



Frequently
asked



QUESTIONS
about a
CAREER



with the City of
MINNEAPOLIS



Working for the City
that Works!



WHO Works for the City?

More than 7,000 women and men work for the City of Minneapolis, Park, and Library. City employees provide fire and police protection, water and sewer services, street maintenance, and other services that are essential to the community's well being. One of the major employers in the Twin Cities metropolitan area, the City offers employment in over 600 position titles from entry-level to management.



This guide to careers with the City of Minneapolis answers common questions about the City's hiring process. (You will find information about specific positions in official job announcements.) The Staffing Division of the Department of Human Resources welcomes questions from both job applicants and persons who wish to explore career opportunities. The Human Resources Department is located at 250 South 4th Street in downtown Minneapolis. Office hours are from 7:30 a.m. to 5 p.m. Monday through Friday. The telephone number is (612) 673-2282. The TTY number is (612) 673-2157.





WHY is the City a great place to work?

- extensive benefit package
- large and diverse workforce
- variety of jobs, work locations, and hours
- extensive promotional opportunities
- easy access to jobs via public transportation
- generous vacation and sick leave schedule
- competitive pay with merit and cost of living increases

WHAT are the Advantages?

Employees of the City of Minneapolis have served the city's citizens since 1856. As a new employee, you will join a proud tradition of public service.

You will receive a compensation package of wages and benefits that are competitive with those offered by the private sector. You will work for an organization that supports employees with up-to-date training and technology, and that works as manager / employee teams to provide quality services while using taxpayer dollars wisely. If you are an entry-level employee, you will have opportunities to promote to more responsible positions at higher rates of pay.



WHAT is Civil Service?

Civil Service is an employment process used by government to hire and promote the most qualified applicants through competitive examinations. Civil service systems also protect government employees from being hired or fired as a result of the political process.

Minneapolis Civil Service is separate from state, federal and county civil service systems. The Minneapolis Civil Service Commission sets rules and policies for employment with the City.

MUST I Be a Resident to Apply?

You do not have to be a resident to apply for a position with the City of Minneapolis; anyone who meets the requirements for a position can complete an employment application and submit it for consideration. (The only exception is Firefighter, which requires that applicants be residents.)

ARE There Age Requirements?

Qualified persons over the age of 16 are eligible to be hired for City jobs. There are some exceptions. Any age requirement will be listed in the job announcement.

HOW Long Do Lists of Qualified Candidates Last?

Most lists remain active for up to one year. Applicants who are not selected for a position return to the list in original rank order. Therefore, even if you are not hired immediately, you may be considered for employment until the list expires.

IS There Special Testing?

If you have a disability which requires special testing accommodations, please note this on the "Confidential Data Form" which is part of the employment application. You will be contacted by Staffing Services to make sure that special testing accommodations are provided in accordance with the Americans with Disabilities Act of 1990.



HOW Do I Apply?

An official City of Minneapolis employment application form must be submitted for any City position. Applications are accepted at any time for any position. For positions that are not currently open, you can place your name on the Job Interest Postcard list or fill out an application.

Please review the job announcement carefully before you fill out the application; you must meet the minimum qualifications as stated in the announcement. The information you provide about your education and experience will be used to determine if you are qualified for the position and whether you will be invited to test.

Fill out your application completely leaving no blanks. If transcripts, licenses or certifications are required, please submit photocopies (not originals) of these documents with your application. If you have any questions, do not hesitate to call the Human Resources Associate whose telephone number is listed in the job announcement.

Applications must be received by Staffing Services no later than 5 p.m. on the closing date indicated in the job announcement. If you mail your application, make sure that it will arrive on or before the closing date.

ARE Medical Exams Required?

Some City positions require a medical examination. The City pays for required medical exams. In addition, some positions require a drug test, and /or a background investigation before applicants can be considered for employment. Job announcements indicate which test, if any are required.

ARE Tests Given for All Positions?

Staffing Services administers examinations to determine which applicants are the most qualified for a particular position. There is no single "Civil Service Test"; examinations are developed to suit duties and responsibilities of each job. Staffing Services uses written and oral examinations, tests of physical ability, and demonstrations of practical skills as testing instruments. For some positions, the entire examination consists of a rating of education and experience as you describe them in your application.

WHAT Happens Next?

Staffing Services screen your application to determine whether you meet the minimum qualifications for the position. If you meet the minimum qualifications and are selected for testing, you will be notified by mail of the date, time and location of the examination for the position. Notices are mailed at least ten days before the test to give you time to arrange your schedule. Usually they are mailed within a few weeks of the position's closing date. You will also be notified by mail if you do not meet the minimum qualifications or are not selected for testing.

WHAT is a List of Qualified Candidates?

