



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of February 11, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

HR Consultant – Exam #21110 Annual Salary: \$50,389-\$69,686

To be 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. Provide assistance and guidance to leaders, managers, supervisors and employees on a variety of HR topic areas. **Qualifications:** A Bachelor's Degree in HR Administration, Industrial Relations, Public Administration, Business Administration or related field. Two years of related work experience. An equivalent combination of education and highly related experience in a similar environment may be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through February 20, 2013.**

PeopleSoft Administrator DBE – Exam #20978 Salary \$62,877 to \$86,539 Annual (Amended)

This position is in the ERP Division of the IT Department. The Database Engineer (PeopleSoft Administrator/PS Admin) provides IT services to the Human Resources, Finance and related City Departments. This position is responsible for Technical Administration related duties for multiple PeopleSoft environments. **Qualifications:** At least six (6) years of experience which have included application development and support; bachelor's degree in Computer Science, Management Information Systems or a closely related field. An equivalent combination of related education/experience may be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. All applicants are required to follow the application process outlined in the job announcement. **Applications accepted through February 25, 2013.**

Senior Applications Analyst (FSCM) – Exam #21107 \$62,877-\$86,539 yearly

Provide IT services to the City of Minneapolis Finance Department, and related City departments: Supporting the Financials/Supply Chain (FSCM) applications, both technically and for process. Evaluation of various directions/possibilities, both technical and process, in efforts to implement new functionality or enhance support of the FSCM applications into the City's processes. Lead technical efforts in the research, diagnosis, and resolution of critical situations. Develop research plan, communicate technical actions, provide level 1 & level 2 analysis and resolution of critical issues. Lead large FSCM applications area projects and develop new or modified customizations to the delivered PeopleSoft software. Coordinate efforts in the FSCM applications with other PeopleSoft and interfacing applications. Liaison person between the customers of FSCM applications and BIS staff. Provide peer review on design, development, documentation and other efforts, and train and mentor others in the FSCM applications area. For a complete job announcement including job duties, requirements and how to apply please visit www.minneapolismn.gov/jobs. **Applications accepted through Wednesday, February 27, 2013.**

Senior Applications Analyst (PeopleSoft HRMS Developer/Administrator) Exam #20979 Salary \$62,877 to \$86,539 Annual (Amended)

This position will provide IT services to the City of Minneapolis Human Resources Department and related City departments. **Qualifications:** Six (6) years of experience; bachelor's degree in Computer Science, Management Information Systems, or a closely related field. An equivalent combination of related education/experience may be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. All applicants are required to follow the application process outlined in the job announcement. **Applications accepted through February 18, 2013.**

The City of Minneapolis is an Equal Opportunity Employer

CITY EMPLOYEES ONLY

Police Lieutenant – Exam # 21096 / Salary: \$42.060 - \$45.487 hourly -- Promotional

A Police Lieutenant is a sworn supervisor of a unit within a precinct or division of the Minneapolis Police Department. **Qualifications:** Permanent employee of the Minneapolis Police Department, four (4) years of experience classified as a Police Sergeant by **January 1, 2013**. Applicants must be able to mentally and physically perform all duties of the position, including an arrest. Police Lieutenant positions are required to drive department vehicles, subdue and search suspects and prisoners, use police weapons, etc. A medical and/or psychological examination may be required before appointment to the rank. A Bachelor's degree is desired, but not required. **Applications accepted February 4 – February 15, 2013.**

Traffic Control Agent I – Exam #21105 \$16.83 - \$23.45 per hour (Restricted to City/Council Employees)

There is currently one (1) full-time, non-exempt position to be filled in the Traffic Control Division of the Regulatory Services Department. Incumbents are required to work varying shifts between the hours of 7:00 a.m. and 4:00 a.m. and are required to work weekends, holidays and snow emergencies. Incumbent must be able to physically perform duties while under the unique working conditions of this position. **Qualifications:** Must currently be on the payroll of any City Council Department to be considered. (2) Years of full-time experience working in a public contact position. Experience handling customer complaints and negotiating satisfactory resolution is highly desired; high school diploma or equivalent. An equivalent combination of related education/experience may be considered. Must have and maintain a current, valid Minnesota Driver's License. **Open for application through Friday, February 15, 2013**

Administrative Assistant to the Director (Restricted – Public Works Department) - Exam #21103 / Per Hour \$19.016 - \$30.100

Assist the Director/Department Head and Deputy Director by managing their schedules and handling non-emergency issues and problems in the administrative area that do not require the executive's immediate involvement. Manage the Director's and Deputy Director's schedules; including arranging meetings, assisting in prioritizing demands on the director's time, responding to requests for meetings, ensuring meeting materials and files are prepared and readily available to the Director and Deputy Director; Respond to and resolve administrative problems and issues for the Director/Department Head; Assist in responding to emails, phone calls and other correspondence, including drafting responses; Assist with the preparation of speeches, presentations, meeting agendas and administrative documents; Edit all written communications sent from the Director's office. Make recommendations on content as needed; Function as a liaison between the Director's office, the Mayor's office, City Council, City departments, stakeholders and the general public; Perform projects as assigned, i.e., research, special events, etc.; Staff and attend Administrative team meetings, division management meetings, and draft minutes, including for sensitive/complex issues as requested ; Performs other related duties as required. **Requirements:** Associate's Degree in Business or Public Administration or equivalent Experience: Five (5) years of related experience, including project management experience Note: Fully describe your scope of experience, level of responsibilities, the role you played, etc. Equivalency: An equivalent combination of related education/experience may be considered. **Open Monday, February 4, 2013 through Friday, February 15, 2013.**

Foreman Parking Meter Service – (Promotional – City Council Departments) - Exam #21102 - \$29.32 - \$31.519 Per Hour –

Supervise and participate in the installation, repair and preventive maintenance of parking meters * Train, supervise and participate in the work of Parking Meter Service Workers engaged in the installation, repair and maintenance of electronic and mechanical parking meters * Order and maintain an inventory of parts for electronic and mechanical meters * Modify meter mechanisms to change rates, times and hours of enforcement * Dismantle, replace, clean, test and reassemble parking meters and hoods meters upon request * Maintain and update meter maps and file cards * Check reported inoperative meters and make minor meter repairs in the field * Maintain accurate detailed records of work performed and materials used * Respond to questions and complaints from other City departments and the general public * Coordinate the sale of old meters to the general public, including getting stands, painting, ordering and installing mock locks and the delivery of the finished product to the consumer connection. **Requirements:** Must be a current employee, those who have passed probation, of any City Council Department / Three (3) years' experience in the installation, repair and maintenance of parking meters / Possess, and continue to maintain, a valid Driver's License. Background check. **Open for application Monday, February 4, 2013 through Friday, February 15, 2013.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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