



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of March 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

Administrative Assistant to the Director – Civil Rights, Exam #21122– Hourly Salary: \$19.016 - \$30.10

There is currently one (1) full-time, non-exempt vacancy to be filled in the Civil Rights department. The position reports directly to the Director of Civil Rights. Primary Responsibilities: Assist the Director/Department Head by handling non-emergency issues and problems in the administrative area that do not require the executive's involvement. **Qualifications:** Five (5) years of related experience, including project management experience. Associate's Degree in Business or Public Administration or equivalent. **Applications accepted through March 15, 2013.**

Program Assistant (non-supervisory) – Exam 21128 / Hourly Salary \$17.909- \$28.344

Perform a variety of technical, clerical and administrative tasks for a Department /Division, relieving the executive or professional staff of routine work not needing their personal attention, or in support of a specific division or program ensuring efficient operation. The current vacancy will be a shared position for two Public Works Divisions: Traffic & Parking Services and the Water Treatment & Distribution Services division. **Qualifications:** Post High School education from a business school or equivalent type program is highly desirable. Three (3) years of full-time related work experience. An equivalent combination of relevant education and experience may be considered for this position. You must include a copy of your transcripts, with your application materials, for education to be considered. Background check. **Applications accepted through March 15, 2013.**

Engineering Technician II – Exam #21124/ Hourly Salary \$19.524 - \$26.936

To perform paraprofessional civil engineering work in the field and office and related duties. Current vacancies exist in the Public Works Transportation Planning & Engineering Division (Survey) Eighteen (18) months training in Civil Engineering Technology or equivalent; - and - Required Experience - Two (2) years of experience performing duties similar to those noted above Two years of experience performing similar duties. Required Experience - Various combinations of education & experience may qualify an applicant for this position. Must possess, and continue to maintain, a valid driver's license. Background/Academic check and drug/alcohol test. **Applications accepted through March 22, 2013.**

Engineering Technician II – Sidewalk Inspection – Exam #21125/ Hourly Salary \$19.524 - \$26.936

Perform inspection of sidewalk and adjoining concrete installations to locate problems and communicate findings to owners and contractors, and do follow up with home and business owners to ensure work is completed, and perform inspection for snow and ice violations on City sidewalks and driveways in winter, following up with owners to ensure compliance. Required Education - Post High School Training up to 18 months in Engineering Technology, or equivalent; and Required Experience Two (2) years of work related experience working in concrete or related inspection activities. Various combinations of education & experience may qualify an applicant for this position. Must possess and continue to maintain a valid driver's license. Background/Academic check and drug/alcohol test. **Applications accepted through March 22, 2013.**

Senior Professional Engineer – (Public Works Traffic & Parking Services Division) / Exam #21112/Annual Salary \$74,769 - \$95,357

Performs a variety of high level professional engineering tasks in the Traffic & Parking Services Division of Public Works. **REQUIREMENTS:** Bachelor's Degree in Civil Engineering or a closely related field. Five (5) years' experience performing engineering work, including one (1) year experience as a Registered Professional Engineer. Registration as a Professional Engineer in the State of Minnesota or eligible for reciprocal registration in Minnesota. It is highly desirable that persons possess, and continue to maintain, a valid driver's license by time of hire. Background/Academic check and drug/alcohol test. **Applications accepted through March 22, 2013.**

Senior Applications Analyst (FSCM) – Exam #21107 Salary: \$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. **Qualifications:** Six (6) years of experience performing duties similar to those described above. Prior experience as a Lead Developer / Administrator of PeopleSoft HRMS, ideally with versions 8.9 or 9.x, is expected. Proficiency with PeopleTools (ideally 8.48 or better), PeopleCode, and other tools is expected. The following are highly desired: knowledge and experience with the full suite of PeopleSoft products installed and with PSAdmin duties and tools; experience with relevant DBMS, operating systems, networking, etc. (Windows OS and Oracle DBMS). The ability to become proficient in these areas is required. Also desired: experience in public sector and public sector human resources processes. Bachelor's Degree in Computer Science, Management Information Systems, or a closely related field. For a complete job announcement including job duties, requirements and how to apply please visit www.minneapolismn.gov/jobs. **Open until a sufficient number of applications received.**

CITY EMPLOYEES ONLY

Business Analyst I Restricted to current City Council department employees, Exam #21121 – Salary \$21.57 - \$29.71 hourly

