



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, March 19, 2018

Current

External Job Opening

Job #	Job Title	Job Type	Salary	App Open Date	App Closing Date
2017-00665	Certification Specialist (Contract Compliance Officer) - AMENDED	Full-time	\$27.35 - \$36.60 hourly	02/28/18	03/21/18

Department:

Civil Rights

Position Description:

This position will conduct and lead others in conducting desk review and on site investigation of contractors' compliance with [Chapter 139.50](#) of the Ordinances and applicable equal employment opportunity regulations within the geographic area of the City of Minneapolis.

This job has been amended to close on Wednesday, March 21, 2018.

2018-00088	Customer Service Representative II	Full-time	\$21.00 - \$28.10 hourly	03/12/18	03/21/18
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Department:

Health

Position Description:

There is currently one full-time non-exempt vacancy in the Minneapolis Health Department. Under general supervision the Customer Service Representative II is responsible for assisting in the resolution of the more complex problems associated with Environmental Divisions that include: Environmental Services, Lead and Healthy Homes, and Environmental Health; billing, permits, and coordination with business license processing, and performing customer intake and triage, research, and processing of customer refunds.

The eligibility list that is created by this posting will be available to any department seeking to fill a Customer Service Representative II vacancy over a four month period.

2018-00102	Development Contracts Administrator	Full-time	\$70,909.00 - \$96,941.00 annually	03/16/18	04/06/18
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Department:

Finance & Property Services

Position Description:

There is currently one exempt, full-time vacancy to be filled in the Finance & Property Services Department. This position is responsible for the administration and servicing of over 700 housing and economic development loans that were originated through numerous city programs and projects over the years. The terms of these loans are contained in a wide variety of development and redevelopment contracts, loan agreements and other legal documents. Each year new loans are originated and old loans are satisfied, and this position works with staff in the Minnesota Office of the State Auditor to annually audit this loan portfolio. Additionally, the position monitors over 1,000 loans that are serviced by external vendors that are under contract with the City of Minneapolis.

The position works closely with staff in the City's Community Planning & Economic Development (CPED) Department, and has regular contact with external lenders, servicers, real estate agents, and title

companies. Reports must regularly be prepared to the City's Finance Officer and the Minneapolis City Council. These reports sometimes require oral presentations to one or more City Council committees. The position also has frequent contact with borrowers (homeowners and businesses) that are seeking general information about their loan or are requesting a loan modification.

2018-00100	Elevator Inspector	Full-time	\$42.19/Hour	03/12/1803/23/18
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Department:

Community Planning & Economic Development

Position Description:

This position will enforce the Minnesota State Building Codes and City Ordinances in new and existing structures by conducting site inspections of new construction, alterations, repair or wrecking of buildings to ensure public health, safety, welfare and accessibility.

2018-00047	Engineering Technician II-Full-time Amended	Full-time	\$22.75 - \$30.44 hourly	03/12/1803/22/18
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Department:

Public Works - Sanitary Sewer

Position Description:

The City of Minneapolis Public Works Department currently has three openings for an Engineering Technician II in the following divisions: Surface Water & Sewers and Water Treatment & Distribution. The eligibility list created by this posting will be available to any division seeking to fill an Engineering Technician II over a 3 month period.

Surface Water & Sewers (Four vacancies): 1901 East 26th Street, Minneapolis, MN 55404. Perform paraprofessional civil engineering work and other related duties in the field and office.

Water Treatment & Distribution (One vacancy): 4300 Marshall St. NE, Minneapolis, MN 55421. Perform computer aided drafting and design work in support of both civil engineering and electrical engineering projects.

2018-00077	Equipment Service Worker	Full-time	\$15.08 - \$24.39 hourly	03/07/1804/01/18
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Department:

Public Works - Fleet Services

Position Description:

- Perform maintenance and light repairs on automobiles, light duty trucks, heavy duty trucks, construction equipment, and Solid Waste & Recycling equipment.
- Current opening as in the Fleet Services Division and may require working shifts 6:00 am – 2:30 pm; 3:00 pm - 11:30 pm. or 10:00 pm – 6:30 am

2018-00074	Foreman, Sewer Construction/Maintenance	Full-time	\$32.57 - \$35.59 hourly	03/15/1803/25/18
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Department:

Public Works - Capital Improvements

Position Description:

Supervise and coordinate the work of crews of engaged in the construction, repair, maintenance, and cleaning of storm drains, sanitary sewers, and tunnels.

