

REQUIRED MINIMUM QUALIFICATIONS FOR CLASSES IN MULTI-SOURCE

| CLASS | PERSON RESPONSIBLE | DATE COMPLETED | MINIMUM QUALIFICATIONS |
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| ACCOUNTING TECHNICIAN | Judy Pearson | 10/30/02 | <p>Knowledge of Generally Accepted Accounting Principles (GAAP) sufficient to analyze, interpret, and prepare financial information, records and reports; locate errors; and recommend solutions to procedural or other fiscal problems.</p> <p>Knowledge of the Minnesota Accounting and Procurement System (MAPS), or other private or governmental accounting system, sufficient to query and compile records and reports, and assist with preparation and maintenance of spending plans, financial status reports and budget requests.</p> <p>Working knowledge of electronic spreadsheets, word processing software, computers and other office equipment such as calculators.</p> <p>Mathematics skills sufficient to calculate, review and reconcile data and balance accounts.</p> <p>Ability to design, interpret and explain work procedures and operations and provide advice on fiscal policies and procedures.</p> <p>Ability to read and write a variety of materials in English.</p> |
| ANIMAL HEALTH TECHNICIAN | Eric Swensson | 8/12/2004 | <p>To be considered minimally qualified for this vacancy, you must possess current certification as a Veterinary Technician (VT) or able to attain certification within 6 months of hire, AND</p> <ul style="list-style-type: none"> - 6 months experience as a Veterinary Technician at a zoo, aquarium, or related exotic animal facility, OR; - 6 months experience as a Veterinary Technician in a veterinary practice, animal research facility or clinical pathology laboratory working with biological specimens, and completion of a Veterinary Technician internship at a zoo, aquarium or other exotic animal facility. <p>NOTE: Relevant experience must be included in last two years of experience.</p> |
| ARCHITECTURAL DRAFTING TECHNICIAN 2 | Bette Chisholm | Pending 7/6/04 | Associate of Arts degree in architectural, mechanical or electrical drafting or two years of architectural, mechanical or electrical drafting experience. |
| ARCHITECTURAL DRAFTING TECHNICIAN 2- Computer Aided Design | Bette Chisholm | 7/2/04 | <p>Completion of a two-year college or vocational-technical program in architectural, architectural interior, electrical or mechanical drafting/design or two years of experience in architectural, architectural interior, electrical or mechanical drafting/design.</p> <p>Skills in using CAD software, including AutoCAD, to create interior designs/drawings from</p> |

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| (CAD) | | | customer concepts/requirements. Skills in estimating time and materials for CAD production. The ability to negotiate and develop and maintain effective working relationships with customers and staff. |
| ARCHITECTURAL DRAFTING TECHNICIAN 3 | Bette Chisholm | 6/1/01 | Associate of Arts degree in architectural, mechanical or electrical drafting plus one year of architectural CADD drafting experience OR five years of architectural CADD drafting experience. |
| ATHLETIC EQUIPMENT MANAGER | Judy Pearson | 4/26/2005 | - Knowledge of athletic equipment and its maintenance/repair - Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories - Ability to provide lead work direction and training to other staff - Ability to perform a variety of physical tasks, lift and carry materials weighing 40-60 lbs (and occasionally more), and work in inclement weather conditions when necessary |
| AUDIO VISUAL EDUC SPEC | Judy Pearson | 08/04/03 | Knowledge of analog and digital video, audio and graphic equipment sufficient to produce original multi-media materials. Knowledge of photographic composition, special effects and camera techniques sufficient to produce original multi-media materials. Knowledge of a wide range of audio visual equipment sufficient to operate, service and maintain it. Ability to keep inventory and production records and prepare reports. Communication skills sufficient to provide training and technical assistance to students and staff. |
| AUDIO VISUAL TECHNICIAN | Judy Pearson | 08/04/03 | Knowledge of a wide range of audio visual equipment (both analog and digital) sufficient to operate, service and maintain it. Knowledge of audio visual software sufficient to assist students and staff with the production of a range of instructional aids and communications information, including converting and combining video, sound and graphics between digital and analog media. Ability to develop and maintain schedules, inventories and records. Communication skills sufficient to provide training and technical assistance to students and staff. |
| AUTO PARTS TECHNICIAN | Ron Maas | 9/05/02 | Knowledge of purchasing or inventory processes and practices using an automated purchasing system or an automated inventory management system in an automotive/heavy equipment wholesale or retail environment sufficient to fill customers' requests; work with vendors to |

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| | | | order parts, services and materials; complete shipping and receiving activities; and conduct annual inventories and cycle counts. |
| Automobile Mechanic | Ron Maas | 12/16/2004 | Post-secondary or industry certificate/diploma/degree in Automotive Technology; OR 2 years of work experience as a mechanic in Automotive Technology Or equivalent National Institute for Automotive Service Excellence (ASE) Certification |
| AUTOMOTIVE TECHNICIAN | Bette Chisholm | 1/26/2007 | *Experience or vocational training in automotive technology sufficient to: perform minor maintenance and installation of accessories; use precision measuring instruments to analyze defects, and repair or replace parts and equipment; use hand tools to diagnose equipment repair problems;. *Ability to understand and follow verbal and written instructions. *Ability to read and comprehend instruction manuals, and maintain written records. Must possess a commercial driver's license (Class A or B, depending on agency fleet requirements). |
| BEHAVIOR MODIFICATION ASSISTANT | Ann Phoenix | 10/10/02 | >>>> knowledge of behavior modification theory/techniques sufficient to design and/or implement behavior management components of treatment plans >>>> knowledge of mental retardation and behavior problems sufficient to understand the physical and psychological limitations they put on human development >>>> ability to read and write English sufficient to understand and follow directions, assist in the delivery of client programs, and write instructions for subordinate staff >>>> ability to collect and summarize data sufficient to document program delivery and client progress by observing and charting behaviors and measuring the duration and frequency of inappropriate behavior >>>> knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior >>>> ability to provide ongoing work direction and training to other staff >>>> ability to perform basic health care procedures, such as taking vital signs and administering medications |
| BENEFIT RECOVERY | Ann Phoenix | 9/25/02 | >>>> ability to read, comprehend, speak and write English |

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| SPECIALIST | | | <p>>>>> knowledge of claims processes, insurance billing, and private insurance policies sufficient to investigate claims, make adjustments, and recover overpayments made to providers</p> <p>>>>> ability to administer and apply policies, procedures, and systems sufficient to analyze and maintain data relating to cost avoidance and post payment recovery of third party liability (TPL) available to Minnesota Health Care Programs enrollees</p> <p>>>>> problem solving skills sufficient to investigate complex claims and analyze insurance data for cost avoidance and payment recovery activities</p> <p>>>>> ability to analyze customer situations, conduct research, and apply the appropriate policies and procedures to make decisions</p> <p>>>>> customer service skills sufficient to assist program enrollees, department and county staffs, health care providers, and insurance representatives</p> <p>>>>> oral and written communications skills sufficient to exchange information, resolve issues, and answer questions</p> <p>>>>> human relations skills sufficient to interact with a wide variety of customers</p> |
| BENEFIT RECOVERY TECH | Ann Phoenix | 9/25/02 | <p>>>>> ability to read, comprehend, speak and write English</p> <p>>>>> knowledge of claims processes, insurance billing, or private insurance policies sufficient to investigate claims, make adjustments, and recover overpayments made to providers</p> <p>>>>> problem solving skills sufficient to identify, investigate, and resolve benefit recovery issues</p> <p>>>>> customer service skills sufficient to assist program enrollees, department and county staffs, health care providers, and insurance representatives</p> <p>>>>> oral and written communications skills sufficient to exchange information, resolve issues, and answer questions</p> <p>>>>> human relations skills sufficient to interact with a wide variety of customers</p> <p>>>>> ability to enter and maintain data in a large automated computer system</p> |
| BUILDING MAINTENANCE COORDINATOR | RonMaas | 8/8/2007 | <p>Ability to read and understand construction documents, plans, maps and project specifications.</p> <p>Knowledge of construction techniques, sequencing of work and a broad understanding of basic construction principles, along with a basic understanding of mechanical and electrical systems design and operation is required.</p> <p>Oral and written communication and human relations skills sufficient to communicate effectively with Administration staff and management, contractors, vendors, and customers working in or supporting the buildings managed by Plant Management.</p> |

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| BUILDING MAINTENANCE LEAD WORKER | Ron Maas | 3/10/03 | <p>Knowledge of the principles of leadwork sufficient to plan, direct, monitor and review the work of groups of craftsmen, helpers, laborers and other maintenance personnel. Knowledge of the methods, practices, equipment and materials used in minor new construction, maintenance, repair or renovation of various types of state buildings and other structures sufficient to complete assignments in a safe, efficient and timely manner.</p> <p>Ability to make simple sketches and computations sufficient to estimate and requisition materials for projects.</p> <p>Ability to maintain work records and to make reports sufficient to report subordinates' hours and to assist in computing maintenance costs.</p> <p>Some positions may require a knowledge of the operations and maintenance of heating and other power plant equipment sufficient to operate and maintain equipment.</p> |
| BUILDING SERVICES LEAD | Eric Swensson | 3/31/2003 | <p>Knowledge of principles of leadwork sufficient to plan, direct, provide training for, monitor and review the work of subordinates.</p> <p>Knowledge of different types of flooring sufficient to determine proper methods of maintenance.</p> <p>Knowledge of chemical cleaning agents sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.</p> <p>Knowledge of methods, tools and equipment used in maintenance sufficient to operate safely, demonstrate effectively and make minor repairs or direct repairs.</p> <p>Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories.</p> <p>Ability to read and understand written materials such as instruction manuals, and procedure and policy information.</p> <p>Ability to perform a variety of physical tasks, lift and carry materials weighing 40-60 lbs (and occasionally more), and work in inclement weather conditions when necessary.</p> |
| BUILDING UTILITIES | Ron Maas | 8/17/04 | (NOTE TO HR STAFF: you must choose a class option that corresponds to the license required) |

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| MECHANIC | | | for your vacancy. Choose one license for your vacancy and delete the other two licenses.) Current license as a Journey level Plumber, or a Minnesota Class A Journey Electrician or a valid steam engineer's license of the class required by law for the vacant position. Knowledge and skills in the methods, materials, tools and equipment used in trades work sufficient to assist skilled trades staff in the completion of assigned projects. Ability to perform semi-skilled trades work sufficient to complete minor trades plumbing, electrical, HVAC, and/or electrical systems and equipment. Ability to perform minor repairs and adjustments to machinery and equipment including the general maintenance and minor repairs of buildings. Ability to understand and follow verbal and written instructions sufficient to interpret and carry out assignments in a safe and efficient manner. Skills in using hand and power tools and other trades equipment. Knowledge of occupational hazards and safety measures related to trades work sufficient to safely and efficiently perform the job duties. Some positions may require the ability to provide work direction to unskilled helpers. |
| CABINET MAKER | Bette Chisholm | 9/22/05 | Completion of an approved three-year apprenticeship program in cabinet making OR Three years of full-time experience as a cabinet maker OR Completion of an approved 3 1/2 year apprenticeship program in Carpentry AND 1 year of subsequent work experience as a cabinet maker OR Three and one-half years of full-time experience as a carpenter (including both rough and finish work) AND one year of experience as a cabinet maker. Vocational-technical training in cabinet making may substitute on a month-for-month basis for this requirement. |
| CAMPUS SECURITY OFFICER | Judy Pearson | 8/17/04 amended 7/19/2006 RLM | At least two (2) years of experience as a Security Patrol Officer, Crime Prevention Officer, or Peace Officer. Associate's degree in Law Enforcement, Paralegal or related field may substitute for 1 year of experience; Bachelor's degree in above areas may substitute for 2 years of experience |
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| CARPENTER | Bette Chisholm | 3/26/03 | Completion of an approved apprenticeship in carpentry OR three and one-half years experience as a carpenter, OR Two-year vocational/technical program in carpentry, plus two years of experience as a carpenter, OR one year of vocational/technical program in carpentry, plus three years of experience as a carpenter. If you have completed an apprenticeship, you must provide the date of completion. All experience must include rough and finish carpentry to qualify. Carpentry skills will be |

