



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 12, 2018

Current External Job Opening					
Job #	Job Title	Job Type	Salary	Application Open Date	Application Closing Date
2017-00665	Certification Specialist (Contract Compliance Officer)	Full-time	\$27.35 - \$36.60 hourly	02/28/18	03/14/18

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.

2017-00588	Custodian, Property Services (Permit) - Amended	Intermittent	\$14.18 - \$22.78 hourly	11/15/17	Continuous
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Department:
Finance & Property Services

Position Description:

This job opportunity does not guarantee full-time permanent City employment or benefits.

The Custodial Services Team is responsible for maintaining a safe, clean and healthy environment at the locations we are assigned to clean as well as upkeep of the exterior grounds and safety related issues (some minor snow and ice removal in winter months) as assigned.

Note: The temporary assignment may last up to six months.

This posting has been amended to extend the application period. The closing date will be determined at a later date.

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.

2018-00049	Deputy Commissioner of Health (Appointed)	Full-time	\$109,108.00 - \$129,341.00 annually	02/14/18	03/12/18
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Department:

Health

Position Description:

This job has been amended to close on Monday, March 12, 2018.

The Deputy Commissioner serves as Chief Operating Officer of the department. The position assists the Commissioner of Health in providing leadership and direction in the Department. The Deputy Commissioner is responsible for efficient internal support operations, including oversight of research and evaluation, public health emergency preparedness, and administrative services, as well as effective enterprise relationships and coordination of key external partnerships. The Deputy Commissioner assumes responsibility for the Department in the absence of the Commissioner.

The City of Minneapolis will accept applications for this position until the position is filled. Priority will be given to those who submit an application by Wednesday, February 28, 2018.

2018-00069	Director, Office of Immigrant and Refugee Affairs	Full-time	\$94,551.00 - \$112,084.00 annually	02/27/18	03/16/18
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Department:

Neighborhood & Community Relations

Position Description:

The [Director of Immigrant and Refugee Affairs](#) will support and enhance the economic, civic, and social integration of immigrant and refugee communities across Minneapolis; ensure access to resources and programs, collaborate with federal, state, local, and international governing bodies, nonprofit organizations, and community stakeholders on immigration and refugee issues, programs and policies; advocate for continued immigration reforms at all levels of government in order to eliminate inequities; to make Minneapolis a welcoming city for immigrants, refugees and existing residents alike, and to serve as a hub for accurate information and education.

This is an appointed position. Applications are being accepted through March 16, 2018.

2018-00100	Elevator Inspector	Full-time	\$42.19/Hour	03/12/18	03/23/18
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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	\$22.75 - \$30.44 hourly	03/12/18	03/22/18
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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 (Two 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.

2018-00031	Fire Inspections Specialist I	Full-time	\$23.92 - \$32.01 hourly	03/09/18	03/23/18
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Department:

Regulatory Services

Position Description:

Prepare inspection reports, observe agency policies and procedures, perform fire & life safety field inspections of existing structures and multi-unit residential properties, handle complaints, maintain City records, participate in legal proceedings, recognize needs for a permit, verify and determine operational readiness of fire and life safety systems and maintain an open and professional dialogue with Regulatory Services staff, emergency response personnel and other City of Minneapolis disciplines.

2018-00062	Foreman, Street Maintenance & Repairs	Full-time	\$32.57 - \$35.59 hourly	03/10/18	03/20/18
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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	03/12/18	03/23/18
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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	03/12/18	03/23/18
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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 24 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	03/12/18	03/25/18
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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.

2018-00073	Operations Maintenance Specialist - Intermittent	Intermittent	\$16.42 - \$22.05 hourly	03/07/18	03/18/18
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Department:

Convention Center

Position Description:

The Minneapolis Convention Center welcomes approximately 750,000 guests from around the world and hosts more than 350 events annually. We are one of the top 20 largest convention centers in the United States and feature 1.6 million square feet of space on 23 acres in downtown Minneapolis. The Minneapolis Convention Center contributes to a vibrant downtown community by providing economic impact through visitors spending at hotels, restaurants, arts and attractions, and retail establishments.

The Operating Maintenance Specialist performs manual set up and tear down of events at the Minneapolis Convention Center. Cleaning and simple maintenance work on the building interiors and exteriors as assigned in order to ensure the building and its facilities are maintained in a healthy, orderly and sanitary manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position. Communicate effectively and courteously with guests, clients, vendors, and the general public.

- There are currently 6 intermittent vacancies to be filled at the Minneapolis Convention Center.
- Primarily looking to fill shifts 11:30 a.m. - 8 p.m., days of the week may vary. The work schedule varies from week to week, depending on business level needs. Intermittent work schedules may range from zero to forty (0 to 40) hours per week.
- Requires working irregular work schedule such as days, evenings, weekends and holidays

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

2017-00666	Traffic Systems Engineer - Amended	Full-time	\$91,198.00 - \$116,303.00 annually	01/24/18	03/18/18
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Department:

Public Works - Traffic & Parking Services

Position Description:

The City of Minneapolis Department of Public Works - Traffic & Parking Services division has two traffic positions that will manage the planning/programming and operations/maintenance roles. Both positions report directly to the Traffic Operations Engineer (aka City Traffic Engineer).

Perform professional administrative and engineering work by leading office and field teams involved in a variety of traffic activities.

Please note the salary for a newly hired employee shall be reduced by four percent from the applicable salary step as established in the salary schedule during the employee's first six months of employment.

2018-00070	Workers Compensation Claims Adjuster	Full-time	\$55,026.00 - \$76,154.00 annually	03/08/18	03/21/18
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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	Application Open Date	Application Closing Date
2018-00079	Development Coordinator I	Full-time	\$23.73 - \$31.76 hourly	03/05/18	03/16/18

Department:

Community Planning & Economic Development

Position Description:

This position will review construction project permit and license applications, and assist, inform, and act as liaison for applicants regarding requirements, application approval processes, and fees; and receive and route plans and documents.

2018-00087	Video Analyst (OPCR)	Full-time	\$25.93 - \$35.89 hourly	03/06/18	03/15/18
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Department:

Civil Rights

Position Description:

This position is restricted to current employees of the Minneapolis Department of Civil Rights

This position will provide varied, complex video evidence analysis in support of the Office of Police Conduct Review; and oversee, administer, and prepare a variety of projects, conduct procedural studies and contribute to research and study of police practices.

2018-00057	Water Works Service Worker I	Full-time	\$23.74 - \$26.83 hourly	03/09/18	03/18/18
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Department:

Public Works - Water Treatment & Distribution

Position Description:

Under supervision, perform manual and semi-skilled work in the maintenance of the City's Water Distribution System.

Availability: This position may involve shift work occasional weekend duty and/or requests to return to work for emergency water main repairs on a 24-hour basis, in all weather conditions.

This position is restricted to current Public Works employees.

Intern Opportunities

Job #	Job Title	Job Type	Salary	Application Open Date	Application Closing Date
2018-00081	Student Internship Graduate School - Law Clerk Civil Division	Intermittent	\$21.00 - \$24.00 hourly	03/09/18	Continuous

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	Student Internship Graduate School - Law Clerk Criminal Division	Intermittent	\$21.00 - \$24.00 hourly	03/07/18	Continuous
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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