



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN

WEEK of November 3, 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](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> 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

#### **Account Clerk II – Exam #21586 / Salary \$17.54 - \$24.31 hourly**

There is currently one (1) non-exempt vacancy to be filled in the Finance Department. Position responsibilities include but are not limited to: analyze extensive data, ensuring accuracy, prepare records that deal with complex payrolls, accounting and/or bookkeeping procedures. The eligible list being established by this exam may also be utilized in filling upcoming vacancies in other divisions/departments. **REQUIREMENTS (Education and Experience): Experience:** Three (3) years of basic accounting or bookkeeping experience. **Education:** High School Diploma or equivalent. **Equivalency:** An equivalent combination of related education & experience may be considered. **Applications accepted through Tuesday, November 4, 2014.**

#### **Administrative Analyst I – #21589/Salary \$18.46-29.23 hourly**

Perform administrative and technical work in conducting feasibility studies and devising procedures for problem resolution, and assist with the development, control and maintenance of cost effective methods of improving productivity. **Qualifications:** **Education:** Bachelors's Degree in Business Administration, Economics, Computer Science or equivalent. **Screening Questions:** It is your responsibility to respond to the screening questions as part of the online application process. Without them, your application will be deemed as incomplete. **Cover Letter and Resume:** Cover Letter and Resume must be submitted prior to the job closing date and can be emailed to [Katherine.Waryan@minneapolismn.gov](mailto:Katherine.Waryan@minneapolismn.gov). To view the full job announcement and complete the online application click on the following link: [http://www.minneapolismn.gov/jobs/jobs\\_index](http://www.minneapolismn.gov/jobs/jobs_index) then "View Job Postings and Apply Online" **Applications accepted through November 12, 2014**

#### **Administrative Analyst II – Exam #21579 / Annual Salary \$49,776 up to \$68,825**

There is currently one (1) full-time, exempt position to be filled in the Development Services division of Community Planning & Economic Development. **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. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, November 7<sup>th</sup>, 2014.**

#### **Business Intelligence Analyst – #21591/Salary \$64,686 - \$88,616**

The position is responsible for providing City-wide strategic, analytical, and technical support for business intelligence (BI) activities, including defining reporting and dashboard requirements and key performance indicators (KPI), and working with users to identify conceptual design, using appropriate tools and models, utilizing statistical knowledge and programming, and project management skills. **Qualifications: Experience:** The position requires 6 years of experience as a Statistical Programmer Analyst or in a similar job title, using statistical programming language(s) such as R, SAS, Stata, SPSS, or similar, including the use of software packages for data management and statistical analysis. **Note:** Fully describe the specific tools utilized, projects in which you were involved, duties you actually performed, your level of responsibility, etc. **Education:** The position requires a Bachelor's Degree in statistics, biostatistics, mathematics, or computer science with experience and/or coursework in statistics or applied statistics. An advanced degree, Masters or PhD, in the cited areas of study is preferred. **Applications accepted through November 13, 2014.**

**The City of Minneapolis is an Equal Opportunity Employer**

**Crime Analyst I - # 21596 /Salary Range: \$49,776.00 up to \$68,825.00**

The Minneapolis Police Department is accepting applications for Crime Analyst I. The Crime Analyst I will perform crime analysis and mapping work in support of Minneapolis Police Department crime prevention and investigation activities. The Crime Analyst I may be asked to assist outside research partners in gathering and obtaining necessary, relevant data, including crime data as well as other data that may be available. **Qualifications: Education-**Bachelor's Degree in Business, Criminal Justice or equivalent. **Experience-**Two years or relevant experience related to duties described above. To view a full job announcement including the application process please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs) **Applications through Wednesday, November 12, 2014**

**Document Solutions Center Technician I– #21595/Salary \$18.17–\$23.66 hourly**

Provide City Departments with cost effective and timely print and graphics solutions, by utilizing a variety of technical and computerized reproduction equipment **Qualifications: Experience:** Two years of related work experience. **Education:** High School Diploma or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered. **NOTE:** This position requires successfully completing a skills test within 6 month of employment to continue employment with the City. To view the full job announcement and complete the online application click on the following link: [http://www.minneapolismn.gov/jobs/jobs\\_index](http://www.minneapolismn.gov/jobs/jobs_index) then "View Job Postings and Apply Online" **Applications accepted through November 13, 2014**

**Fire Inspector Specialist II – #21597/Salary \$24.03–\$33.50 hourly**

Conduct complex fire and life safety inspections of existing commercial, industrial and institutional facilities as well as multi-unit residential properties and conduct Certificate of Occupancy inspections verifying, documenting and enforcing compliance with Minneapolis Code of Ordinance and the Minnesota State Fire Code. **Qualifications: Education:** Associate's Degree in Fire Science, Fire Protection, Engineering or a closely related field of equivalent. Bachelor's Degree Preferred. **Experience:** Three years of related experience in enforcing Minnesota State, Fire Codes and National Fire Protection Association Codes and Standards **Licenses/Certifications:** (1) Minnesota State Fire Inspector II Certification (must be obtained within one year of hire) and (2) "Valid Class "D" Driver's License. To view the full job announcement and complete the online application click on the following link: [http://www.minneapolismn.gov/jobs/jobs\\_index](http://www.minneapolismn.gov/jobs/jobs_index) then "View Job Postings and Apply Online" **Applications accepted through November 13, 2014**