2018-00062	Foreman, Street Maintenance & Repairs	Full-time	\$32.57 - \$35.59 hourly	03/10/1803/20/18
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Department:

Public Works - Transportation Maint & Repair

Position Description:

Supervise and coordinate the work of crews engaged in the maintenance and repair of streets, alleys, parkways, plazas and snow/ice control.

This posting may be used to fill additional vacancies throughout the eligibility expiration date.

2018-00099	Inspector, Building Trades - Plumbing	Full-time	\$36.81/Hour	03/12/1803/23/18
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Department:

Community Planning & Economic Development

Position Description:

This position will enforce the Minnesota State Building Codes and City Ordinances in new and existing structures by conducting site inspections of new construction, alterations, repair or wrecking of buildings to ensure public health, safety, welfare and accessibility.

2018-00094	Labor Relations Coordinator	Full-time	\$94,551.00 - \$112,084.00 annually	03/12/1803/23/18
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Department:

Human Resources

Position Description:

"There's no higher calling in terms of a career than public service, which is a chance to make a difference in people's lives and improve the world." ~Jack Lew

Our Labor Relations Division is at the heart of innovation in the City, working closely with our labor partners to conceptualize and implement new ways to attract, develop, and retain a talented, diverse workforce.

We are seeking a collaborative leader with an interest-based approach to labor relations, who has mastered the art of non-adversarial, productive relationship-building. As the 16th largest city in the United States and the largest city in Minnesota, the City of Minneapolis maintains a collaborative nature of labor relations with its 23 unions. There is significant variety to the contracts - with anywhere from five employees to hundreds.

This individual contributor will have autonomy in high-responsibility, challenging work. In addition to developing effective working relationships with bargaining unit leadership and business agents, this highly visible role interfaces frequently with City leadership.

2018-00061	Master In Charge Plumber Foreman	Full-time	\$44.10 - \$44.10 hourly	03/12/1803/25/18
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Department:

Public Works - Water Treatment & Distribution

Position Description:

Supervise, plan, layout, assign and participate in the work of Journeyman Plumbers or Plumber Welders engaged in the installation and maintenance of City piping, including gas, acids, air, chlorine, vacuum, water systems, distribution systems, drain lines, etc

2018-00068	Real Estate Investigator I	Full-time	\$23.64 - \$31.63 hourly	03/19/1804/08/18
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Department:

Public Works - Trans Engineering & Design

Position Description:

Assist in right of way and land acquisition activities or in preparatory processing of public project assessments for the Public Works Department.

2018-00050	Senior Advisor, Human Trafficking Prevention	Full-time	\$104,116.00 - \$113,164.00 annually	02/15/18Continuous
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Department:

City Coordinator

Position Description:

The City of Minneapolis was one of three winning cities selected by the [Partnership for Freedom](#) for the [Pathways to Freedom](#) city competition between the [100 Resilient Cities](#). Minneapolis was selected based on our commitment to a comprehensive and holistic anti-trafficking approach, robust community engagement strategies, and City leadership support for the initiative to prevent both sex and labor human trafficking.

This senior role will transform and accelerate how the City approaches the prevention of human trafficking and support to trafficking survivors. Located directly in City Hall and reporting to the City Coordinator's Office, this position will develop and coordinate the implementation of a citywide policy blueprint on human trafficking. This blueprint will identify the multiple City systems that are needed in a response, recommend new policies and practices, and strengthen existing efforts. This position ensures that the prevention of

trafficking, identification of victims and those at risk of trafficking, and service delivery to all survivors of trafficking are key components of program planning and execution across the City's departments.

This is a temporary position funded by [Humanity United](#) and the [NoVo Foundation](#) through a two-year grant. Funding beyond that time cannot be guaranteed and does not confer permanent employment.

The City of Minneapolis will accept applications until this position is filled. Priority will be given to those who submit an application by Thursday, March 1, 2018

2018-00070	Workers Compensation Claims Adjuster	Full-time	\$55,026.00 - \$76,154.00 annually	03/08/1803/21/18
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Department:

Finance & Property Services

Position Description:

There is one full-time, exempt vacancy to be filled in the Finance and Property Services Department. This position will perform under supervision, process medical and loss time workers compensation claims, and subrogation claims in accordance with Workers Compensation Laws.