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| | | | <p>assessed against the standards listed below.</p> <p>Ability to read and understanding construction, remodeling and repair project plans, blueprints, and specifications sufficient to draft, interpret, modify, and follow to complete new construction, remodeling, and other carpentry projects; by following standard construction practices of the carpentry trade.</p> <p>Ability to build, repair, and install cabinets, Formica, floors, windows and door frames, ceilings, interior trim, steel stud framing, furniture, fixtures, etc. sufficient to complete skilled finish and rough carpentry projects in the construction, maintenance, and repair of buildings and wood structures.</p> <p>Ability to operate hand and power carpentry tools and equipment sufficient to build, remodel and repair buildings, wood structures, furniture, etc. and to ensure their safe and efficient operation to prevent injury, by inspecting the equipment daily and replacing worn parts; by sharpening blades and edges of hand and power tools; and by repairing or arranging for the repair of damaged or broken equipment.</p> <p>Skills in record keeping sufficient to collect and report data and document and maintain an inventory of hand and power tools. Knowledge of shop math sufficient to estimate labor and material cost for planned projects, ability to requisition and select the necessary equipment and materials for completing construction projects. Organizational skills sufficient to plan and coordinate work activities and to prioritize, schedule and report on the progress of carpentry projects.</p> <p>Oral communication skills sufficient to instruct and monitor the carpentry work of lesser-skilled employees, inmates, and residents and to train and direct them during the project, instructing on the appropriate use of equipment/tool use and carpentry techniques, by inspecting the quality of work performed by others, by providing constructive feedback on work performance, and by recording hours worked, materials and equipment used.</p> |
| CARPENTER LEAD | Ron Maas | 8/03 | <p>Completion of an approved apprenticeship in carpentry OR three and one-half years experience as a carpenter, AND either 6 months experience as a supervisor/lead carpenter OR an extra 1 year of experience as a carpenter. If you have completed an apprenticeship, you must provide the date of completion. All experience must include rough and finish carpentry to qualify.</p> <p>Carpentry skills will be assessed against the standards listed below. Ability to read and understanding construction, remodeling and repair project plans, blueprints, and specifications sufficient to draft, interpret, modify, and follow to complete new construction, remodeling, and other carpentry projects; by following standard construction practices of the carpentry trade.</p> |

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| | | | <p>Ability to build, repair, and install cabinets, Formica, floors, windows and door frames, ceilings, interior trim, steel stud framing, furniture, fixtures, etc. sufficient to complete skilled finish and rough carpentry projects in the construction, maintenance, and repair of buildings and wood structures.</p> <p>Ability to operate hand and power carpentry tools and equipment sufficient to build, remodel and repair buildings, wood structures, furniture, etc. and to ensure their safe and efficient operation to prevent injury, by inspecting the equipment daily and replacing worn parts; by sharpening blades and edges of hand and power tools; and by repairing or arranging for the repair of damaged or broken equipment. Skills in record keeping sufficient to collect and report data and document and maintain an inventory of hand and power tools. Knowledge of shop math sufficient to estimate labor and material cost for planned projects, ability to requisition and select the necessary equipment and materials for completing construction projects.</p> <p>Organizational skills sufficient to plan and coordinate work activities and to prioritize, schedule and report on the progress of carpentry projects. Oral communication skills sufficient to instruct and monitor the carpentry work of lesser-skilled employees, inmates, and residents and to train and direct them during the project, instructing on the appropriate use of equipment/tool use and carpentry techniques, by inspecting the quality of work performed by others, by providing constructive feedback on work performance, and by recording hours worked, materials and equipment used.</p> |
| CERTIFIED OCCUPATIONAL THERAPY ASSISTANT 1 | Ann Phoenix | 3/22/05 Revised 10/5/05 per DHS to remove education requirement [Phoenix] | certification as a Certified Occupational Therapy Assistant |

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| <p>CERTIFIED OCCUPATIONAL THERAPY ASSISTANT 2</p> | <p>Ann Phoenix</p> | <p>1/13/03 Revised 3/22/05 to add 1 year of COTA experience, per DHS. Revised 1/5/05 per DHS to remove education requirement . [Phoenix]</p> | <p>certification as a Certified Occupational Therapy Assistant 1 year of experience as a Certified Occupational Therapy Assistant</p> <p>human relations skills sufficient to establish rapport with clients, their families and service providers</p> <p>knowledge of >> occupational therapy techniques and procedures sufficient to design and implement therapy goals and programs to improve clients' functional skill levels >> rules, regulations, policies and procedures governing the delivery of occupational therapy sufficient to protect the rights and safety of clients >> occupational therapy equipment and supplies sufficient to select, adapt, and maintain equipment to meet clients' specific needs and limitations >> mental and physical limitations of client groups served, sufficient to design appropriate goals and program activities >> medications and their side effects sufficient to understand their impact on the capabilities of clients >> transfer techniques sufficient to safely lift, move and position clients</p> <p>ability to >> perform basic health care procedures, such as taking vital signs and administering medications >> provide direct care services and support to clients sufficient to ensure they are well fed, cared for, in good health, and included in decisions, as appropriate</p> <p>VB USER: if your position has specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties, make sure you include them. DELETE THIS MESSAGE.</p> |
| <p>CHEMICAL DEPENDENCY COUNSELOR</p> <p>NOTE: DO NOT USE THIS CLASS IN DHS</p> | <p>Ann Phoenix</p> | <p>1/13/03</p> | <p>Knowledge of treatment processes sufficient to read and implement individual treatment plans. Knowledge of Alcohol Anonymous principles sufficient to provide support and assistance to clients. Ability to observe, track and document client progress and prepare client reports. Ability to read and write English sufficient to understand and follow directions, assist in the delivery of client programs, and assist professionals in the delivery of small group therapy. Skill in human relations sufficient to establish rapport with clients and their families.</p> |

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| | | | <p>For some positions, certification as a chemical dependency counselor, per Rule 35 standards.</p> <p>A position may also have specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties.</p> |
| CHEMICAL DEPENDENCY COUNSELOR SENIOR | Ann Phoenix | 1/3/03 | <p>Knowledge of treatment processes sufficient to read and implement individual treatment plans and recommend changes, as appropriate.</p> <p>Knowledge of Alcohol Anonymous principles sufficient to provide support and assistance to clients, confer with families to explain treatment process, participate in discharge planning.</p> <p>Ability to observe, track and document client progress and prepare client reports.</p> <p>Ability to read and write English sufficient to understand and follow directions, assist in the delivery of client programs, and assist professionals in the delivery of small group therapy.</p> <p>Skill in human relations sufficient to establish rapport with clients, their families and service providers.</p> <p>Ability to provide lead work direction and in service training to other staff.</p> <p>For some positions, certification as a chemical dependency counselor, per Rule 35 standards.</p> <p>A position may also have specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties.</p> |
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| CHEMICAL DEPENDENCY PROGRAM ASSISTANT | Ann Phoenix | 10/10/02 | <p>Ability to read and write English sufficient to record client history and document client physical and behavioral information on medical charts.</p> <p>Ability to lead recreational activities for clients.</p> <p>Knowledge of treatment processes sufficient to read and assist with the implementation of individual treatment plans, explain program objectives to clients and facilitate group discussions.</p> <p>Knowledge of Alcoholics Anonymous principles sufficient to orient new clients to the program.</p> <p>Knowledge of standard psychological tests sufficient to administer and score them for interpretation by professional staff.</p> |
| CHILD CARE CENTER AIDE | Judy Pearson | 4/26/2005 | <p>To qualify, you must have a combination of experience and education sufficient to meet the requirements for Child Care Center Assistant Teachers as outlined in Minnesota Rules Chapter 9503-0033. For specifics, visit the Office of the Revisor of Statutes website at http://www.revisor.leg.state.mn.us/arule/9503/0033.html.</p> |

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| CHILD CARE CENTER ASSISTANT | Judy Pearson | 4/26/05 | To qualify, you must have a combination of experience and education sufficient to meet the requirements for Child Care Center Teachers as outlined in Minnesota Rules Chapter 9503-0032. For specifics, visit the Office of the Revisor of Statutes website at http://www.revisor.leg.state.mn.us/arule/9503/0032.html . |
| CHILD CARE CENTER COORDINATOR 1 | Judy Pearson | 2/7/05 | <p>Note to HR Staff: You must select one of the following two choices. If the incumbent will be a director <u>and</u> teacher, select #1. If the incumbent will be a director only, select #2.</p> <p>1. To qualify, you must have a combination of experience and education sufficient to meet the requirements for Directors outlined in Minnesota Rules 9503-0031 (for specifics, visit the Office of the Revisor of Statutes website at http://www.revisor.leg.state.mn.us/arule/9503/0031.html) and the requirements for Teachers outlined in Minnesota Rules Chapter 9503-0032 (at http://www.revisor.leg.state.mn.us/arule/9503/0032.html).</p> <p>2. To qualify, you must have a combination of experience and education sufficient to meet the requirements for Directors outlined in Minnesota Rules Chapter 9503-0031. For specifics, visit the Office of the Revisor of Statutes website at http://www.revisor.leg.state.mn.us/arule/9503/0031.html.</p> |

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| COLLEGE LAB ASST 1 | Judy Pearson | 1/16/03 | <p><u>Academic Program Options:</u> Post-secondary coursework in (insert option title*) sufficient to provide technical lab services for students, faculty, and staff, OR 6 months of teaching/tutoring experience in (insert option title*) at the high school level or above, OR An equivalent combination of education and work experience.</p> <p><u>Technical/Career Program Options</u> Post-secondary or industry certificate/diploma/degree or relevant licensure in (insert option title*); OR 6 months of teaching/tutoring experience in (insert option title*) at the high school level or above; OR 2 years of work experience in (insert option title*) - no degree/certificate/diploma/licensure required; OR An equivalent combination of education and work experience.</p> |
| COLLEGE LAB ASSISTANT 2 | Judy Pearson | 1/16/03 | <p><u>Academic Program Options</u> Associate or higher degree in (insert option title*); AND 1 academic year of teaching/tutoring experience in (insert option title*) at the high school level or above; OR An equivalent combination of education and work experience.</p> <p><u>Technical/Career Program Options</u> A. Post-secondary or industry certificate/diploma/degree or relevant licensure in (insert option title*); AND One year of teaching/tutoring experience in (insert option title*) at the high school level or above. OR B. 4 years of work experience in (insert option title*) – no degree/certification/diploma/licensure required; OR C. An equivalent combination of education and work experience.</p> |

