of financial reporting software with the Human Resources department and the Information Technology Department.
- Coordinate, oversee and manage the performance of Directors and Managers that report to this position, set goals and objectives for these staff, ensure that division objectives fit with overall City and department direction, and monitor division performance.

Working Conditions: Normal office setting.

2016-00282	Event Operations Manager (Appointed) - AMENDED	Full-time	\$94,493.00 - \$112,016.00 annually	07/01/16	07/29/16
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Department:

CONVENTION CENTER

Job Duties and Responsibilities:

- Provide overall day to day management and supervision to the assigned area, coordinating, planning, and organizing work, and delegating and assigning staff responsibilities.
- Manage and lead recruitment, including participating in the interviewing, hiring, on boarding, training, coaching and development of employees.
- Provide leadership for continuous improvement, team building, and participative management efforts, creating and infusing a positive attitude in staff, while rewarding excellent effort and work.
- Responsible for developing and formalizing training and education programs.
- Responsible for developing and implementing, monitoring and updating employee and operational policies and procedures, with an emphasis on effective, efficient, and high quality service.
- Conduct meetings and training sessions with employees to ensure an understanding of expectations and client needs and expectations in the areas of hospitality, security, and event production, etc.
- Recommend and/or administer discipline when appropriate.
- Conduct facility tours and meetings with clients and potential clients, and employees to demonstrate building capabilities and provide or develop planning information for events and shows, and to promote sales at the Convention Center.
- Conduct performance evaluations and professional development programs for subordinate personnel.
- Develop and maintain relationships with, coordinate and manage activities and act as liaison with external clients, vendors, City departments, private firms, support service contractors and Meet Minneapolis to facilitate communication and coordination with facility events and operations.
- Assist in the preparation and monitoring of divisional and department budget including determining capital needs, providing expenditure projections, and reviewing approving purchases.
- Write bid specifications for departmental purchases; and provide information for all equipment and requests for proposals; determine the best use of new equipment; and be on the cutting edge of new Convention Center equipment and supply

- upgrades and available industry technology that can create revenue opportunities.
- Provide a safe environment, free of harassment, for Convention Center employees and ensure compliance with all City policies, applicable OSHA standards and local, state and federal laws.
- Ensure compliance with all Federal, State and City of Minneapolis employment laws, codes and policies including, but not limited to Respect in the Workplace, Ethics, Equal Opportunity, ADA, FMLA, OSHA reporting, Loss Prevention, and Return to Work programs.
- Make a positive impact on our guests by collaborating and delivering excellence in our service and facility.
- Ensures that all Event Operations staff have the tools needed to accomplish the departments goals.
- Responsible for the training, service level, and efficiency of the Event Operations department.
- Responsible for Event Operations expense budget.
- Responsible for the overall cleanliness of the facility.
- Responsible for proper workforce levels in supervision and front-line staff in order to complete daily work load.
- Co-Leads the Teamsters Labor Management Committee with Teamster representative

Working Conditions: Normal Office setting and event facility setting.

2016-00303	Senior Applications Analyst - BI Developer	Full-time	\$68,730.00 - \$94,594.00 annually	07/11/16	07/29/16
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Department:
INFORMATION TECHNOLOGY

Job Duties and Responsibilities:

- Analyze and understand business problems, opportunities, and priorities in the context of the requirements and recommend solutions that enable the organization to achieve its goals.
- Implement department/inter-agency/enterprise information technology solutions.
- Collaborate with business stakeholders and senior developers to translate business requirements into data flows, process flows and functional specifications.
- Work in a consulting role to help departments clarify and realize analytic goals
- Understand the business requirements and develop appropriate business analysis and reporting applications to meet the need.
- Dashboarding and ad hoc reporting to support the business decision making process
- Develop new reports in accordance with requirements gathered from business users
- Serves as the expert on Business Intelligence applications and provides technical leadership within IT and the Enterprise to advance Business Intelligence and Business Analytics capabilities
- Maintain and support existing reports through modifications, troubleshooting, and performance enhancements
- Work alongside team in developing and implementing the data warehouse, this includes cubes, data marts, and advance queries and ETL packages
- Learns new technologies to implement within existing infrastructure
- Advise on best methods to gain insights on business processes and develop solutions
- Analyze and integrate enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with documented business requirements and software specifications.
- Application Software Maintenance and support
- Provide subject matter expertise to assist staff members in City Departments
- Responsible to lead technical efforts in the research, diagnosis, and resolution of critical situations and to develop research plan, communicate technical actions, and required assistance from other team members.
- Responsible for technical direction to assist with problem resolution.
- Design and direct vendor software fixes, upgrades and custom modifications.
- Plan and manage application software releases for production and upgrades to proprietary and third party application software products.
- Develop training and support programs for application users and operations supervisors.
- Responsible for providing peer review on design, development, documentation and other efforts, and able to train and mentor others in the applications area.
- Maintain QA and Production environments.
- Coordinate software change requests in conformance with established change management policy and practice.
- Write comprehensive, accurate and complete technical specifications derived from detailed business requirements.