Lists of qualified candidates are used to fill vacant positions as they occur. Staffing Services places applicants who achieve a passing score on the examination on a list. The hiring department then interviews applicants from the list. When the interviews are completed, the department offers the position to the applicant who best fits the duties and responsibilities of the position.

WHICH Jobs Are Frequently Open?

Staffing Services provides recruitment, testing and selection services to departments of the City of Minneapolis, the Minneapolis Park & Recreation Board, and the Minneapolis Library Board. Staffing Services fills approximately 800 full and part-time positions annually. Positions frequently open include the following. (Please note that this is only a partial list of positions.)

City of Minneapolis Departments

Police Officer, Construction Equipment Operator, C&M Laborer, Animal Control Warden, Clerk Typist, Firefighter, 9-1-1 Operator, Engineering Aide and Traffic Control Agent.

Park & Recreation Board

Recreation Plus Coordinator, Park Patrol Agent, Arborist Trainee, Recreation Building Coordinator and clerical positions.

Minneapolis Library Board

Computer Specialist, Library Aide, Bindery Aide and janitorial positions.

HOW Do I Find Out About Openings?

State law requires the City to announce publicly all job openings. Potential applicants have several different ways to keep track of current openings.

Job Hotline

The Job Hotline provides information on all current openings. The number is (612) 673-CITY (673-2489) Option 11. The hotline is updated every Monday. Persons with disabilities can obtain job information by calling TTY (612) 673-2157 between the hours of 10 a.m. and 4 p.m., Monday through Friday.

Newspaper Advertisements

The City announces openings in the employment-classified section of the *Star Tribune*. Positions are listed by job title – for example, Police Officer. Announcements of some positions appear in community newspapers.

City Cable 34

Current employment opportunities appear on City Cable 34. Minneapolis residents who subscribe to cable can view videotext announcements.

Job Interest Postcards

For positions that are not currently open for application, Staffing Services offers a system that notifies you when they do open. You will first need to determine the title of the position (or positions) in which you are interested – for example, Construction Equipment Operator. You can find out through a telephone call or visit to Staffing Services. Next you will need to provide your name, address and the position title(s). You can do so in person or by calling (612) 673-2282. When the position opens you will be sent a Job Interest Postcard. You can sign up for more than one job title. Mailing lists are kept on file for a year. If you have not been notified within a year that a position has opened, you will need to request to be added to a new list.

Web site – www.ci.minneapolis.mn.us

WHAT is the Policy on Diversity?

The City of Minneapolis is an Equal Opportunity and Affirmative Action employer and is committed to a work force that reflects the diversity of the community it serves. Persons of color, women and persons with disabilities are encouraged to apply for City positions.

IS Preference Given to Veterans?

Qualified veterans who have passed the examination for a position receive additional points. All veterans receive five points; disabled veterans receive 10 points. Points are added to the veteran's test score before it is compared to scores of other applicants. Veterans must complete the veterans' preference section of the application and submit their DD214 form, which shows the type of discharge, length of service and other information.

HOW Long is Probation?

The City of Minneapolis requires all new employees to serve a probationary period. Depending upon the position, this period is either six or twelve months. During this time, your supervisor will determine whether or not you are performing satisfactorily in the position.

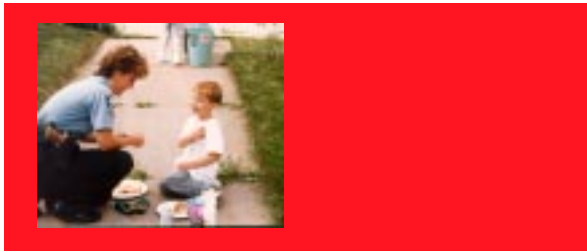
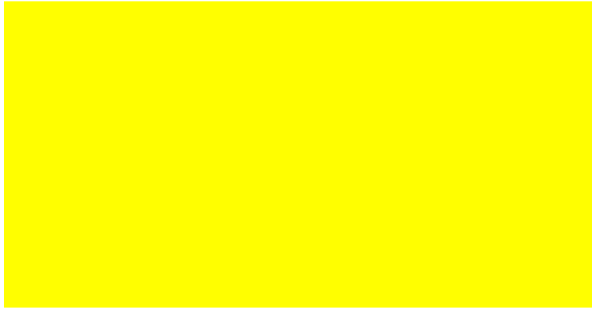
ARE Some Openings Restricted?

Some openings are restricted to current City or Minneapolis employees. These openings provide opportunities for promotion and career change. Job announcements clearly state whether a position is open to the general public or restricted to current employees.



DO YOU HAVE OTHER QUESTIONS?

Staffing Services welcomes your questions.
Call (612) 673-2282 weekdays from
7:30 a.m. to 5 p.m. or stop by our offices
at 250 South 4th Street Room 100
in downtown Minneapolis.



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Affirmative Action / Equal Opportunity Employer