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| COOK | Judy Pearson | 5/23/02 | <p>Knowledge of large-scale cooking methods and equipment sufficient to prepare and serve food for a large number of people and adjust recipes to accommodate different numbers of people.</p> <p>Knowledge of food values and nutrition sufficient to prepare items from standard recipes.</p> <p>Some facilities require the ability to prepare special medical diets.</p> <p>Knowledge of health and safety principles involved in food preparation operations sufficient to prepare and serve safe and healthy meals.</p> <p>Ability to follow oral instructions and read and comprehend written instructions.</p> <p>Ability to occasionally lift 50 pounds.</p> |
| COOK COORDINATOR | Ron Maas | 9/17/2004 | <p>One year of experience as a cook in a large restaurant, cafeteria, school, hospital, or equivalent experience in large volume cooking and food preparation; or completion of a 9-month or longer full-time vocational/technical school program in commercial cooking or commercial food preparation. (NOTE: Completion of a 9 month or longer vocational/technical school program in commercial baking will substitute for 6 months of experience as a cook, as listed above.) (see next page)</p> <p><u>OR</u> Three years experience as a baker in a commercial bakery, large restaurant, cafeteria, school, hospital, or equivalent experience in large volume baking.</p> |
| CORRECTIONS CHIEF COOK | Bette Chisholm | 10/25/04 | <p>Two years experience as a Cook Supervisor or equivalent supervisory/leadwork experience in large scale food preparation in a restaurant, cafeteria, school, hospital, or other large institution, which includes responsibility for training and directing food service employees. Completion of a vocational school program (nine months or more) in commercial cooking, institutional food preparation or equivalent may be substituted for one year experience.</p> <p><OR></p> <p>Four years as a cook, baker or equivalent large scale food preparation experience in a restaurant, cafeteria, school, hospital or other large institution with at least one year of that time providing supervision or leadwork to subordinate workers. Completion of a vocational school program (nine months or more) in commercial cooking, institutional food preparation or equivalent may be substituted for one year experience.</p> <p>Ability to keep records sufficient to record daily food temperatures, offender counts, program staff, complimentary and paid staff meals.</p> <p>Ability to keep inventory sufficient to keep control of Class I tools, food products and supplies.</p> |

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| | | | <p>Verbal and written communication skills sufficient to instruct offenders in the proper handling and preparation of meals and to maintain a high level of efficiency within food service area.</p> <p>Writing skills sufficient to write reports as necessary.</p> <p>Preferred qualifications:</p> <p>Basic computer skills sufficient to update information and records.</p> |
| CORRECTIONS MANUFACTURING SPECIALIST-AUTO BODY | Bette Chisholm | 5/26/04 | <p>Experience in auto body repair, including metal fabrication, body repair, welding, minor mechanical repair, unitized structure repair, fiberglass, automotive painting and plastic parts repair.</p> <p>Communication and human relations skills sufficient to provide work direction, evaluation, instruction and motivation to offender workers.</p> <p>Class B drivers license.</p> |
| CORRECTIONS MANUFACTURING SPECIALIST-LIGHT ASSEMBLY | John Carlson | 10/25/2006 | <ul style="list-style-type: none"> * Training methods sufficient to explain and demonstrate work tasks so that offender workers understand and learn their assigned jobs. * Data entry equipment such as keyboard and terminal. * Basic mathematics sufficient to estimate production costs, time and raw materials. * Health and safety standards sufficient to ensure compliance with OSHA standards and fire and safety rules. * Oral communication skills sufficient to train, direct, and motivate workers and to establish and maintain effective working relationships with other production areas, vendors, and customers. * Written communication skills sufficient to clearly and concisely complete instructions and reports. |
| CORRECTIONS MANUFACTURING SPECIALIST-ENGR & DRAFT | Mary Jo Erickson | 4/04/06 | <p>Completion of a vocational or higher education program in Mechanical Design that includes Computer Aided Design. AND</p> <p>Two years experience supervising entry-level to journey-level engineering or drafting employees in computer-aided design of products, and all aspects of an industrial metal products engineering department, such as layout and design work, fixture design, AutoCAD, Cad Key, and CNC programming, assembly drawings, piece part drawings, preparation of bills of materials; and documentation and demonstrated computer literacy, including the ability to use</p> |

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| | | | <p>widely ranging software packages such as word processing, spreadsheet, presentation, etc. OR Three years Journey-level experience in all phases of metal products drafting and design; and demonstrated computer literacy, including the ability to use widely ranging software packages such as word processing, spreadsheet, and presentation software, as well as AutoCAD, Cad Key, and CNC programming.</p> |
| CORRECTIONS MANUFACTURING SPECIALIST - GRAPHICS | Lenore Vogt | 4/13/2006 | <p>Two years of experience directing the work of subordinate workers in a print production setting. Experience should include skills in the following areas: Operation and maintenance of printing and graphics equipment; Working knowledge of direct to plate imaging, process color and all bindery operations such as folders, spiral binding and padding; Knowledge of offset presses, layout, design, illustration, typesetting, keylining, color coordination and reproduction printing methods to produce camera-ready documents; and knowledge of Hazardous Waste Management.</p> <p>Skills in using Graphic Arts software packages. Ability to analyze and maintain inventory levels to ensure adequate inventory to enable shipment to go out as ordered.</p> <p>Knowledge of quality control of print products to ensure that all product is ready at the time promised for delivery. Ability to prioritize and schedule work to ensure product is ready at time promised. Customer service skills sufficient to effectively and diplomatically deal with customers complaints and inquiries and to ensure customer satisfaction.</p> <p>Ability to perform cost estimating and price estimating functions that factor in production costs and raw materials usage necessary to complete work orders.</p> |
| CORRECTIONS MANUFACTURING SPECIALIST-LIGHT MANUFACTURING | Bette Chisholm | 8/24/2004 | <p>One year of experience directing the work of subordinate workers in a manufacturing or industrial setting.</p> <p>Experience in cost and project estimating to develop pricing, negotiate discounts and contracts and resolve claims.</p> <p>Knowledge of manufacturing sufficient to demonstrate understanding of processes and equipment.</p> <p>Ability to prioritize and schedule work to ensure product is ready at time promised.</p> <p>Basic personal computer skills, including e-mail software and word processing skills sufficient to communicate with supervisors, customers and vendors; and to maintain records and complete reports.</p> <p>Interpersonal skills sufficient to effectively coordinate work with other departments and agencies.</p> <p>Customer service skills to effectively and diplomatically deal with customer complaints and</p> |

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| | | | <p>inquiries and to ensure customer satisfaction.</p> <p>Preferred Qualifications: Experience supervising incarcerated offenders. Knowledge of MINNCOR's product lines, such as print production and estimating, logistics, signage, or sewing. Experience with computerized estimating programs/systems.</p> |
| CORRECTIONS MANUFACTURING SPECIALIST-LIGHT MANUFACTURING | Bette Chisholm | 6/21/2004 | <p>Note: this is for License Plates option: Two years of experience in sheet metal fabrication. Strong human relations and oral communication skills sufficient to provide lead work direction, evaluation, instruction and motivation to offender workers.</p> |
| CORRECTIONS MANUFACTURING SPECIALIST-SALES & SERVICE | Bette Chisholm | Pending 7/6/04 | <p>Experience working in a manufacturing setting coordinating multiple areas associated with manufacturing including customer relations, production, sales and product transportation. Experience analyzing and maintaining inventory levels to ensure adequate inventory to enable shipment to go out as ordered. Experience overseeing quality control of manufactured products to ensure that all product is ready at the time promised for delivery. Ability to prioritize work load to ensure product is ready at time promised. Basic personal computer skills including e-mail software skills. Customer service skills to effectively and diplomatically deal with customers complaints and inquiries and to ensure customer satisfaction. Ability to train and direct the work of others.</p> |
| CORRECTIONS MANUFACTURING SPECIALIST-TOOL & DIE | Bette Chisholm | 2/18/2004 | <p>Two or more years Journeyman-level experience in all of the following areas: CNC (computer numerical control) operation and programming; quality control in metal fabrication; forecasting production schedules in a machine shop; design of tooling fixtures and metal fabrication dies.</p> <p>Completion of a two-year Machine Tool Technology/Tool and Die Machining Program at a Technical College or a diploma in Tool and Die Machining can be substituted for six months of experience.</p> |
| CORRECTIONS MANUFACTURING SPECIALIST- TRANSPORTATION WAREHOUSE | Bette Chisholm | 8/30/04 | <p>1 year experience directing the work of subordinate workers in all facets of production, warehousing, purchasing, transporting or arranging the delivery of products sufficient to manage the work flow of orders, ensuring quality control of orders, receiving and inspecting incoming products; conducting inventory counts and managing inventory levels. Ability to prioritize and schedule work to ensure product meets delivery deadline. Basic personal computer skills sufficient to communicate with supervisors, customers and</p> |

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| | | | <p>vendors and to maintain records and complete reports.</p> <p>Interpersonal skills sufficient to effectively coordinate work with other departments and agencies.</p> <p>Customer service skills to effectively and diplomatically deal with customers complaints and inquiries and to ensure customer satisfaction.</p> <p>Some positions require possession of a Class B License at the time of hire and/or at the time of certification.</p> |
| CORRECTIONS TEACHING ASSISTANT | Bette Chisholm | 11/8/02 | <p>High school diploma or General Educational Development (GED) diploma.</p> <p>Ability to effectively operate a calculator, television, VCR, tape player, photocopy machine and fax machine.</p> <p>Demonstrated computer and computer software skills, including e-mail, presentation and word processing software skills and skills in managing information using database and spreadsheet software. (NOTE TO MANAGERS/HR: Please specify the software skills needed for your vacancy.)</p> <p>Ability to read, speak and write in English.</p> <p>Math skills equivalent to the level required to attain a GED.</p> <p>Ability to tutor students in reading, writing, math, social studies and science (NOTE TO MANAGERS/HR: Include this qualification if classroom assistance or tutoring are part of the job duties).</p> <p>Skills in records management, including skills in gathering and maintaining statistical and other data for reporting purposes.</p> <p>Strong interpersonal skills and the ability to work successfully with a diverse population.</p> |
| CORRECTIONS TEACHING ASSISTANT-GED CHIEF EXAMINER | Bette Chisholm | 5/5/05 | <p>This selection process would also retain the existing criteria on the CTA template, and would have the additional criteria of a bachelor's degree from a nationally accredited college or university and have experience in teaching, training, counseling or testing.</p> |
| CORRECTIONS TEACHING ASSISTANT- MASONRY | Bette Chisholm | 5/5/05 | <p>The selection process would require the existing criteria listed on the CTA template, but would add the additional criteria of experience in laying block, brick, and stone masonry and the physical ability to demonstrate this; it would also require a working knowledge of basic carpentry and construction.</p> |
| DAIRY INSPECTOR 1 | Ron Maas | 7/31/02 | <p>High School diploma or equivalent</p> <p>Knowledge of milk and its components sufficient to understand milk pricing, quality and product standards</p> <p>Minimum of 1 year's experience working in a dairy or food plant in production, quality control, sanitation, fieldman, or on a dairy farm</p> |

