



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of January 6, 2014

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

311 Operations Manager Exam 21343 Salary: \$67,307 up to \$85,325. The 311 Operations Manager will manage the day to day front lines of the Minneapolis 311 call/contact center ensuring quality and efficient operations, and the delivery of customer friendly access to City of Minneapolis services and information. **Qualifications:** **Education**-Bachelor's degree in Business Administration or Public Administration. **Experience**-Five years of progressively responsible supervisory or managerial experience in a high volume, fast paced and multichannel contact center operation. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through Friday, January 17, 2014.**

ACCOUNTANT I Exam 21315 Hourly \$22.49 up to \$30.95

Perform professional level accounting work in assisting in fulfilling accounting and financial reporting responsibilities, primarily the internal service funds. **Qualifications:** **Education**- Bachelor's Degree with a Major in Accounting, Business Administration, Finance or a closely related field with no experience or an Associate Degree and two years of professional level public sector accounting experience. **Experience**- Two years of professional level public sector accounting experience, which have included developing and monitoring budgets and preparing financial statements, general ledger, cost, utility and fund accounting. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through Wednesday January 8, 2014.**

Applications Programmer – Data Analyst – Exam #21340 / Hourly Salary \$25.09 up to \$34.53

Anyone may apply. There is currently one (1) non-exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in the Solution Development and Engineering area. **Primary Responsibilities:** Responsible for providing operational and strategic data support and planning for the City's enterprise data. Responsible for the enhancement of data quality and data integration capabilities. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Management Information Systems, Software Engineering, or a closely related field. Note: Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** One (1) year of relevant experience. Note: Fully describe the duties you actually performed and how they relate to these specific experience requirements, your level of responsibility, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, January 10, 2014.**

Applications Programmer - InfoSphere/Enterprise Analytics – Exam #21341 / Hourly Salary \$25.09 up to \$34.53

Anyone may apply. There is currently one (1) non-exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in the Solution Development and Engineering area. **Primary Responsibilities:** Responsible for providing operational and strategic application and data support and planning for the InfoSphere and analytic tools including IBM ICP&O (IOP). Responsible for the enhancement of data quality and data integration capabilities. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Management Information Systems, Software Engineering, or a closely related field. Note: Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** One (1) year of relevant experience. Note: Fully describe the duties you actually performed and how they relate to these specific experience requirements, your level of responsibility, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, January 10, 2014.**

Applications Programmer - .NET – Exam #21339 / Hourly Salary \$25.08 up to \$34.52

There is currently one (1) non-exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in the Solution Development and Engineering area. **Primary Responsibilities:** Responsible for providing daily operational system support for the City's custom .NET applications. Responsible for the analysis, design, development, implementation, maintenance, support, testing,

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and documentation of business application software for City end users. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Management Information Systems, Software Engineering, or a closely related field. Note: Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** One (1) year of relevant experience. Note: Fully describe the duties you actually performed and how they relate to these specific experience requirements, your level of responsibility, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, January 10, 2014.**

Electronic Technician #21316 Hourly Salary: \$23.55 up to \$28.98 The current vacancy is with the Property Services-Radio Shop working with two-way land mobile radios, pagers, cellular and wireless communication equipment and accessories. The position will also perform specialized work in the construction, installation, removal, maintenance and repair of electronic equipment and accessories. **Qualifications: Education-** Graduate from an accredited institution with a degree/diploma in Electronic Technology, Industrial Electronics or a highly related field or equivalent. **Experience-** One year of verifiable work experience in the repair of mobile communications electronic equipment and accessories is highly desirable. An equivalent combination of education and experience may be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. Open November 20, 2013 until a sufficient candidate pool has been established, determined by HR

PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered. The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer 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: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

SENIOR APPLICATIONS ANALYST – Exam #21277 Annual Salary: \$64,386 up to \$88,616*Market adjustment may apply There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications: Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. ***Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQR, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

Senior Applications Analyst – Exam #21309 Annual Salary \$64,386 - \$88,616 There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Wednesday, January 8, 2014.**

SOFTWARE ENGINEER II (Business Intelligence Engineer - Cognos) – Exam #21347 / Annual Salary \$64,386 up to \$88,616 There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:** Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted through Friday, January 17, 2014.**

CITY EMPLOYEES ONLY

Administrative Analyst II – Exam #21342 / Annual Salary \$49,776 up to \$68,825

There is currently one (1) full-time, exempt position to be filled in the Regulatory Services Department. **Restricted to current City of Minneapolis employees only.** **Qualifications:** **Required Education:** Bachelor's Degree in Public Administration, Business Administration, Computer Science or equivalent. **Required Experience:** Three years performing duties closely related to those listed above. NOTE: In detail, describe your experience as well any experience you have in handling customer complaints, negotiating resolution, etc. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Wednesday, January 8, 2014.**

GENERAL FOREMAN WATER SERVICE MAINTENANCE/ Exam 21319/ \$81,253 to 88,788 yearly

(Promotional – City Council Departments)

Under the supervision of the Superintendent of Water Distribution, the General Foreman is responsible for managing field operations related to the operation, maintenance, repair, and replacement of the City's Water Distribution System. **Qualifications:** **City Employment:** Must be a current employee, those who have passed probation, of any City Council Department. **Education:** High School Diploma or equivalent. **Experience:** Three (3) years of experience in the maintenance of water distribution systems, which has included one (1) year of foreman level maintenance experience. **License:** Possess and maintain a valid Driver's License. Successful completion of background check. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through January 17, 2014.**

SUPERVISOR-FORENSIC SCIENCE CRIME LAB - Exam #21348 (Restricted to MPD Employees only) Hourly Salary: \$39.06 - \$42.69. The position occasionally includes variable working hours, which may include nights, weekends and holidays. This position will supervise employees working in the Crime Lab Field Operations Section of the MPD.

QUALIFICATIONS: Bachelor's Degree in a physical science field (i.e. Chemistry, Biology), Criminal Justice, or equivalent, AND four years of experience in forensics work, processing crime scenes, with experience in fingerprint classification and latent print identification.

LICENSES/CERTIFICATIONS: International Association for Identification (IAI) Crime Scene Investigator Certification. Have and maintain a valid Driver's License. **WORKING CONDITIONS:** Exposure to chemicals, blood borne pathogens, etc. **Applicants are required to follow the application process outlined in the job announcement as resumes alone will not be accepted. For a complete job announcement including job duties, requirements and how to apply please visit www.minneapolismn.gov/jobs. Open for application January 6 through January 15, 2014.**

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.