



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of June 9, 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.**

Building Trades Inspector Exam #21494

The City of Minneapolis seeks an experienced Building Trades Inspector. The Inspector will enforce the Minnesota State Building Codes and City Ordinances in new and existing structures. Conduct site inspections of new construction, alterations, repair or wrecking of buildings using applicable State codes, recognized standards and local ordinances in order to ensure public health, safety, welfare and accessibility. **Qualifications: Education** - Two years post high school education in a trade school, apprenticeship training in a trade area or equivalent **Experience** - Five years of experience as a Journeyman or Master Journeyman in a trade. **License:** Please see posting for a complete listing. **Equivalency** - An equivalent combination of related education/experience may be considered. Please follow the application process outlined. **Applications accepted through Friday, June 27, 2014.**

ERP Data Warehouse 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 Tuesday, June 10, 2014.**

PeopleSoft Administrator – 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.**

The City of Minneapolis is an Equal Opportunity Employer

Police Cadet #21487 - \$19.24 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 by June 27, 2014. **Information Sessions:** The Minneapolis Police Department (MPD) has prepared a detailed information session which you are highly encouraged to attend. Dates of evening sessions: *Tuesday, June 10* and *Tuesday, June 24, 2014*. See job announcement for more details. To review a complete job announcement, including requirements/instructions, and to apply online, visit www.minneapolismn.gov/jobs. **Open for application June 9-27, 2014.**

Public Health Specialist II – Exam #21489 / Annual Salary \$49,257 up to \$68,169

ALL applicants MUST submit a completed: 1) City of Minneapolis application (online or paper), applicants can apply online at www.minneapolismn.gov/jobs, 2) Resume must be submitted prior to the job closing date and can be emailed to Joel.Lampe@minneapolismn.gov. **Anyone may apply.** **POSITION INFORMATION:** The Public Health Specialist II position will implement selected strategies on behalf of the Minneapolis Health Department's Healthy Living Initiative, which works with community partners to create opportunities for all Minneapolis residents to eat healthy, be physically active and live tobacco-free. The Healthy Living Initiative is a collection of 23 projects that aim to create healthier environments and practices where people live, work, learn, play and seek health care. Primarily, this position will focus on working with community organizations and City departments to engage young people in creating healthier environments that support health. Secondly, this position will be responsible for implementing components of community food access projects and tobacco prevention projects. This is funded through the Statewide Health Improvement Program from the Minnesota Department of Health and is contingent upon this or other related funding. **Current funding for this position is secured through June 2015.** **REQUIREMENTS: Education and Experience:** Bachelor's Degree in Public Health, youth development or closely related field and two (2) years of relevant experience. **Desirable Qualifications:** A Master's Degree with a minimum of two years of relevant experience is desirable. **Equivalency:** An equivalent combination of related education and experience may be considered. **Applications accepted through Monday, June 9, 2014.**

Security Engineer – AMENDED – Exam #21451 / Annual Salary \$71,522 up to \$97,296

ALL applicants MUST submit a completed: 1) City of Minneapolis application (online or paper), applicants can apply online at www.minneapolismn.gov/jobs, 2) Resume must be submitted prior to the job closing date to Joel.Lampe@minneapolismn.gov. *Applicants failing to follow the application process may not be considered. Resumes are not being accepted in place of an official City of Minneapolis application. **POSITION INFORMATION:** There is currently one (1) exempt, full-time vacancy to be filled in the Information Security, Enterprise Applications Division of the IT Department. *Open to all candidates-internal/external applications may apply. **Primary Responsibilities:** Perform technical duties related to the City's Information Technology Security Program, including technical risk management, security strategy and infrastructure management, security evaluation and testing of IT products, and forensic investigations of IT incidents. **Qualifications: Required Education:** Bachelor's degree in an applied information technology discipline such as security engineering, network administration, or Windows administration or equivalent. **Required Experience:** Six (6) years of experience in working in a technical capacity in the IT department of a medium to large organization or equivalent, preferably experience in Windows administration, secure systems design and testing, computer forensic analysis. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, June 27, 2014.**

Senior Applications Analyst – IT Security Analyst – AMENDED – Exam #21407 / Annual Salary: \$64,386 up to \$88,616

Function as the key person supporting the information technology security program, taking responsibility for system administration, configuration, maintenance, support, testing and documentation. Develop and administer security awareness and education. Draft and maintain policy, procedures and standards library. Function as lead worker over other IT staff assigned to information technology security support activities, scheduling assigning and reviewing work product. **Qualifications: Required Education:** Bachelor's Degree in Management Information Systems, Software Engineering or equivalent. **Required Experience:** Six (6) years experiences in a software development, IT project management, IT systems/business analysis or application support and maintenance role in the Information Technology department of a mid-to-large enterprise. **Equivalency:** An equivalent combination of related education/experience may be considered. **Resume: REQUIRED.** You must submit your resume along with the required, official City application. Without an official City of Minneapolis application, your application will be deemed as incomplete. **Applications accepted through Friday, June 27, 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 until candidate pool has been established, determined by HR.**

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