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| | | | <p>Technical knowledge of the principles used in the production and processing of milk and/or milk products sufficient to evaluate equipment, sanitation and processing procedures</p> <p>Effective oral and written communication skills sufficient to communicate effectively with the public</p> <p>Organizational skills sufficient to make judgment decisions, manage time, schedule job responsibilities, and maintain accurate and detailed records and reports</p> <p>Availability for travel and occasional overnight travel</p> <p>Ability to lift up to 50 pounds</p> |
| DELIVERY VAN DRIVER | Ann Phoenix | 1/14/02 | <p>Commercial class B Minnesota drivers' license.</p> <p>Ability to read, write and speak English.</p> <p>For some positions, knowledge of auto mechanics sufficient to perform routine maintenance tasks such as tire and oil changes, lubrication and cleaning of the vehicle.</p> <p>For some positions, license must include air brake endorsement.</p> |
| DENTAL HYGIENIST | Bette Chisholm | 4/20/04 | Registration with the Minnesota Board of Dentistry as a Dental Hygienist |
| DINING HALL COORDINATOR | Ann Phoenix | 10/06/05 | A minimum of 6 months experience in entry-level food service preparation, delivery and cleaning or the supervision of such duties (e.g., Food Service Worker) |
| DRIVER IMPROVEMENT SPECIALIST | RonMaas | 4/26/2006 | 3 years of experience working in driver evaluation, OR 3 years of experience as an exam/inspection specialist |
| DVS EXAM AND INSPECTION SPECIALIST | Ron Maas | 02? | Customer service experience; the ability to communicate effectively both orally and in writing; typing/keyboarding; basic computer and office equipment experience; and human relations skills sufficient to deal with all aspects of the licensing process. |

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| ELECTRICIAN | Ron Maas | 9/30/04 | <p>Possession of a current Minnesota Class A Master or Journey Electrician's license. Some positions also require working on high voltage (480 volts), the ability to work in ladders and scaffolding, the ability to work operate and work on lift equipment and the ability to lift and carry 50 pounds. (Zoo positions).</p> <p>Some positions require a valid class D driver's license and ability to pass a pre-employment physical. (Admin positions)</p> |
| ELECTRICIAN LEAD | Bette Chisholm | 7/6/2005 | <p>Must be registered with the MN State Board of Electricity as a Class A Master Electrician. Leadership skills sufficient to provide leadwork direction that includes prioritizing and assigning job duties, directing, guiding and reporting on work activities of other staff.</p> |
| ELECTRICIAN- MASTER OF RECORD | Bette Chisholm | 7/6/2005 | <p>Must be registered with the MN State Board of Electricity as a Class A Master Electrician.</p> |
| ELECTRONIC COMM ASST DIRECTOR (MnDOT ONLY) | Ron Maas | 9/6/02 | <p>Thorough knowledge, typically acquired over four or more years, of electronic systems construction and maintenance concepts, techniques, operations, methods, materials, and equipment in various fields including trunked radio systems, digital microwave networks, LAN/WAN, packet networks, controllers and switches, hub routers, and servers; federal, state and locals laws, policies and codes related to communication system construction, maintenance and operation. Experience supervising and directing staff, and budget preparation/management experience.</p> |
| ELECTRONIC PARTS TECHNICIAN | Ron Maas | 6/9/2006 | <p>At least two years experience purchasing electronic/electrical materials or maintaining an electronic parts inventory in an electronic/electrical wholesale or retail environment.</p> <p>Experience using an automated purchasing system or inventory management system;</p> <p>Human relations skills sufficient to deal with a wide customer base.</p> |
| ELECTRONIC TECHNICIAN | Bette Chisholm | 4/27/2004 | <p>Experience applying standard practices and procedures used in the repair, installation, and maintenance of electronic equipment sufficient to ensure diagnosis, repair and operational efficiency of such equipment. Experience must include the ability to read wiring diagrams and schematics. (Examples of qualifying electronic equipment are audio visual, fire alarm or security; HVAC and related energy management or building automation; data and voice</p> |

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| | | | <p>communications systems; computer terminals, personal computers and network equipment and cabling).</p> <p>Experience operating electronic tools, testing and measuring devices sufficient to perform electronic equipment repairs and maintenance and to calibrate equipment.</p> <p>Ability to identify and classify electronic repair supplies and maintain stock records sufficient to supply usage statistics and to ensure timely availability of part and supplies.</p> <p>Ability to understand and follow oral and written directions sufficient to carry out electronic equipment installation, maintenance and repair.</p> <p>The above qualifications requirement may be demonstrated by experience or by completion of a two year vocational/technical program in Electronics Technology (Associate in Applied Science degree or Electronic Technician diploma) or equivalent within the last ten years.</p> <p>Some positions may require possession of a Power Limited Technician license.</p> |
| ELECTRONIC TECHNICIAN SENIOR | Bette Chisholm | 11/3/2004 | <p>Completion of a two year vocational/technical program in Electronics Technology (e.g. Associate in Applied Science degree or Electronic Technician diploma) or equivalent within the last ten years OR equivalent experience as described below:</p> <p>Experience applying standard practices and procedures used in the repair, installation, and maintenance of electronic equipment sufficient to ensure diagnosis, repair and operational efficiency of such equipment. This must include the ability to read wiring diagrams and schematics.</p> <p>Note: Examples of qualifying electronic equipment are audio visual, fire alarm or security; HVAC and related energy management or building automation; data, voice and/or video communications systems; computer hardware and network equipment and cabling.</p> <p>Experience operating electronic tools, testing and measuring devices sufficient to perform electronic equipment repair and maintenance, and calibrate equipment.</p> <p>Ability to understand and follow oral and written direction sufficient to carry out electronic equipment installation, maintenance and repair.</p> <p>AND additional experience that demonstrates the ability to perform advanced, specialized repair, maintenance and construction of electronic equipment; perform acceptance testing of equipment; and design and recommend new equipment and parts as needed.</p> <p>Some positions may require the ability to perform layout and design of electronic systems.</p> |

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| | | | <p>Some positions may require the ability to lead the work of other technicians in the provision of repair and maintenance of electronic equipment sufficient to meet training and work direction needs, to ensure safety, provide timely services and identify problems.</p> <p>Some positions may require possession of a Power Limited Technician license.</p> |
| EMERGENCY MEDICAL TECHNICIAN | Eric Swensson | 8/16/2004 | To be considered minimally qualified for this vacancy, you must possess current Emergency Medical Technician certification and you must have six (6) months post-certification experience as an emergency medical technician. |
| EXHIBIT SPECIALIST | Eric Swensson | 11/30/2004 | <p>Minimum qualifications include at least 2 years of experience in the design, fabrication, and construction of large and small scale exhibits and displays (including the creation of exhibits and displays involving natural settings such as rocks, trees, landscapes, seascapes, etc) at a Zoo, Natural History Museum or equivalent setting. Experience must include working with fiberglass, plastics, concrete, epoxies, and other materials sufficient to create artistic and realistic concepts.</p> <p>Must have experience welding, painting realistic and artist exhibits prop and decorations, preparing scale models, and drawing (or any other visuals required) to communicate projected exhibits.</p> <p>This position requires lifting and moving of up to 50 lbs. Must be able to work in confined spaces and from high places, such as scaffolding, ladders, and ceilings.</p> |
| GENERAL REPAIR WORKER | Judy Pearson | 5/23/02 | <p>Knowledge of general methods and practices of a variety of trade areas (e.g. mechanics, masonry, welding, electrical, plumbing and carpentry) sufficient to assist licensed trades workers and to repair machinery, tools and facilities in a timely and safe manner.</p> <p>Knowledge of occupational hazards and safety measures related to trades work sufficient to safely and efficiently perform the job duties.</p> <p>Ability to safely use hand and power hand tools.</p> <p>Ability to safely operate and maintain trucks, tractors, and other ground and road maintenance equipment.</p> <p>Ability to follow oral and written instructions.</p> <p>Ability to provide work instructions to unskilled helpers.</p> <p>Ability to perform physically demanding tasks such as lifting, carrying and bending.</p> |
| General Maintenance | | | Knowledge of: |

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| Worker | | | <ul style="list-style-type: none"> - Different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment. - Chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely. - Methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs. <p>Ability to:</p> <ul style="list-style-type: none"> - Physical health and endurance sufficient to perform work functions. - Follow simple oral and written instructions. - Perform assigned tasks with limited work direction. - Keep simple records. |
| GMW LEAD | Judy Pearson Ann Phoenix..... Added "...oral and written instructions" | 8/8/02 8/29/06... | <p>Knowledge of principles of leadwork sufficient to plan, direct, provide training for, monitor and review the work of subordinates.</p> <p>Knowledge of different types of flooring sufficient to determine proper methods of maintenance.</p> <p>Knowledge of chemical cleaning agents sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.</p> <p>Knowledge of methods, tools and equipment used in maintenance sufficient to operate safely, demonstrate effectively and make minor repairs or direct repairs.</p> <p>Ability to provide oral and written instructions sufficient to ensure that other maintenance workers understand their assignments.</p> <p>Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories.</p> <p>Ability to read and understand written materials such as instruction manuals, and procedure and policy information.</p> <p>Ability to perform a variety of physical tasks, lift and carry materials weighing 40-60 lbs (and occasionally more), and work in inclement weather conditions when necessary.</p> |
| Graphic Arts specialist | Ron Maas | 3/24/2005 | <p>Ability to:</p> <ul style="list-style-type: none"> - Provide layout and graphic design of print, web-based and visual graphic materials (e.g. publications, newsletters, brochures, flyers, booklets, books, proposals, posters, presentation materials, and trade show displays). - Produce original artwork, designs and logos, using natural artistic talent, clip art, computer generated art and photos as necessary. - Demonstrate proficiency with computer software packages and graphic design programs (e.g. Macintosh, Quark Xpress, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Adobe |

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| | | | <p>InDesign, Adobe Type Manager, Dream Weaver and Microsoft Office Suite).</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> - Printing processes and procedures sufficient to coordinate production with internal clients and external printers/vendors. |
| <p>GROUNDSKEEPER</p> | <p>Eric Swensson</p> | <p>6/11/02</p> | <p>Applicants must have the ability to plant, weed, trim, water, and fertilize all indoor and outdoor plants sufficient to perform lawn, garden, and/or road maintenance for a state facility.</p> <p>Knowledge of horticulture techniques and practices (planting schedules, germination intervals, and transplantation procedures) sufficient to maintain and improve facility grounds/landscape and recognize and/or treat plant diseases and pests.</p> <p>Must have ability to use and perform simple repairs on hand-held tools, riding machinery (all types of lawn and landscape equipment), and snow removal equipment (hand and heavier equipment).</p> <p>Must have a basic knowledge of chemical fertilizer application.</p> <p>Must have ability to lift and move from 40 to 80 lbs. Some positions require a pre-employment physical to verify this ability.</p> <p>Must be able to work in inclement weather conditions.</p> |
| <p>GROUNDSKEEPER INTERMEDIATE</p> | <p>Bette Chisholm</p> | <p>12/9/03</p> | <p>Ability to train and direct the work of less experienced groundskeepers or work crews sufficient to assign responsibilities and inspect finished work.</p> <p>Ability to read, interpret and follow oral and written instructions sufficient to independently complete assignments timely using accepted practices and safe techniques.</p> <p>Knowledge of horticulture techniques and practices (planting schedules, germination intervals, and transplantation procedures) sufficient to maintain and improve facility grounds/landscape and recognize and/or treat plant diseases and pests.</p> <p>Groundskeeping experience on a multiple building complex including the care of lawns and woody and herbaceous plants using accepted horticultural practices.</p> <p>Experience with the safe use of and simple repair of hand-held tools, riding machinery (all types of lawn and landscape equipment), and snow removal equipment (hand and heavier equipment).</p> <p>Basic knowledge of chemical fertilizer or pesticide application and related safety practices. Some positions require possession of an Herbicide/Pesticide Applicator's License prior to completion of probation.</p> <p>Must have ability to lift and move from 40 to 80 lbs. Some positions require a pre-employment physical to verify this ability.</p> |