**Health Inspector I – #21593 / Hourly Salary \$20.53 up to \$29.40**

Perform risk-based field inspections (using wireless remote computer technology) of food and beverage establishments, pools and spas, daycare centers, lodging and boarding facilities, schools, suntan and tattoo parlors and other environmental health-related operations to ensure compliance with public health standards, codes, and ordinances. **REQUIREMENTS: Education:** Bachelor's Degree with a minimum of 45 quarter (or 30 semester) credits in a related science or equivalent. **Licensure:** Valid Driver's License while employed in this position. **Certification: Food Manager Certification.** Within six (6) months of hire, must successfully obtain / maintain valid Food Manager Certification. **Certified Pool Operator.** Within six (6) months of hire, must successfully obtain / maintain valid Pool Operator Certification. **Registration:** Must hold or have ability to obtain, within two (2) years of hire, Minnesota registration as an Environmental Health Specialist/Sanitarian. Registration by another state or the National Environmental Health Association may be considered for equivalency. To view this posting and apply online, please visit [www.ci.minneapolis.mn.us/jobs/](http://www.ci.minneapolis.mn.us/jobs/) **Applications accepted through Wednesday, November 19, 2014.**

**OFFICE SUPPORT SPECIALIST I EXAM #21602/HOURLY \$16.51 UP TO \$21.55**

The Office Support Specialist I (OSS I) position will provide customer service in the Records Information Unit (RIU) of the Minneapolis Police Department. The OSS I will perform complex clerical work involving familiarity with the practices, procedures and regulations of the Minneapolis Police Department. **Qualifications: Education:** High School Diploma or equivalent required. **Experience:** Two years of verifiable clerical experience including the ability to type 45 wpm. For a complete job announcement and how to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs) **Application accepted through Monday, November 17, 2014.**

**Senior Internal Auditor – Exam #21584 / Annual Salary \$62,556 up to \$80,251**

There is currently one (1) full-time, exempt vacancy to be filled in the Internal Audit Department. Schedule flexibility required. If needed, incumbent may work additional hours (approximately 10%, during some weekdays and/or weekends) to meet the needs of the job, accommodate clients, or meet deadlines. **Primary Responsibilities:** Lead and perform operational, compliance, financial, and/or system audits for City of Minneapolis Departments, Boards and Commissions. **REQUIREMENTS: Education:** Bachelor's Degree in Accounting, Finance, or a closely related field or equivalent. **Experience:** Five (5) years of internal or external audit experience, performing the full scope of duties of an auditor. **Certifications:** Must currently hold, and continue to hold, "in good standing" certification status as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Government Auditing Professional (CGAP). **Applications accepted through Monday, November 3, 2014.**

**Systems Engineer II – #21536/Salary \$64,386 – \$88,616 annually**

Member of systems engineering team that guides and manages, new and existing information technology products and software through the information technology life cycle. **Qualifications:** **Education:** Bachelor's Degree in Computer Science or related field. **Experience:** Six years of experience working with enterprise server and client systems - involving Windows operating systems, networking, security, and routing. **Equivalency:** An equivalent combination of related education/experience may be considered. **Certificates:** Must be a Microsoft Certified Systems Engineer (MCSE) within nine (9) months of hire. To view the full job announcement and complete the online application click on the following link: [http://www.minneapolismn.gov/jobs/jobs\\_index](http://www.minneapolismn.gov/jobs/jobs_index) then "View Job Postings and Apply Online" **Applications accepted through November 14<sup>th</sup>, 2014**

**Water Network Analyst – #21568 / Annual Salary \$60,188 up to \$82,586**

This position is responsible for the management of the SCADA and Security network infrastructure for Water systems. **Qualifications:** **Education:** Technical Degree in Computer Science, Current CISCO or Microsoft Certification (CCNA/E, MCSE) or equivalent; Four year degree preferred. **Experience:** Four years of experience performing related duties, including experience in the design and maintenance of structured data network infrastructure. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through November 7, 2014.**

## CITY EMPLOYEES ONLY

**Professional Engineer – Exam: 21603 Salary: \$68,580 - \$87,477**

Performs a variety of professional engineering work in the supervision of construction projects , program management, project preparation of plans and specifications for engineering projects, cost analysis and development Programs. **Qualifications:** Bachelor's Degree in Civil Engineering or closely related field. Three years of engineering experience. Registered as a Professional Engineer in the State of Minnesota. **Applications accepted through Monday, November 10, 2014.**

**SR. WATER OPERATOR Exam: 21573 Salary: \$29. 07 - 29.58 Position Information:** Act as lead worker in the operation and maintenance of the City's water treatment system to ensure adequate quantity and quality of potable water. **Qualifications:** **Education:** Water Environment Technologies Diploma (One Year Program) or equivalent to the studies in Biology, Chemistry, Environmental Science or related science field. **Experience:** Three years of directly working at a water treatment plant **Equivalency:** A combination of directly related education in Biology, Chemistry, Environmental Science or related science field and experience working at a water treatment plant will be considered **LICENSE/ CERTIFICATIONS:** Minnesota Class 'C' Water Operators Certificate Minnesota Special Boilers License and Driver's License A copy of your license(s) **MUST** be submitted with your application materials. **Applications accepted through Monday, November, 10, 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.