Promotional Only Opportunities

Job #	Job Title	Job Type	Salary	App Open Date	App Closing Date
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2018-00072	Animal Care Technician II	Full-time	\$19.29 - \$25.82 hourly	03/12/1803/21/18
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Department:

Regulatory Services

Position Description:

Provide care to housed animals, and perform services related to evaluation, intake, medical care, and re-homing.

Additional Position Information:

- There are currently two (2) vacancies to be filled in the Animal Care and Control Division of Regulatory Services; one full-time non-exempt, and one part-time non-exempt.
- MACC is a 24-hour/7 days a week operation. **Employees should expect to work a high percentage of evenings, weekends AND holidays.**

2018-00026	Customer Service Representative II	Full-time	\$21.00 - \$28.10 hourly	03/12/1803/23/18
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Department:

Finance & Property Services

Position Description:

***This posting is restricted to current City of Minneapolis employees.**

There is currently one (1) non-exempt, full-time vacancy to be filled in the Utility Billing unit of the Treasury Division of the Finance Department. Normal business hours are from 8:00 a.m. – 4:30 p.m., Monday through Friday.

Under general supervision the position will function as a lead worker for the Customer Service Representative I, handling more complex problems in Utility Billing processes; adjusting accounts for accuracy, handling relationship with collections agencies, supporting other CSR II as a back-up to ensure bills for high volume, commercial and wholesale accounts are created, customers' bank accounts are accurately drafted, and ACH information is correctly entered. In addition, this position will assist in documentation of the office procedures and training Utility Billing staff.

2018-00092	Fire Motor Operator (FMO)	Full-time	\$26.34 - \$29.04 hourly	03/19/1803/30/18
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Department:

Fire

Position Description:

This position is restricted to current Minneapolis Fire Department employees.

Important Application Information:

- The City of Minneapolis only accepts applications online. We do not have a paper application.
- A valid email address is required to create an account. All communication with applicants will be via email, so be sure to check your email frequently (including spam/junk mailbox).
- Provide your legal name. Format your name in upper and lower case letters.
- All required documents listed on the job posting must be submitted with a completed application by the closing date. Incomplete applications may be rejected. If required information is not submitted by the application deadline, it will not be considered in the review of the applicant's qualifications.
- **A resume is not a substitute for completing the online application.** If the online application does not include complete information, it will not be considered further.
- Online applications are stored on a secure site. Only authorized employees have access to the information submitted.
- The City of Minneapolis does not retain applicant login or password information. Forgotten passwords can be reset by clicking "Reset Password" on the login page.
- Your application status will be updated throughout the hiring process, and is found within your account under "Applications and Status."

For technical assistance with the online application, contact NEOGOV Customer Support at 1-855-524-5627 between 8 a.m. and 8 p.m. CDT, Monday-Friday.

This position performs work driving all fire department vehicles and attached apparatus and operates pumps and ladders.

Intern Opportunities

Job #	Job Title	Job Type	Salary	App Open Date	App Closing Date
2017-00549	EMS Pathways Academy Student Intern	Part-time	\$15.00/Hour	03/19/18	03/30/18

Department:

Fire

Position Description:

Important Application Information:

- The City of Minneapolis only accepts applications online. We do not have a paper application.
- A valid email address is required to create an account. All communication with applicants will be via email, so be sure to check your email frequently (including spam/junk mailbox).
- Provide your legal name. Format your name in upper and lower case letters.
- All required documents listed on the job posting must be submitted with a completed application by the closing date. Incomplete applications may be rejected.
- **A resume is not a substitute for completing the online application.** If the online application does not include complete information, it will not be considered further. If required information is not submitted by the application deadline, it will not be considered in the review of the applicant's qualifications.
- Online applications are stored on a secure site. Only authorized employees have access to the

information submitted.

- The City of Minneapolis does not retain applicant login or password information. Forgotten passwords can be reset by clicking "Reset Password" on the login page.
- Your application status will be updated throughout the hiring process, and is found within your account under "Applications and Status."