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| | | | <p>Must be able to work in inclement weather conditions.</p> <p>Some positions require possession of a Class B CDL license with air brake endorsement or a Class D MN Driver's License at the time of hire.</p> <p>A limited number of positions at the Minnesota Zoological Gardens require the ability to scale rockwork and ledges and work in high places unreachable by ladder to accommodate watering plantings high in rock formations.</p> |
| <p>GROUNDSKEEPER SENIOR</p> | <p>Bette Chisholm</p> | <p>12/9/03</p> | <p>Experience or the ability to develop, write and communicate landscape plans and projects, ground repair and improvement projects, and daily work assignments.</p> <p>Ability to direct and lead the work of others, including multiple work crews, and evaluate work assignments.</p> <p>Ability to complete forms, write reports or instructions, and keep written records sufficient to meet administrative requirements.</p> <p>Considerable knowledge of horticulture techniques and practices (planting schedules, germination intervals, and transplantation procedures) sufficient to prepare specifications for work and materials; to interpret design plans, specifications and blue prints; and to maintain and improve facility grounds/landscape and recognize and/or treat plant diseases and pests.</p> <p>Groundskeeping experience on a multiple building complex including the care of lawns and woody and herbaceous plants using accepted horticultural practices.</p> <p>Experience with the safe use of and simple repair of hand-held tools, riding machinery (all types of lawn and landscape equipment), and snow removal equipment (hand and heavier equipment).</p> <p>Advanced knowledge of chemical fertilizer and pesticide application and related safety practices. Some positions require possession of an Herbicide/Pesticide Applicator's License prior to completion of probation.</p> <p>Able to lift and move from 40 to 80 lbs. Some positions require a pre-employment physical to verify this ability.</p> <p>Able to work in inclement weather conditions.</p> <p>Some positions require possession of a Class B CDL license with air brake endorsement or a Class D MN Driver's License at the time of hire.</p> <p>A limited number of positions at the Minnesota Zoological Gardens require the ability to scale rockwork and ledges and work in high places unreachable by ladder to accommodate watering plantings high in rock formations.</p> |
| <p>HEALTH CARE CALL CENTER LEAD</p> | <p>Ann Phoenix</p> | <p>9/25/02</p> | <p>Customer service skills sufficient to guide customers through MHCP processes and provide information and explanation.</p> <p>Basic math skills sufficient to add, subtract, multiply, or divide correctly.</p> |

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| | | | <p>Oral communications, listening, and interviewing skills sufficient to define, analyze, and resolve problems over the telephone.</p> <p>Human relations skills sufficient to interact with a wide variety of customers.</p> <p>Ability to administer and apply policies, procedures, and coding information sufficient to assist customers regarding Minnesota Health Care Program (MHCP) programs.</p> <p>Ability to analyze customer situations, conduct research, and apply the appropriate policies and procedures to make decisions.</p> <p>Ability to read, comprehend, speak and write English.</p> <p>One year experience in the classification Health Care Call Center Representative in the Department of Human Services Customer Service Division Call Center.</p> |
| HEALTH CARE CALL CENTER REP | Ann Phoenix | 9/25/02 | <p>Customer service skills sufficient to guide customers through MHCP processes and provide information and explanation.</p> <p>Basic math skills sufficient to add, subtract, multiply, or divide correctly.</p> <p>Oral communications, listening, and interviewing skills sufficient to define, analyze, and resolve problems over the telephone.</p> <p>Human relations skills sufficient to interact with a wide variety of customers.</p> <p>Ability to administer and apply policies, procedures, and coding information sufficient to assist customers regarding Minnesota Health Care Program (MHCP) programs.</p> <p>Ability to analyze customer situations, conduct research, and apply the appropriate policies and procedures to make decisions.</p> <p>Ability to read, comprehend, speak and write English.</p> |
| HEALTH CARE CLAIMS SPECIALIST | Ann Phoenix | 9/25/02 | <p>Ability to read, comprehend, speak and write English.</p> <p>Knowledge of health care claims operations, processes, and procedures.</p> <p>Ability to administer and apply policies, procedures, and systems sufficient to assist providers, counties, and insurers regarding claims issues.</p> <p>Ability to analyze customer situations, conduct research, and apply the appropriate policies and procedures to make decisions.</p> <p>Customer service skills sufficient to assist providers, counties, and insurers regarding claims issues.</p> <p>Oral and written communications skills sufficient to exchange information, resolve issues, and answer questions.</p> <p>Human relations skills sufficient to interact with a wide variety of customers.</p> <p>Ability to work independently and as part of a team.</p> |
| HEAVY EQUIPMENT | Ron Maas | 5/11/05 | Completion of Heavy Equipment Apprenticeship program or graduation from a two year |

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| FIELD MECHANIC | | Revised 3/16/2007 | <p>Heavy Equipment Mechanic or related training program that includes: diagnosis and repair of engine, drive train, brakes, steering/suspension and hydraulics for heavy equipment, e.g. trucks, tractors, buses; training in electronics sufficient to make engine adjustments and diagnose problems; and training in the use of computerized testing equipment and/or onboard computers sufficient to diagnose problems and adjust the functions of components.</p> <p>OR</p> <p>Approximately 3 years of experience as a heavy equipment mechanic which includes: diagnosis, repair, maintenance and modification of both heavy-duty diesel trucks and equipment and gasoline powered vehicles; diagnosis and repair of engines, brakes, drive train, steering/suspension and hydraulics; use of electronics sufficient to make engine adjustments and diagnose problems; and the use of computerized testing equipment and/or onboard computers sufficient to diagnose problems and adjust the functions of components.</p> <p>Some positions also require a Valid MN Class A drivers license with no brake restrictions and tanker endorsement and a Valid Commercial Vehicle Inspectors License.</p> <p>Some positions may also require experience as a heavy equipment mechanic using of a variety of machine shop equipment, (i.e., lathe and endmill) and welding techniques (i.e., arc and acetylene welding, plasma cutting, and wire feed (MIG) welding).</p> |
| HEAVY EQUIPMENT MECHANIC | Ron Maas | 9/13/02 Revised 6/1/2007 | <p>Completion of Heavy Equipment Apprenticeship program or graduation from a two year Heavy Equipment Mechanic training program that includes: diagnosis and repair of engine, drive train, brakes, steering/suspension and hydraulics for heavy equipment, e.g. trucks, tractors, buses; training in electronics sufficient to make engine adjustments and diagnose problems; and training in the use of computerized testing equipment and/or onboard computers sufficient to diagnose problems and adjust the functions of components.</p> <p>OR</p> <p>Approximately 3 years of experience as a heavy equipment mechanic which includes: diagnosis, repair, maintenance and modification of both heavy-duty diesel trucks and equipment</p> |

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| | | | <p>and gasoline powered vehicles; diagnosis and repair of engines, brakes, drive train, steering/suspension and hydraulics; use of electronics sufficient to make engine adjustments and diagnose problems; and the use of computerized testing equipment and/or onboard computers sufficient to diagnose problems and adjust the functions of components.</p> <p>Some positions require a Commercial Drivers License (CDL)</p> <p>Some Department of Transportation positions require Certification in Commercial Vehicle Inspection .</p> <p>PREFERRED QUALIFICATIONS - Agencies may include in Preferred Qualifications)</p> <p>Specific certifications in Heavy Truck Mechanics from the National Institute for Automotive Service Excellence (ASE certifications), e.g. the ASE Electronic Diesel Engine Diagnosis Specialist.</p> |
| HIGHER EDUCATION TUTOR | Judy Pearson | 1/21/2005 | <ul style="list-style-type: none"> * Ability to read and write English sufficient to understand and follow directions and maintain records and documentation. * Human relations skills sufficient to establish rapport with and provide direction to program participants. * Ability to provide remedial tutoring at an elementary or secondary level in academic areas, e.g. mathematics, writing, computer skills. |
| HIGHWAY HELPER | RON MAAS | 9/26/02 | <p>Knowledge of automotive maintenance and repair sufficient to diagnose and repair minor automotive problems (e.g. changing tires, fixing hoses). Valid Minnesota Class D driver's license and an excellent driving record is required.</p> |
| Highway Signal Technician | Ron Maas | 4/12/2005 Revised 1/4/2007 | <p>Possession of a current Minnesota Class A Master or Journey Electrician's license or equivalent license from another state. You must provide the date your license was issued and the expiration date.</p> <p>Ability and skill in the use of hand and power tools sufficient to install, alter, maintain, and repair electrical systems and equipment in the field.</p> <p>Knowledge of State and National Electrical and Safety Codes, construction safety and standard electrical practices, techniques, materials and tools sufficient to ensure that work and materials comply with codes, and to select supplies, materials and work methods to apply to electrical projects.</p> |

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| | | | <p>Ability to manage workload using computerized databases and spreadsheets.</p> <p>Human relations skills sufficient to communicate to and effectively work with others including those within Mn/DOT as well as other governmental agencies and the general public.</p> <p>Some positions require a Class A Commercial Driver's License with Airbrake endorsement or ability to obtain within six months.</p> <p>Ability to perform maintenance duties while working at heights up to 70 feet.</p> |
| HOCKEY RINK ICE MAKER | Judy Pearson | 4/26/05 | Six months of experience in the operation of an ice arena resurfacer and edger, including maintenance and minor repairs of machinery and refrigeration system. |
| HOSPITAL SERVICES ASSISTANT | Ann Phoenix | 3/2/05 | <p>To qualify you must have data entry skill sufficient to enter 10,000 to 12,000 keystrokes per hour; the ability to speak, read and write English; communications skills sufficient to understand and effectively implement both oral and written instructions; the ability to observe, record and report orally and in writing on the progress of patients/residents; and demonstrated customer service and human relations skills sufficient to greet, direct and inform the general public and to develop rapport with other staff and patients/residents.</p> <p>The position also requires training and experience administering and charting prescribed medications and knowledge of lifting and patient transfer procedures sufficient to assist direct care staff as assigned.</p> |
| HOUSING FINANCE PARAPROFESSIONAL | Bette Chisholm | | |
| HOUSING FINANCE PARAPROFESSIONAL SENIOR | Bette Chisholm | 3/15/2006 | <p>Paraprofessional or administrative experience in housing finance programs (lending, loan processing, property management, affordable or non-profit housing) sufficient to administer a program and advise customers on program guidelines; and sufficient to evaluate incoming documents to ensure items listed are acceptable and program guidelines and Agency accepted practices are met.</p> <p>Communication skills sufficient to conduct investigations and maintain composure in difficult situations; to draft correspondence and complete written reports; to mentor other technicians including clarifying roles and expectations of team members.</p> <p>Computer skills sufficient to maintain a database; discuss database requirements with information systems staff; and create complex queries and reports.</p> |