There is currently one (1) non-exempt vacancy to be filled in the IT Department. Primary Responsibilities: Provide routine business analysis and business process analysis for funded projects. **REQUIRES:** Experience: Two (2) years of related experience emphasizing business analysis and business process re-engineering. Experience with specific software applications may be required depending on assignment. Education: Bachelor's Degree in Business, Public Administration, Computer Science, or equivalent specialized training. **Open through March 15, 2013**

Legal Analyst - Police Conduct Review Restricted to current employees in a City Council Department Exam #21131 – Salary \$53,792 - \$74,020 annually

There is currently one (1) exempt, full-time vacancy to be filled in the Office of Police Conduct Review (OPCR) within the Civil Rights Department Schedule flexibility is required. This could include, as needed, some evenings and weekends and various travel. Function as a lead worker for the Office of Police Conduct Review (OPCR - civilian), aiding the Assistant Director in implementing the responsibilities of the police conduct oversight system by serving as the intake investigator, police policy analyst, mediation coordinator, principal data analyst, data practices coordinator, and liaison to the review panel and oversight commission. **Requires:** Five (5) years' experience (with Bachelor's Degree), or two years of progressively responsible related and relevant experience. Bachelor's Degree in Legal Studies or closely related field. Juris Doctorate Degree is preferred. **Open through Wednesday, March 20, 2013**

Public Works Inter-Agency Coordinator– Exam 21129 / Annual Salary \$58,778 - \$80,650 Restricted to City Council Departments.

The Public Works Administration Division has a PW Inter-agency Coordinator position (one full-time exempt vacancy) available. The position will deal with conceptual ideas and projects proposed by outside agencies and identify issues that will affect the Public Works Department. Five (5) years' experience performing duties related to the duties listed above. Bachelor's Degree in Engineering, Planning, Urban Design, Public Administration, Business Administration, or a closely related field or equivalent (Master's preferred). Valid Driver's License (at time of application and while employed in this position). Background check. **Applications accepted through March 22, 2013.**

Senior Telecommunications Analyst – Restricted to current IT employees, Exam #21119 – Salary \$62,877 - \$86,539 annually

The Senior Telecommunications Analyst is responsible for the City's enterprise IP telecommunications network applications, systems, services, and processes to provide customer support and integration at the highest level. This includes architecting (designing), implementing, managing and troubleshooting the applications, network, PBX and IP systems and hardware. **REQUIRES:** Must be a current employee in the IT Department to apply/qualify. At least six (6) years of experience performing duties similar to those described above and which include prior experience in team and project management, and as a telecommunications application administrator. Bachelor's Degree in Computer Science Telecommunications or equivalent. **Open Friday, March 1, 2013 through Monday, March 11, 2013**

SOFTWARE ENGINEER II (Solution Designer / Developer) aka E-government System Developer Restricted to current IT employees, Exam #21118 – Salary \$62,877 - \$86,539 annually

Incumbent reports to the Manager of Solution Development & Engineering and may receive daily work direction from senior software engineers. Primary Responsibilities: The Software Engineer II (SD/Dev) works as a member of the IT Solution Design & Engineering team to design, build, and implement e-government and business applications, integration middleware and other custom-built software solutions. Work includes designing new systems and enhancing / upgrading existing systems. **REQUIRES:** Must be a current employee in the IT Department to apply/qualify. Six (6) years of relevant experience designing and developing object-oriented software products in Microsoft ASP.net or Java, Web Services, MSMQ, using both MS SQL Server and/or Oracle DBMS back-ends. Experience developing these software systems for deployment into enterprise-level infrastructures is required. Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Open through Wednesday, March 13, 2013**

Supervisor Water Permits and Connections – Exam 21098/ Annual Salary \$62,129 - \$72,891 | Restricted to public Works Employees.

The Public Works Water Treatment and Distribution Division has a Supervisor – Water Permits and Connections position (one exempt vacancy) available. The position will supervise the Water Permit unit and customer service staff, and work collaboratively with community groups, contractors, and developers in regards to proposed water service installations. Five (5) years of related experience which includes customer services permit office and water distribution field operations experience. Associates Degree in Engineering Technology or equivalent. An equivalent combination of related education/experience may be considered. In order to be considered for this position, you must be a current employee of the Department of Public Works. A valid Driver's License at the time of application, and while employed in the position, is desired. Background check. **Applications accepted through March 22, 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.