



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of May 5, 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

Accountant II - Supervisory – Exam #21456 / Annual Salary \$61,387 - \$77,822

The City of Minneapolis has three (3) Accountant II – Supervisory positions available. Each position is located in our Controller Division of the Finance and Property Services Department. Applicants MUST indicate for which position(s) they are applying. **Primary Responsibilities:** Responsible for all aspects of the accounting function, including, budget assembly and analysis, assisting with financial and business plan development and analysis, closing fiscal month/year-end accounting records, preparing financial statements and reports, and internal audit functions. **Required Education:** Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **Required Experience:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Applications Programmer – MPD/911 – Exam #21462 / Hourly Salary \$25.09 up to \$34.53

There are currently two (2) non-exempt, full-time vacancies to be filled in the City of Minneapolis Information Technology (IT) Department. Anyone may apply. **Primary Responsibilities:** Responsible for application software development, maintenance, support, testing and documentation. **REQUIREMENTS: Experience:** Two (2) year of experience in Application Development/Support of large software using specific technical tools, languages, techniques, etc. **Education:** Associate's Degree in Computer Programming, Computer Science, or a closely related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, April 28, 2014 through Friday, May 9, 2014.**

Database Engineer – DBE/DBA - Annual Salary \$64,386 up to \$88,616

POSITION INFORMATION: There is currently one (1) exempt, full-time vacancy in the SD&E (Solution Development and Engineering) Division of the Information Technology Department. Incumbent reports to the Manager of Solution Development & Engineering and may receive daily work direction from senior software engineers. **PRIMARY RESPONSIBILITIES:** The Database Engineer works as a member of the IT Solution Design & Engineering team to enhance / upgrade existing systems and design new systems. **MINIMUM REQUIREMENTS: Experience:** Six (6) years of experience in information technology, which included four (4) years of experience maintaining and troubleshooting enterprise database systems or comparable large database applications. The following are preferred: Proven track record in database design and data modeling, and Experience in a Technical Lead role interacting with vendors and/or senior management. **Education:** Bachelor's Degree in Computer Science or a related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, May 5, 2014 through Friday, May 16, 2014.**

Health Inspector I – Lead Hazard Control – Exam #21457 / Hourly Salary \$20.53 up to \$29.40

There are two (2) full-time, non-exempt vacancies to be filled in the Health Department's Healthy Homes and Lead Hazard Control Program. **Both of the vacancies are grant-funded positions which will terminate, at the latest, in June 2015.** Schedule flexibility is required. This could include, as needed, some evenings and weekends. **Primary Responsibilities:** Perform Lead Risk Assessments, write work specifications and perform clearance inspections for the HUD Lead Hazard Control grant. Issue corrective orders to ensure compliance with public health standards and codes. Provide education and outreach on lead-safe work practices. Raise awareness of lead as a health hazard to children and the need for blood testing for children. Coordinate activities for/with grant staff. **Qualifications: Education:** Bachelor's Degree with a minimum of 45 quarter, or 30 semester credits in a related science. You **MUST** submit copies of your transcripts, showing successful completion of specific science coursework, **by May 9, 2014** to Joel.Lampe@minneapolismn.gov or fax to (612) 673-2508. Include job title and Exam # on each page of your submission. Without them your application will be deemed as incomplete and will not be submitted for further consideration. **Licenses:** State of Minnesota Lead Risk Assessor License – You must obtain this license within three (3) months of hire, and maintain a valid license throughout employment in this title. Continued employment is contingent upon this requirement. Driver's License - Must have and maintain a valid license throughout employment in this title. Within two (2) years of hire, you must obtain/maintain a valid license as a Registered Sanitarian/Registered Environmental Health Specialist. Continued employment is contingent upon this requirement. Certificates: Radiation Training Certification. You must obtain this certification within three (3) months of hire, and maintain it throughout employment in this title. Continued employment is contingent upon this requirement. **Applications accepted through Friday, May 9, 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.