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| | | | <p>Organizational skills sufficient to demonstrate a high regard for accuracy and consistency; to coordinate and manage records retention and storage according to specifications; to plan, delegate and allocate work assignments to others and to set clear expectations.</p> <p>Ability to understand and apply basic math, business, finance and or generally accepted accounting principles to the recording of business transactions and events.</p> <p>Math or Accounting education or experience sufficient to construct balance sheets, complete statement of cash flow or of revenue and expenses.</p> <p>Ability to take personal responsibility for meeting business targets despite changing business conditions.</p> <p>Requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently.</p> |
| | Ann Phoenix | 10/10/02 | <p>Ability to observe, interpret and document client response to treatment and training interventions sufficient to provide information needed for treatment evaluation and planning.</p> <p>Knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p> <p>Ability to read and write English sufficient to understand and follow directions, assist in the delivery of client programs, and assist professionals in the delivery of small group therapy.</p> <p>Knowledge of developmental disabilities and mental illness sufficient to assist with the design and implementation of individual treatment plans.</p> |
| HUMAN SERVICES SUPPORT SPECIALIST | Ann Phoenix | 10/10/02 | <p>Ability to provide direct care services and support to clients sufficient to ensure they are well fed, cared for, in good health, and included in decisions, as appropriate.</p> <p>Ability to use nonphysical intervention strategies, such as negotiation, redirection, etc., to control and diffuse aggressive/ violent/ inappropriate behavior.</p> <p>Ability to read and write English sufficient to understand and follow directions, assist in the delivery of client programs, and assist professionals in the delivery of small group therapy.</p> <p>Knowledge of developmental disabilities and mental illness sufficient to assist with the design and implementation of individual treatment plans.</p> <p>Ability to provide direct care services and support to clients sufficient to ensure they are well fed, cared for, in good health, and included in decisions, as appropriate.</p> <p>Ability to use nonphysical intervention strategies, such as negotiation, redirection, etc., to control and diffuse aggressive/ violent/ inappropriate behavior.</p> <p>Skill in human relations sufficient to establish rapport with clients, their families and service providers.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p> |
| HUMAN SERVICES | Judy Pearson | 11/15/04 | Ability to read and write English sufficient to understand and follow directions and to |

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| TECHNICIAN | | | <p>maintain records and documentation.</p> <p>Human relations skills sufficient to establish rapport with and provide direction to service recipients.</p> <p>A position may also have specific physical requirements beyond those inherent in the stated minimum qualifications and job duties.</p> |
| HUMAN SERVICES TECHNICIAN - CNA OPTION | Eric Swensson | 9/9/04 | <p>To minimally qualify for this position you must be eligible for registration with the MDH as a Certified Nursing Assistant (CNA) or possess current CNA Registration.</p> <p>Must be on the Minnesota Nursing Assistant Registry/Certified Nursing Assistant.</p> |
| INSERTING MACHINE OPERATOR | DHS/Phoenix | 7/14/04 | <p>The following qualification has been added to the 206 menu. The addition was established in response to the need for use with the Inserting Machine Operator class.</p> <p>Mail Processing Equipment (e.g., high speed inserting machines, high speed printers, computerized character readers/sorters).</p> |
| INSERTING MACHINE OPERATOR LEAD | DHS/Phoenix | Added 2/17/05 | <p>The following qualification has been added to the 206 menu. The addition was established in response to the need for use with the Inserting Machine Operator class.</p> <p>Mail Processing Equipment (e.g., high speed inserting machines, high speed printers, computerized character readers/sorters).</p> |
| INSTITUTION MAINTENANCE LEADWORKER | Bette Chisholm | 4/14/03 | <p>Experience or skills in general building maintenance or repair sufficient to complete building construction and maintenance work projects that may include rough or finish carpentry (cabinet making or building furniture), masonry (block and brick laying, cement finishing) tuck pointing, electrical, heating, air conditioning, plumbing systems, painting or floor laying (carpet, tile or ceramic tile).</p> <p>Skill in the safe operation of power and pneumatic tools such as saws (table, gas cut off, chop, concrete), portable power planers, transit/level, laser level, or welders (electric or gas). Skill in the safe operation of heavy equipment such as front-end loaders, dump trucks, skid steer, and snow removal.</p> <p>Experience or ability to provide lead work direction to offenders performing building trades work sufficient to assign work; provide training, provide input on work performance, and ensure completion of repair, renovation, building maintenance and construction projects.</p> |

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| | | | <p>Administrative skills sufficient to perform work functions such as: planning and coordinating work activities and prioritizing, scheduling and reporting on work projects; preparing requisitions or purchasing materials through vendors; keeping records of status of projects and keeping inventory of tools, equipment and materials; preparing plans, sketches or specifications; or preparing estimates of materials, time and cost of construction or maintenance or remodeling projects.</p> <p>Oral communication and human relations skills sufficient to instruct offender workers or work projects and equipment/tool operations; provide constructive feedback on work performance; and complete and provide reports on offender performance and project status.</p> <p>Ability to work independently.</p> <p>Some positions may require licensure (Operating Engineer License, Steam Boiler License). Some positions may require a license or completion of an approved apprenticeship program in one of the building trades. (Note: HR and Hiring Supervisor will need to indicate specific requirement).</p> |
| INSTRUCTIONAL COMMUNICATIONS SPECIALIST | Judy Pearson | 4/26/05 | <p>Completion of a two year, post-secondary program in electronics or computer networking within the last five years AND at least two years of experience in the field of media technical support (including working with computer multimedia and interface presentation devices; interactive television and satellite technologies; broadband video systems; and repair and maintenance of related equipment).</p> |
| INTERPRETIVE GUIDE | Eric Swensson | 2/24/2004 | <p>To be considered minimally qualified for this vacancy, you must meet one of the following three requirements:</p> <p>1A Bachelor's degree in biology, botany, zoology, ecology, anthropology, wildlife management, nature interpretation, education, communication, public speaking or closely related.</p> <p>2. Six months experience with primary responsibility for developing and/or presenting environmental/nature, socio-cultural, historical or closely related interpretive materials or programs.</p> <p>3. Six months experience as a teacher/trainer in any field.</p> |
| INTERSTATE MILK RATING OFFICER | Judy Pearson | | <p>Three years advanced level experience in production, quality control, sanitation, or as a fieldman, in a dairy or food plant. A Bachelor's degree in Dairy Science, Food Science and Technology, Animal Science or Veterinary Science will substitute for two years of the above experience.</p> <p style="text-align: center;">OR</p> |

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| | | | <p>Two years experience as a Dairy Inspector 2. AND The successful applicant must complete FDA certification within the six month probationary period; and have a valid Class D Drivers License</p> <p>In addition, candidates must also meet the following physical requirements for this position:</p> <p>This work requires prolonged standing on wet concrete floors for approximately 30% of the time. Accurate color vision is essential to notice subtle shades of product color and to make appropriate product acceptability decisions. The ability to hear conversational voice is required in order to communicate effectively with supervisors and workers. The ability to detect product abnormalities through smell.</p> |
| LABORER TRADES & EQUIPMENT | Ron Maas | | <p>Knowledge of the methods, materials, and tools used in trades work sufficient to assist skilled trades staff in the completion of assigned projects. Ability to safely operate and maintain medium sized motorized equipment, e.g. dump trucks, snow plows, tractors, backhoes, forklift, front-end loaders, augers, chain saws, air compressors, welders, carpentry tools, electrical testing equipment, and other equipment as assigned. Ability to understand and follow oral directions sufficient to interpret and carry out verbal assignments in a safe and efficient manner. Ability to perform semiskilled trades work sufficient to complete minor trades plumbing, electrical, and carpentry assignments, including the installation and maintenance of plumbing, heating, and electrical systems and equipment. Ability to perform minor repairs and adjustments to machinery and equipment including general maintenance and minor repair of buildings Possession of a valid Class B Drivers License in the State of Minnesota where work assignment includes the operation of medium motorized equipment in excess of 26,000 pounds. Strength and agility sufficient to load, operate and repair medium sized equipment and materials. Endurance sufficient to perform tasks under extreme environmental conditions, such as heat, cold, rain, snow, and wind.</p> |
| LAUNDRY COORDINATOR | Bette Chisholm | 5/18/04 | <p>Experience working with commercial washing machines, dryers and finishing equipment in an institution and/or commercial laundry. Experience or the ability to provide training, to motivate and evaluate the work of others.</p> |

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| LAW COMPLIANCE REP 2 – STATE PATROL OPTION | Ron Maas | 1/4/2007 | <p>Requires basic computer/data entry skills using word processing and spreadsheet software programs to generate documents and records and transmit the information electronically to other locations and personnel.</p> <p>Must possess and maintain a valid driver's license with the ability to travel, with overnight stays a required, throughout the state.</p> <p>Requires excellent interpersonal skills and ability to conduct interviews and investigate alleged violations.</p> <p>Analytical skills and the ability to interpret laws, rules and regulations</p> <p>The successful applicant must have the ability to pass and maintain technical certification, with appropriate training, in areas related to commercial vehicle safety regulations (US Dept of Transportation – North American Standards certification). PHYSICAL REQUIREMENTS: The position requires the Law Compliance Representative II to be physically capable of inspection commercial motor vehicles which includes crawling under, around, and upon Commercial Motor Vehicles. Applicants must have the ability to lift portable scales weighing approximately 40 pounds.</p> <p>PREFERRED: Previous knowledge and experience in the areas of commercial vehicle safety and regulatory compliance. Operation and maintenance of commercial vehicles. Technical knowledge relating to the operation and mechanical maintenance of commercial motor vehicles</p> |
| LIBRARY TECHNICIAN | Bette Chisholm | 9/24/02 | <p>Working knowledge of library classification system(s) and standard library reference tools sufficient to assist clients in locating materials and conducting research.</p> <p>Ability to: Apply and support detailed coding or cataloging systems sufficient to create tracking for new print and non-print library acquisitions and locate and replace existing materials. Operate personal computers, use various software and web-based applications, and other office equipment sufficient to locate catalog information, word-process documents, complete forms and prepare reports.</p> |

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| | | | Communicate effectively orally and in writing sufficient to determine and respond to the informational needs of clients of varied educational levels and backgrounds; to train, direct and evaluate work of student clerical staff; and to assist the professional library staff to maintain the library collection according to library policy and procedures. |
| LPN 1 | Bette Chisholm | 8/12/04 | Graduation from an approved school of nursing plus current licensure in Minnesota as a Practical Nurse |
| LPN 2 | Bette Chisholm | 8/12/04 | Graduation from an approved school of nursing plus current licensure in Minnesota as a Practical Nurse. Experience sufficient to perform advanced practical nursing duties in the care of mentally ill, physically ill, developmentally disabled, geriatric or clinic patients. NOTE: HR staff: You may delete only the asterisked statements below if they do not apply to your vacancy. When you have finished, also delete this note. ***Ability to act as leadworker to less-experienced Licensed Practical Nurses.*** ***The Vets Home Programs option requires experience in Skilled Care Nursing in a licensed facility or working with adults in Mental Health or working with adults in Chemical Dependency.*** |
| LOCKSMITH | Bette Chisholm | 12/11/2006 | Certification by the Associated Locksmiths of America as a Registered Locksmith. Ability to read construction plans, blueprints and specifications sufficient to design and key systems for buildings. Math skills sufficient to estimate labor and material costs for planned projects. Knowledge of master key systems. Experience re-keying locks Preferred: Certification by the Associated Locksmiths of America as a Certified or Master Locksmith. |
| MACHINERY REPAIR WORKER | Bette Chisholm | 3/24/05 | 3 years journey-level machinist experience in the installation, maintenance, and repair of machine tools, production machinery, and mechanical equipment (such as large commercial kitchen, laundry or refrigeration equipment); OR auto, truck, or heavy equipment repair (must include welding); OR power plant maintenance experience (e.g., Stationary Engineer, Plant Maintenance Engineer),OR 4 years apprentice experience as a machinist or performing small engine, major appliance, |

