



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN

WEEK of November 10, 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

#### **911 Dispatcher – #21607/Hourly \$21.73 - \$29.55**

Answer calls for emergency assistance involving police, fire or medical emergency and other public service requests and prioritize and dispatch calls received at the Minneapolis 911 Call Center for the Minneapolis Police Department and the Fire Department, and to prioritize and transfer emergency medical information to appropriate dispatch and perform related duties and communications as required. **Qualifications:** Experience: One year of customer service/public service experience in a fast paced environment. Education: High School Diploma (post high school work in Police Science, Communications, Emergency Response or related field is desirable). Candidate must be able to type 35 words per minute. This is included on the computer skills assessment exam. **Applications accepted through November 16, 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. **Equivalency:** An equivalent combination of education/training and work experience may be considered. 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 Thursday, November 13, 2014.**

#### **Coordinator Plans & Scheduling – #21609/Salary \$69,401 to \$75,836 Annually**

Coordinate planning and scheduling of maintenance, repair, rehabilitation, and operation activities of the sanitary and storm sewer systems for long term staffing and resource planning and allocation. **Qualifications:** Two (2) years as a foreman or supervisor in construction/maintenance field OR Six (6) years experience in a Sewer Maintenance, Sewer Construction or similar operation OR Four (4) years in inspection, testing and construction oversight OR A combination of qualifying experience (as noted above) may be considered. **Education:** High School Diploma or equivalent. 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 December 5, 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. **Equivalency:** Bachelor's Degree in Fire Science, Fire Protection, Engineering or a closely related field AND one year of related experience in enforcing Minnesota State, Fire Codes and National Fire Protection Association Codes and Standards may be considered. 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.**

**Inspector, Environmental I – Exam #21608 / Hourly Salary \$20.42 up to \$29.25**

There is currently one (1) full-time, non-exempt vacancy to be filled in the Environmental Services Division of the Minneapolis Health Department. Work hours are scheduled during normal business hours but incumbent's schedule flexibility is occasionally required due to weekend/evening meetings or emergencies. **Primary Responsibilities:** An Environmental Inspector I functions as a professional-level program representative in the enforcement of environmental ordinances of the City of Minneapolis and applicable State and Federal statutes, and conduct routine investigations to resolve environmental problems that include noise, air quality, water quality, and soil pollution, and draft and issue permits. **REQUIREMENTS: Education:** Bachelor's Degree in Environmental, Engineering, Natural, Earth, Physical, Life, or Medical Science, or a related field. **License:** Maintain a valid Minnesota Driver's License while employed in this position; continued employment is contingent upon this. **Applications accepted through Monday, November 17, 2014.**

**Office Support Specialist I - Exam #21602/Hourly Salary \$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.**

**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 14, 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.**

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.