For technical assistance with the online application, contact NEOGOV Customer Support at 1-855-524-5627 between 8 a.m. and 8 p.m. CDT, Monday-Friday.

The EMS Pathways Academy Student Internship Program is helping the Minneapolis Fire Department and Hennepin EMS workforce to better reflect the community they serve. The first and second class of graduates included 90% people of color and was over 50% female. Obtaining your Emergency Medical Technician (EMT) certification opens the door to many career paths. This is a rapidly expanding field and as more jobs for EMTs are created, it will be necessary to fill these positions with qualified candidates that reflect the multilingual and culturally diverse communities they serve. Graduates of this program have been successfully hired as Minneapolis Firefighters, dispatchers with Hennepin EMS, some have continued their training to become Paramedics, and some are working as Emergency Medical Responders for large scale events.

Note: This internship is in place for applicants who do not currently have an EMT certification. Applicants will not qualify for the internship if they have a current EMT certification.

Program Length: 13 week student internship for Emergency Medical Technician training and certification.

When: Three days a week between 8:00 a.m. - 4:30 p.m. tentative started date of June, 2018.

INFORMATION SESSION (optional):

The Minneapolis Fire Department has prepared a detailed information session which you are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. Each session will last up to 1 hour. We will highlight and discuss the following:

- Application process requirements
- EMS Academy and Education Program
- TABE reading assessment
- Physical agility exam

Date: Tuesday, March 20, 2018 – 6:30 p.m.

Location: UROC - 2001 Plymouth Ave N Minneapolis, MN 55411.

The City of Minneapolis is seeking a diverse applicant pool and is an Equal Opportunity/Affirmative Action Employer.

2018-00081	Law Clerk- Civil Division	Intermittent	\$21.00 - \$24.00 hourly	03/09/18	Continuous
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Department:

Attorney

Position Description:

The Civil Division advises and represents the City on a wide variety of legal matters including constitutional claims, torts, labor and employment, and governmental authority. The Civil Division performs virtually all legal work and litigation for the City and represents the City in federal and state courts and before various administrative agencies and boards. It is staffed by 28 attorneys, four paralegals, and an investigator.

Civil Division litigation attorneys represent the City in numerous cases each year. These cases involve: governmental authority and constitutional issues; zoning and licensing matters; police use of force cases; and personnel and employment related matters. Civil Division attorneys handle litigation cases from commencement of the suit through any appeals. The majority of the cases are in federal court with typically at least four jury trials per year.

The client services attorneys are involved in a broad variety of subjects and activities that include zoning and planning advice, development and real estate agreements, all elections advice, ordinance drafting, and regulatory, environmental and constitutional issues, among others.

Work Schedule: Business hours, Monday through Friday, dependent on class schedule. Applicants are asked to commit to at least 10 hours of work each week.

All applicants **MUST** submit:

- City of Minneapolis online application through TeamMinneapolis
- Resume
- Cover Letter
- Unofficial Transcript
- Writing sample listed under "Required Qualifications"
- All screening questions listed in the online application must be answered

2018-00082	Law Clerk- Criminal Division	Intermittent\$21.00 - \$24.00 hourly	03/07/18Continuous
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Department:

Attorney

Position Description:

The Criminal Division of the City Attorney's Office prosecutes all adult gross misdemeanor, misdemeanor and petty misdemeanor offenses in the City of Minneapolis. Prosecution is a mandated function. The criminal prosecution function is divided into five teams: domestic violence, chronic offender prosecutions, and two trial teams that prosecute all other cases.

Under the supervision of an attorney, the City Attorney's Office's Criminal Division Law Clerks will represent the City in the misdemeanor courtrooms, performing such duties as presenting plea negotiations to the court, making bail arguments, communicating offers to pro se parties, conducting court trials on traffic matters, and processing files for future court appearances.

The clerk may also draft criminal complaints and memoranda, and perform legal research on criminal law and/or procedure. The position is courtroom-focused and requires availability to cover morning and/or afternoon court calendars and court appearances in Hennepin County District Court.

Work Schedule: Business hours, Monday through Friday, dependent on class schedule.

All applicants **MUST** submit:

- City of Minneapolis online application through TeamMinneapolis
- Resume
- Cover letter
- Unofficial Transcript
- Writing sample listed under "Required Qualifications"
- All screening questions listed in the online application must be answered