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| | | | <p>electrical, or general mechanical repair.</p> <p>NOTE: Completion of a two year vocational/technical training program in machining/machine technology, industrial machinery/maintenance repair, industrial/manufacturing technology, automotive/heavy equipment technology, or welding, or a related field may be substituted for 12 months of work experience.</p> <p>Preferred Qualifications: Experience with preventative maintenance programs for production and physical plant equipment and machinery.</p> |
| MACHINIST | Bette Chisholm | 12/6/02 | <p>Certification as an Apprentice by the MN Department of Labor and Industry, or comparable current registration from another state, OR AAS degree in Machine Tool Technology or related + 2 years experience as a machinist, OR Certificate as a Machinist + 3 years experience, OR 4 years of experience as a machinist.</p> <p>Describe your machinist experience in the Job Related Questions section. Document equipment or tools you've operated, settings, any repair or maintenance, and any additional relevant coursework for which you request credit.</p> |
| MACHINIST LEAD | Bette Chisholm | 12/6/02 | <p>Certification as an Apprentice by the MN Department of Labor and Industry, or comparable current registration from another state, and 1 year of experience as a machinist, OR AAS degree in Machine Tool Technology or related + 3 years experience as a machinist, OR Certificate as a Machinist + 4 years experience, OR 5 years of experience as a machinist.</p> |
| Mason | Eric Swensson | 6/9/2005 | <p>Completion of a registered apprenticeship program or journey-level status or 6,000 hours of experience as a bricklayer and/or stonemason.</p> <p>NOTE: Applicants with only non-union experience will be required to provide detailed work history and references at interview.</p> |
| MATERIALS TRANSFER DRIVER | Bette Chisholm | 9/23/2004 | <p>Valid Class B Minnesota Commercial Driver's License with air brake certification Experience driving a truck, van, or equivalent vehicle with at least 26,000 pound Gross Vehicle Weight (GVW)</p> |
| MATERIALS TRANSFER DRIVER | Bette Chisholm | 9/23/2004 | <p>Valid Class B Minnesota Commercial Driver's License with air brake certification Experience driving a truck, van, or equivalent vehicle with at least 26,000 pound Gross Vehicle</p> |

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| LEAD | | | Weight (GVW) Leadership skills sufficient to provide leadwork direction, which includes but is not limited to assignment of job duties, training and coaching staff. |
| MEDICAL ASSISTANT, CERTIFIED | Bette Chisholm | 7/19/2004 9/29/2006 chgd | Completion of an approved training program in medical assisting and registration or certification as a medical assistant by passing a national examination. |
| MEDICAL LABORATORY TECHNICIAN 1 | Bette Chisholm | 10/28/02 | Bachelor's degree in a chemical, physical, biological or clinical laboratory science, or medical technology from an accredited institution; OR An associate degree in a chemical, physical or biological science or medical laboratory technology from an accredited institution; OR A high school diploma or equivalent and have successfully completed an official military medical laboratory procedures course of at least 50 weeks duration and have held the military enlisted occupational specialty of Medical Laboratory Specialist (Laboratory Technician). |
| MEDICAL LABORATORY TECHNICIAN 2 | Bette Chisholm | 10/28/02 | Certification or accreditation as a Medical Laboratory Technician or Clinical Laboratory Technician by one of the following organizations: NCA National Certification Agency; ASCP American Society of Clinical Pathologists; ASCLS American Society for Clinical Laboratory Science; International Society for Clinical Laboratory Technicians; American Medical Technologists. |
| MEDICAL RECORDS TECHNICIAN 1 | Bette Chisholm | 12/11/02 | Completion of a medical records course from an accredited program and eligibility for accreditation from the American Health Information Management Association (AHIMA) or certification from AHIMA as an Accredited Record Technician. ("Eligibility for" means completion of the coursework and awaiting the certification). |
| MEDICAL RECORDS TECHNICIAN 2 | Bette Chisholm | 12/11/02 | Certification as a Registered Health Information Technician or Registered Health Information Administrator by the American Health Information Management Association (AHIMA, formerly the American Medical Records Association). |
| MENTAL HEALTH | Ann Phoenix | 10/10/02 | Ability to read, write and speak English sufficient to interpret, implement and evaluate |

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| PROGRAM ASSISTANT | | | <p>individual treatment plans for mentally ill</p> <p>Ability to observe, interpret and document client behaviors sufficient to provide information needed for evaluation and treatment planning.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p> <p>Knowledge of behavior modification theory/techniques sufficient to implement behavior management components of treatment plans.</p> <p>Ability to interact with clients sufficient to assist in the delivery of group therapy, teach specialized and vocational skills, and teach recreation and life skills.</p> <p>Knowledge of mental illness sufficient to design and implement individual treatment plans, identify and control aggressive/ violent/ inappropriate behavior.</p> <p>Knowledge of the laws, rules, regulations and policies governing treatment of mental illness and vulnerable adults sufficient to protect the rights of clients/residents.</p> <p>Knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p> <p>Ability to provide ongoing work direction and training to other staff.</p> |
| MENTAL HEALTH PROGRAM ASSISTANT –MENTAL HEALTH REHAB WORKER OPTION | RON MAAS | 3/1/2005 | <p>Ability to read, write and speak English sufficient to interpret, implement and evaluate individual treatment plans for mentally ill</p> <p>Ability to observe, interpret and document client behaviors sufficient to provide information needed for evaluation and treatment planning.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p> <p>Knowledge of behavior modification theory/techniques sufficient to implement behavior management components of treatment plans.</p> <p>Ability to interact with clients sufficient to assist in the delivery of group therapy, teach specialized and vocational skills, and teach recreation and life skills.</p> <p>Knowledge of mental illness sufficient to design and implement individual treatment plans, identify and control aggressive/ violent/ inappropriate behavior.</p> <p>Knowledge of the laws, rules, regulations and policies governing treatment of mental illness and vulnerable adults sufficient to protect the rights of clients/residents.</p> <p>Knowledge of therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p> <p>Ability to provide ongoing work direction and training to other staff.</p> <p>In order to qualify to work as a Mental Health Rehabilitation Worker in this Intensive</p> |

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| | | <p>Residential Rule 36 program, applicants must also be at least 21 years of age, possess a High School diploma or equivalent, and have successfully completed 30 hours of training during the past two years in all of the following areas; recipient rights, recipient-centered individual treatment planning, behavioral terminology, mental illness, co-occurring mental illness and substance abuse, psychotropic medications and side effects, functional assessment, local community resources, adult vulnerability, receipt confidentiality.</p> <p>Applicants must also satisfy the qualifications described in (A) or (B):</p> <p>(A)</p> <ul style="list-style-type: none"> --Has an associate of arts degree in one of the behavioral sciences or human services, or --is a registered nurse without a bachelor's degree, or --who within the previous ten years has acquired: <ul style="list-style-type: none"> (1)three years of personal life experience with serious and persistent mental illness; or (2)three years of life experience as a primary caregiver to an adult with a serious mental illness or traumatic brain injury; or (3)4,000 hours of supervised paid work experience in the delivery of mental health services to adults with a serious mental illness or traumatic brain injury; <p>(B)</p> <ul style="list-style-type: none"> (1) is fluent in the non-English language or competent in the culture of the ethnic group to which at least 20 percent of the mental health rehabilitation worker's clients belong; (2)receives during the first 2,000 hours of work, monthly documented individual clinical supervision by a mental health professional; (3)has 18 hours of documented field supervision by a mental health professional or practitioner during the first 160 hours of contact work with recipients, and at least six hours of field supervision quarterly during the following year; (4)has review and co signature of charting of recipient contacts during field supervision by a mental health professional or practitioner; and (5)has 40 hours of additional continuing education on mental health topics during the first year of employment. |
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| <p>MENTAL RETARDATION RESIDENTIAL PROGRAM LEAD (INACTIVE)</p> | <p>Ann Phoenix</p> | <p>10/10/02</p> | <p>See Residential Program Lead with Human Services option. The MRRPL class was merged with RPL in September 2006. All DHS positions were placed in the Human Services option at that time. PHOENIX</p> |
| <p>MNCARE ENROLLMENT REP</p> | <p>Ann Phoenix</p> | <p>9/25/02, Revised April 2007</p> | <p>REQUIRED EXPERIENCE or EDUCATION: At least two years of experience involving decision-making and customer service responsibility within a complex policy environment (e.g. applying eligibility, insurance, banking, or service industry policy while dealing with a high volume customer base). OR Completion of a post-secondary Financial Worker degree/certificate program.</p> <p>REQUIRED KNOWLEDGE, SKILLS, and ABILITIES: Ability to read, comprehend, speak, and write English sufficient to understand, apply, and explain complex eligibility policies. Customer service skills sufficient to assist applicants and enrollees regarding MinnesotaCare Program policies and procedures. Oral and written communication skills sufficient to exchange information, resolve issues, and answer questions. Math skills sufficient to calculate income and benefit eligibility. Human relations skills sufficient to interact with a wide variety of customers. Ability to administer policies, procedures, and systems used to make MinnesotaCare eligibility and premium determinations. Ability to analyze applicant situations, conduct research, and apply the appropriate policies and procedures to make decisions. Strong computer navigation skills.</p> |

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| MONORAIL MAINTENANCE WORKER | Eric Swensson | 1/8/2004 | <p>Knowledge of repair procedures and techniques sufficient to perform maintenance and repair duties on heavy equipment operated by electric motors.</p> <p>Knowledge of welding, hydraulics, blueprint reading, heating/air conditioning, drafting, and electronics sufficient to maintain and repair a monorail system.</p> <p>Ability to detect, diagnose, and repair mechanical defects sufficient to perform preventive maintenance on equipment.</p> <p>Ability to use precision measuring instruments sufficient to make use of these in the repair and maintenance of equipment.</p> <p>Ability to understand and follow oral and written instructions sufficient to carry out repair orders and understand maintenance records and equipment specifications.</p> <p>Ability to keep repair records sufficient to log, track, and retrieve repair and maintenance histories on equipment.</p> |
| OSS 1, 2, AND 3 | Judy and Bette | 6/26/02 | <p>Knowledge of office organization, procedures and workflow sufficient to develop and modify procedures, establish objectives, and assess results.</p> <p>Knowledge of the principles and practices of accounting and budgeting sufficient to maintain fiscal records and compile budget data.</p> <p>Language skills sufficient to read and interpret laws, regulations and procedural documents and prepare written reports.</p> <p>Communication skills sufficient to exchange information and establish effective internal and external working relationships.</p> <p>Knowledge of the principles of supervision sufficient to train, assign, control and evaluate work, and hire, discipline and reward employees.</p> <p>Computer literacy skills (e.g. word processing, spreadsheets, databases, internet usage).</p> |
| PAINTER | Bette Chisholm | 7/16/2003 | <p>To qualify you must have completed any one of the three following requirements: Approved apprenticeship (6000 hours) in painting; OR three years of experience as a painter, including commercial or residential work preparing and</p> |

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| | | | <p>painting a variety of surfaces; OR one school-year of a vocational-technical or trade school painting program plus two years of experience as a painter, as described above. Qualifying painting experience includes the following: knowledge of standard painting practices, techniques, materials and tools sufficient to requisition and select supplies and materials and apply them to complete painting and decorating projects; knowledge of construction plans and painting specifications sufficient to interpret, modify and follow them to complete painting and decorating projects; knowledge of shop math sufficient to estimate labor and material costs for planned projects; skill in using hand tools, such as brushes, rollers, scrapers and power equipment such as spray guns, sanders, etc., sufficient to prepare, cover and decorate interior and exterior surfaces of state buildings, structures, woodwork, furniture, etc. NOTE: Wallpapering and wood refinishing work will be credited when accompanied by adequate qualifying painting experience. Experience painting vehicles only will not be credited. Positions with the Department of Corrections may include training and directing the work of inmate painters.</p> |
| PAINTER LEAD | Bette Chisholm | 7/16/2003 | <p>Completion of an apprenticeship program or three years of qualifying painting experience AND either an additional six months of experience as a supervisory or leadwork painter OR one year of qualifying painting experience.</p> <p>Qualifying painting experience includes the following: knowledge of standard painting practices, techniques, materials and tools sufficient to requisition and select supplies and materials and apply them to complete painting and decorating projects; knowledge of construction plans and painting specifications sufficient to interpret, modify and follow them to complete painting and decorating projects, and sufficient to advise other skilled Painters on more effective techniques and work methods to complete painting and decorating projects; knowledge of shop math sufficient to estimate labor and material costs for planned projects; skill in using hand tools, such as brushes, rollers, scrapers and power equipment such as spray guns, sanders, etc., sufficient to prepare, cover and decorate interior and exterior surfaces of state buildings, structures, woodwork, furniture, etc; ability to lead and motivate painting project employees sufficient to direct them toward the timely completion of assigned painting and decorating projects; ability to maintain and repair hand tools and power equipment sufficient to insure their</p> |