Working Conditions
Normal Office Setting

2016-00304	Senior Applications Analyst - People Soft Human Capital Management Developer	Full-time	\$68,730.00 - \$94,594.00 annually	07/18/16	07/31/16
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Department:
INFORMATION TECHNOLOGY

Job Duties and Responsibilities:

- Responsible for application software development, maintenance, support, testing, and documentation.
- Serve as a key person supporting the Human Resources applications, both technically and for process, and back up team members in other roles.
- Evaluate various directions/possibilities, both technical and process, in efforts to implement new functionality or enhance support of the Human Resources applications into the City's processes.
- Lead technical efforts in the research, diagnosis, and resolution of critical situations (Human Resources applications are down and/or customers cannot operate effectively). Develop research plan, communicate technical actions, request assistance from other team members, and provide level 1 & level 2 analysis and resolution of critical issues.
- Lead large Human Resources applications area projects and other efforts and develop new or modified customizations to the delivered PeopleSoft software.
- Coordinate efforts in the Human Resources applications area with other PeopleSoft and interfacing applications.
- Serve as a key liaison person between the customers of the Human Resources applications and the IT staff supporting the applications.
- Provide peer review on design, development, documentation and other efforts and train and mentor others in the Human Resources applications area.
- Incumbent must participate in an on-call rotation schedule and respond to / resolve Human Resources emergency issues after hours via cell phone/pager and on site as necessary (with on-call compensation).

Secondary Duties and Responsibilities

- Provide knowledge and recommendations to Human Resources and related departments on technical issues.
- Review error logs and other information daily and provide information on unusual finding to Human Resources management and staff.
- Develop and maintain documents that outline maintenance tasks, system restart procedures, troubleshooting, etc. for other Human Resources administration staff.
- Periodically monitor use of Human Resources applications. Develop recommendations for potential improvements.
- Recommend modifications and bug fixes to software vendor that would enhance Human Resources satisfaction and reliability.
- Act as a point of reference for supervisors and trainers on Human Resources HCM functional issues.
- Provide regular reports on issues and projects concerning support.
- Application Software Documentation
- Mentoring other applications staff members
- Schedule and assign work tasks.
- Answer questions on work tasks.
- Review work products or results.

The City of Minneapolis currently has an integrated ERP application system consisting of PeopleSoft

- HCM (Human Capital Management) 9.2 (Human Resources, Payroll, Benefits, Self Service, Time & Labor, etc.)
- ELM (Enterprise Learning Management) 9.2
- FSCM 9.2 (Payables, eProcurement, Purchasing, Cash Management, Contracts, Inventory, Project Costing, Receivables, etc.)
- DataStage data warehouse with Cognos reporting
- PeopleTools 8.53, migrating to 8.55 in Q3 2016

City has implemented Integration Broker between HCM and ELM, and between FSCM and HCM. Production, Disaster Recovery, Quality Assurance, Training, Development, Sandbox & Demo environments are used.

Working Conditions Office setting with daily exposure to computer systems.

2016-00315	Systems Integrator IV	Full-time	\$28.27 - \$38.90 hourly	07/18/16	07/29/16
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Department:
CPED

Job Duties and Responsibilities:

- Investigate and make determinations and recommendations of hardware and software to support CPED business objectives.
- Provide data management and collection, as well as the ability to develop and or use data collection tools.
- Design, develop and manage systems to support and track departmental and program metrics.
- Maintain and operate GIS system to support small business needs.
- Provide project data research and analytics and prepare reports as needed or requested.
- Experience in building websites, web interface design, site architecture and navigation design.
- Program tools, utilities, and web modules to support small business programs.
- Provide assistance with hardware and software problems.
- Provide support with printer, imager and other specialized computer support equipment.
- Specify the interface design between two pieces of hardware to ensure compatibility and usefulness.
- Software application change over efforts and act as a liaison between the ITS Department and the operating departments.

Working Conditions

Normal office setting

Job #	Job Title	Promotional Opportunities Job Type Salary	Issue Date	Filing Date
2016-00309	Business Process & Data Analyst	Full-time \$53,135.00 - \$73,468.00 annually	07/15/16	07/28/16

Department:

CITY COORDINATOR

Job Duties and Responsibilities:

- Assist the City Coordinator's Office in the development, management and production of [Results Minneapolis](#).
- Assist in the development, implementation and improvements of the City's Results Management processes.
- Assist in the development of goals, objectives and performance measures to enable departments to set a future direction and track performance.
- Analyze performance data and interpret data trends.
- Coordinate research efforts, including best practice studies, literature searches and survey work to provide continued optimization of efficiency and effectiveness in operations and programs.
- Gather and analyze business plans as well as performance data to assist department and division heads identify issues and develop new strategies.
- Develop, implement and sustain enterprise and department specific strategies related to the collection, reporting and stewardship of performance data.
- Assist in the development and management of an enterprise wide process for identifying and addressing continuous improvement opportunities throughout the City.
- Assist in the coordination, creation and improvement of results management education for City staff including the design and delivery of training curriculum.
- Assist in the development and maintenance of the city website to report performance information to the public, Mayor, City Council and employees.
- Manage special projects as assigned by the City Coordinator.

