



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of June 10, 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 Analyst I - Health Exam #21188 Salary \$18.03 - \$28.55 Hourly

The purpose of this position is to provide administrative support for the School Based Clinic Program (SBC) in providing medical and mental health services to adolescent students in seven Minneapolis Public School high schools. Responsibilities include: perform technical work with the NextGen Electronic Health Record system, assist with training on operating system, coordinate staff access to system, create key reports, work with clinical providers on developing program communication and outreach strategies, including social media; assist clinical staff in on-site clinic flow and systems analysis to maximize program resources; and general program administrative support. **Qualifications:** Bachelor's Degree in Health Care Administration, or closely related field. **Applications accepted through Friday, June 14, 2013.**

Police Cadet - Exam # 21210 -- \$18.49 Hourly

Attends and successfully completes a program in law enforcement with a department authorized institution for the purpose of meeting the academic and technical skills requirements of the Minnesota Peace Officer Standards and Training (P.O.S.T.) Board. Cadets hired will be promoted to Police Officer upon successful completion of the P.O.S.T. Board academic and skills requirements when a recruit academy class is scheduled.

Qualifications: Must be a United States citizen, be 18 years of age or older, have a valid Driver's License, and have a two or four year degree in any discipline from an accredited college or university. You must submit a copy of diploma or transcripts showing a graduation date prior to June 29, 2013, no later than June 28, 2013. To review a complete job announcement and to apply online, visit www.minneapolismn.us/jobs. Applications will not be accepted without a copy of diploma or transcripts. **Applications accepted June 10-28, 2013.**

Human Resources Associate Exam #21202 Salary \$17.11 - \$23.20 Hourly

Under general supervision, the HR Associate performs clerical, administrative and technical work to support recruitment and selection activities within HR Generalist teams. **Qualifications:** High School Diploma or equivalent. Two years of post-secondary education is highly desirable. Two years of senior level clerical experience. Previous work experience in human resources is highly desirable. **Applications accepted through Friday, June 14, 2013.**

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.

The City of Minneapolis is an Equal Opportunity Employer