The City of Minneapolis is an Equal Opportunity Employer

Health Program Manager – Family and Early Childhood / Annual Salary \$66,232 up to \$84,492

POSITION INFORMATION: There is (1) full-time, exempt vacancy to be filled in the Minneapolis Health Department. **Open to all applicants.**

Primary Responsibilities: Position works with and maintains positive relationships with Health Department staff and other city elected and appointed leaders, the Minnesota Department of Health, MN Department of Human Services, Minneapolis Public Schools, Minnesota Visiting Nurse Agency, Way to Grow and other project contractors, community partners, community residents, local and state policy makers, and other and county staff. **REQUIREMENTS: Education:** Master's Degree in Public Health, Public Policy, Public Administration, MBA or equivalent degree in closely related fields. **Experience:** Five (5) years of experience in public health/non-profit environment. **Applications accepted Monday, May 5, 2014 through Tuesday, May 27, 2014.**

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 until a sufficient candidate pool has been established, determined by HR.**

Public Health Specialist I – Research Assistant – Exam #21461 / Hourly Salary \$18.34 up to \$29.02

The Public Health Specialist I - Research Assistant position assists department researchers/epidemiologists with a research project called Supportive services for expectant and new fathers: a study of their impact on maternal well-being. The study is a 3-year project to test the effectiveness of an intervention delivered by Father Advocates to expectant and new fathers to improve maternal well-being. The individual in this position will conduct structured, in-person interviews with study participants (both fathers and mothers), enter interview data into a database, abstract data from home visiting records from two study sites, and maintain a meticulous record of interview status, participant consent forms, participant contact information, and participant compensation. **This is a full-time grant funded position through March 31, 2017, contingent upon availability of funding. REQUIREMENTS: Experience:** One (1) year experience working in a clinical, social service, or academic research environment, providing health or social services in an urban setting, or conducting interviews.

Education: Bachelor's Degree in public health, psychology, social services, health care, or equivalent degree in a closely related field

Equivalency: An equivalent combination of related education/experience may be considered. **License/Transportation:** Valid driver's license and reliable automobile are required. **Applications accepted Monday, April 28, 2014 through Friday, May 9, 2014.**

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 until candidate pool has been established, determined by HR.**

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 until candidate pool has been established, determined by HR.**

Supervisor Water Treatment Plant/Exam #21414/Salary \$75,326.00 - \$82,311.00

The duties of this position is to insure the continuous, economical and efficient operation and maintenance of the water treatment plant facilities. Supervise and coordinate the work of plant operation and maintenance staff. **QUALIFICATIONS:** High School Diploma or equivalent and completion of 30 college semester hours or 136 continuing education units of post-secondary technical training in any of the following: Water Environmental Technologies, Mechanical systems/rotating machinery, Hydraulics, Industrial electrical systems, Industrial electro-mechanical control systems, Commercial Heating, Air Condition and Refrigeration, Plumbing, or equivalent. Six years' experience in water treatment plant(s) similar to the Minneapolis water treatment plants, or wastewater treatment plant(s) with heavy emphasis on plant maintenance, operations, and chemical treatment. Two years or more as a part of the management of a Class A or B Water Supply System or a Class A or B Wastewater Facility may be substituted for the post-secondary training requirements. Diploma, Associates Degree, or Bachelor's Degree preferred. **LICENSES/CERTIFICATIONS:** Minnesota Class 'B' Water Supply System Operator Certificate, Valid Driver's License at time of hire, Minnesota Boiler License: Special Engineer within 6 months of hire. HAZWOPER Operations Level Certification within 12 months of hire. Background check/drug & alcohol testing. **Applications accepted through May 28, 2014.**

CITY EMPLOYEES ONLY

Office Support Specialist II- Exam #21445/Hourly Salary \$16.687 - \$23.226 Restricted to City of Minneapolis employees

There are currently two vacancies in the Public Works department and will be working to provide assistance to Public Works Administration and Solid Waste & Recycling division. The incumbents will provide clerical and administrative support in accordance with standard procedures and general understanding of the departments' functions to assist professional staff in meeting the goals of the department/division. **Qualifications:** Two years of experience as an Office Support Specialist I or equivalent administrative/clerical experience. High School Diploma or equivalent. An equivalent combination of related education/experience may be considered. Background check. **Applications accepted May1, 2014 through May 10, 2014**

The City of Minneapolis is an Equal Opportunity Employer