2016-00278	Commercial Meter Service Worker	Full-time \$21.03 - \$26.86 hourly	07/13/16	08/01/16
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Department:

PW - WATER TREATMENT & DISTR.

Job Duties and Responsibilities:

- Install and maintain high revenue meters (1 ½" to 8" meters and AMR systems).
- Inspect and discuss plumbing conditions and requirements with customers and/or waiver of liability.
- Install automatic meter reading systems and determine appropriate connection to customer telephone systems. Install telephone and radio based AMRs and required wiring. Test (demand read) and enter information into computer system.
- Troubleshoot, repair or replace water meters and AMR systems, including telephone connections as required.
- Provide on-site assistance to customers to detect possible plumbing leaks and AMR or meter problems.
- Maintain records of AMR installation and repair, calibration checks and services, meter tests and meter readings.
- Convert, rebuild and calibrate large meters, compound, turbo and well meters.
- Perform quality assurance checks on meter installations and AMR systems installed by Residential Meter Service Workers.
- Communicate with contractors on meter or AMR problems under warranty.
- Inventory meters, AMR's and related meter reading equipment.
- Maintain meter maps/location diagrams for properties.
- Maintain key records for keys to properties which have been entrusted to the City.
- Turn water on or off at the street curb stop valve as required.
- Perform all duties of Residential Service Worker and other related duties as assigned.

Working Conditions: Shop and Field work. Field work may include working in all kinds of weather conditions, exposure to outdoor elements, gases, fumes, chemicals, dust, dirt, traffic, noise and animals. Perform confined space entry/work; heavy physical labor work including bending, twisting, stooping, etc.; ability to push, pull, lift, carry and maneuver heavy items weighing up to 100 pounds; ability to stand/walk on rough uneven surfaces; ability to climb stairs and ladders and work off of other platforms; ability to work at heights.

2016-00310	Results Management Coordinator	Full-time \$64,249.00 - \$88,157.00 annually	07/15/16	07/28/16
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Department:

CITY COORDINATOR

Job Duties and Responsibilities:

- Administer and coordinate with staff from departments for the City's performance monitoring program, Results Minneapolis.
- Design, manage, and implement the City's four-year planning cycle and annual updates within the Results Management processes.
- Lead or participate in interdepartmental teams that coordinate the department and/or the City's core processes, including strategic planning and goal setting, business planning, resource allocation, and performance measurement.
- Serve as a consultant and resource both internally and externally by providing strategic advice in the area of results management.
- Process and product development for enterprise-wide use (e.g., Council work plan development, budget proposal form, racial

equity assessment).

- Facilitate, process design, continuous improvement and project manage various City policy priorities (e.g., transgender workgroup, Promise Zone, health department youth division retreat).
- Lead, manage and work collaboratively across the enterprise with multi-disciplinary project work teams on special projects, drafting the project scope, scheduling meetings and tasks, and facilitating discussion on the issues, reaching consensus and developing a report or presentation.
- Review and analyze business plans to assist department and division heads identify issues and develop new strategies.
- Collect and analyze information on assigned projects and subject areas, and prepare reports summarizing findings and presenting logical and objective conclusions and alternative solutions.
- Develop and implement internal and external communication strategies to inform and engage elected officials, City staff, and external partners in the work of the office.
- Work with City leadership on integrating and aligning enterprise business processes.
- Serve as a liaison to elected officials.
- Convene internal and external partners around special topics as needed utilizing best practices related to community engagement.
- Act as a department representative on enterprise initiatives.

2016-00203	Senior Inspector Building Trades	Full-time	\$37.83 - \$40.16 hourly	07/28/16	Continuous
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Department:

CPED

Job Duties and Responsibilities:

- Perform required final 'all systems' inspections in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300.
- Enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, or mechanical systems of new and existing structures as defined in a specialty functional area.
- Conduct in progress and final field inspections of all permitted building, plumbing, or mechanical work for remodeling and repair permits to ascertain compliance with other laws and local ordinances that are enforced by the City and Construction Code Services Division.
- Provide technical assistance, training and be a resource to inspectors outside of their specialty to assure compliance on final inspections of one and two family dwellings.
- Maintain clear and accurate records in the current information retention system of the City to direct inspectors during one and two family final inspections.
- Investigate unpermitted work, reported hazardous conditions, violations and complaints received by conducting site visits and communicating with affected parties.
- Read, review and interpret approved plans, specifications, schedules and special inspection reports to assure compliance with applicable codes and ordinances.
- Enforce codes and ordinances by preparing proper documentation, issuing written orders, citations, formal complaints, preparing administrative adjudication cases and appearing/testifying in hearings and/or court.
- Prepare and maintain accurate inspection records and computer entry of daily reports of inspections and investigations.
- Consult with design professionals, developers, contractors, residential building owners and homeowners on the interpretation and enforcement of codes and ordinances to assist with compliance.
- Respond to emergency events state wide as required.
- Attend applicable classes for continuing education to maintain all necessary certifications.
- Prepare appeals and testify at boards and court as necessary.
- Participate in the state and national level code development process.
- Testify at public hearings as needed to provide a reasonable national model code.
- Prepare and present public education programs on building safety.