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| | | | <p>availability and safe operation for painting and decorating projects; ability to complete painting project records of time and materials sufficient to report daily, weekly and monthly progress of the painting and decorating project.</p> <p>NOTE: Wallpapering and wood refinishing work will be credited when accompanied by adequate painting experience. Painting vehicles only will not be credited. Positions with the Department of Corrections may include training and directing the work of inmate painters.</p> |
| PARALEGAL | Bette Chisholm | 8/26/04 | <p>Completion of a recognized paralegal training program, OR Completion of a Bachelor's degree with a major in paralegal training, OR Successful completion of one or more years of law school, OR Two years of varied paralegal experience (e.g. Legal Assistant, Legal Clerk or Legal Advocate). Note: Legal Secretary experience involving keying and maintaining case files will not be credited.</p> |
| PHARMACY TECHNICIAN | Eric Swensson | 12/28/04 | <p>In order to be considered minimally qualified for this vacancy, you must achieve one of the two options listed. If you are not qualified under Option A, you will be contacted regarding your availability to take the written exam.</p> <p>Option A: Experience and training: To qualify, you must have completed vocational/technical program or certification in Pharmacy Technology (Associate in Applied Science degree or Pharmacy Technician diploma) or equivalent; OR possess current National Certification as a Pharmacy Technician; OR have one year experience working as a pharmacy technician which included assisting a Pharmacist in preparing prescriptions, performing data entry of prescription records and inventory records.</p> <p>Option B: Pass a written test covering alphabetical and numerical filing, checking the accuracy of forms and records, math, inventory terms and procedures. Passing scores range from 70 to 100 percent.</p> |
| PHOTOGRAPHER | Ron Maas | 8/15/02 | <p>Knowledge of the methods and practices of modern photography, photo reproduction and industrial photography work sufficient to take still, color, aerial and motion pictures of varied subjects under varied conditions for news, publications, exhibits, records and other purposes. Knowledge of photographic media, equipment and materials sufficient to develop, print, enlarge and retouch photographs.</p> <p>Knowledge of photo-reproduction equipment and materials sufficient to produce enlargements or reductions of plans, maps, charts and other material.</p> |
| PHYSICAL THERAPY ASSISTANT | Ann Phoenix | 1/13/03 | <p>Completion of two year college or vocational program as a Physical Therapy Assistant. Knowledge of physical therapy techniques and procedures sufficient to administer active and</p> |

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| | | | <p>passive manual exercises, massage, heat, water, sound and light treatments to strengthen and maintain physical capacity of clients.</p> <p>Knowledge of physical therapy equipment and adaptive devices sufficient to fit, adjust, and train clients and their caregivers in use and care of ambulatory devices (such as splints); alter equipment to better met needs/limitations of client; and implement treatment plans.</p> <p>Ability to observe, track and document client progress in attaining goals and to recommend modifications to goals, as necessary.</p> <p>Knowledge of transfer techniques sufficient to safely lift, move and position clients.</p> <p>Skill in human relations sufficient to establish rapport with clients, their families and service providers.</p> <p>Ability to perform basic health care procedures, such as taking vital signs and administering medications.</p> <p>Ability to provide direct care services and support to clients sufficient to ensure they are well fed, cared for, in good health, and included in decisions, as appropriate.</p> <p>A position may also have specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties.</p> |
| PLANT MAINTENANCE ENGINEER | Judy Pearson | 4/23/02 | Valid Steam Engineer's License |
| PLASTERER | Bette Chisholm | 11/03/03 | <p>Must be a licensed plasterer (include license number on your resume) and possess a valid MN Driver's License.</p> <p>Successful candidate must pass a pre-employment physical (demonstrating ability to lift and carry up to 90 lbs, climb ladder, etc.), a criminal background check, and employer reference checks.</p> |
| PLUMBER | Ron Maas | 9/20/02 | Possession of a Journey-level Plumber License issued by the Minnesota Commissioner of Health. |
| PLUMBER CHIEF | Bette Chisholm | 9/15/05 | <p>Possession of a valid Master Plumber's License issued by the Minnesota Commissioner of Health and a valid Minnesota Class D driver's license.</p> <p>Leadership skills sufficient to provide leadwork direction that includes prioritizing and assigning job duties, directing, guiding and reporting on work activities of other staff.</p> |
| PLUMBER FITTER | Bette Chisholm | 9/15/05 | Possession of a valid Master Plumber's License issued by the Minnesota Commissioner of Health and a Journeyman Pipefitter License. |
| PLUMBER MASTER IN CHARGE | Ron Maas | 12/3/02 | Possession of a Master Plumber's License. |
| RADIO | Ron Maas | 4/02/02 | Successful applicant will have at least 6 months of dispatching experience. |

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| COMMUNICATIONS OFFICER | | | |
| RADIO TECH 1 | Ron Maas | 3/6/03 | Possession of a general radio telephone operator license or certification by APCO (Association of Public Safety Communications Officers) or NABER (National Association of Business and Educational Radio) AND certificate in Electronics from a technical school or military electronic communications school or experience as a radio, TV or electronics equipment repairman or radio station engineer. Must possess a class D driver's license. |
| RADIO TECH 3 | Ron Maas | 10/?/03 | Advanced technical knowledge of radio electronics sufficient to install, repair and maintain complex micro-computer based wireless electronic communications equipment (e.g. wide area microware systems, RF base stations, audio/data multiplexing equipment, digital and analog recording equipment). FCC Radio-Telephone license or be an APCO/NABER certified technician. Experience providing work direction to other employees. |
| REFRIGERATION MECHANIC | Bette Chisholm | 2/27/04 | Refrigeration Transition and Recovery Certification appropriate to equipment and position requirements. Two or more years of journey-level refrigeration mechanic experience in the maintenance and repair of major air conditioning and refrigeration systems, e.g., central air conditioning, window air conditioners, HVAC, and commercial refrigeration. Some positions will require possession of Universal EPA Certification for Handling of Refrigerants. Some positions will require one year (of the two year minimum) of experience working with pneumatic controls and/or building automation systems. Some positions will require a diploma or degree in HVAC/Refrigeration from a vocational-technical training program. Note: appliance or home refrigerator repair will not meet the minimum standard. |
| RESIDENTIAL PROGRAM LEAD | Judy Pearson | 11/8/05 | 1) Two years experience working in a residential setting OR Two years experience working with a special education population OR Two years experience coordinating/leading programs for children or adolescents. 2) Knowledge of the multi-challenged/blind/visually impaired or deaf/hard-of-hearing |

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| | | | <p>population sufficient to understand their physical, social, psychological and instructional needs.</p> <p>3) Knowledge of child development theory and techniques sufficient to implement and assist with the development of independent/daily living skills programs and individual education plans.</p> <p>4) Ability to train, schedule, assign work to and evaluate performance of subordinate staff.</p> <p>5) Ability to read and write English sufficient to understand written policies and procedures and education plans and to maintain records and documentation.</p> <p>6) Ability to make decisions, resolve conflicts and demonstrate initiative.</p> <p>7) Human relations skills sufficient to communicate effectively and establish rapport with students, parents and staff.</p> <p>Positions at the State Academy for the Deaf require signing skills. Candidates will be assessed for signing skills prior to hire.</p> |
| RESIDENTIAL PROGRAM LEAD with Human Services option | Ann Phoenix | Sept 2006 | <p>To qualify, you must have</p> <p>the ability to</p> <p>__read, write and speak English;</p> <p>__provide lead work direction to staff in the delivery of health care services, developmental treatment programs, and support services to developmentally delayed and mentally ill clients;</p> <p>__train, schedule, assign work to, and evaluate performance of, subordinate staff in implementing and documenting treatment plans;</p> <p>__communicate verbally and nonverbally with clients to identify physical, emotional and daily living needs;</p> <p>__evaluate need for, order and obtain supplies and equipment sufficient to ensure that medical, programming and housekeeping functions are maintained;</p> |

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| | | | <p>and</p> <p>knowledge of</p> <p>__licensing standards sufficient to inspect work sites, eliminate safety hazards, conduct periodic emergency and evacuation drills, and establish operating procedures;</p> <p>__the laws, rules, regulations and policies governing treatment of vulnerable adults and operation of licensed facilities sufficient to protect the rights of clients/residents; and</p> <p>__therapeutic intervention techniques sufficient to control aggressive or violent behavior.</p> |
| REVENUE COLLECTIONS OFFICER 1 | Bette Chisholm | 7/15/02 | <p>Math skills sufficient to verify validity of debt liability balances, correct account errors, explain to the debtor the basis of amounts owed, analyze financial statements and DOR records, investigate income sources and determine ability to pay.</p> <p>Language skills sufficient to read and interpret laws, regulations and procedural documents and respond to inquiries.</p> <p>Communication skills sufficient to exchange information and establish effective internal and external working relationships.</p> <p>Computer literacy skills (e.g. word processing, spreadsheets, databases, Internet usage).</p> <p>Ability to deal objectively with individuals of widely divergent life styles.</p> <p>Must be able to deal objectively with individuals whose attitude and behaviors may be very different from those of the employee.</p> |
| Security Communications Systems Monitor | Ron Maas | 10/11/2005 | <p>Two years of clerical, customer service or client service experience requiring frequent public contact along with one of the following:</p> <p> dispatching or security experience; OR</p> <p> experience with multi-line phone systems; OR</p> <p> experience working with criminal justice databases</p> <p>THE ABOVE EXPERIENCE MUST BE CLEARLY STATED WITHIN YOUR RESUME.</p> <p>A high school diploma, basic computer skills, and clear criminal background are required. Candidates must be flexible enough to work NIGHTS, WEEKENDS, and HOLIDAYS as determined by the appointing authority and guidelines set forth between the State of Minnesota and the representing Union.</p> |

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| SECURITY COUNSELOR | Ann Phoenix | 10/10/02 | <p>Knowledge of psychiatric terminology and theory sufficient to read and implement treatment strategies, document clients' progress, and recognize and report sudden behavioral and physical changes to appropriate staff.</p> <p>Skill in human relations sufficient to assist in the resolution of disputes; provide ongoing support and direction to clients and facilitate social and leisure activities.</p> <p>Knowledge of hospital security policies and procedures sufficient to minimize aggressive client behaviors and prevent escapes.</p> <p>Ability to read and write English sufficient to understand and implement oral and written directives; document client progress in charts, and explain policies and procedures to new staff/clients.</p> <p>Knowledge of therapeutic intervention and personal safety techniques sufficient to control aggressive and violent behavior.</p> |
| SECURITY COUNSELOR LEAD - NO OPTION | Ann Phoenix | 10/10/02; rewritten 12/29/04 ACPhoenix edited 9/7/05 | <p>To qualify, you must be currently employed as a Security Counselor in a DHS facility for a minimum of two years, providing a secure environment, implementing treatment strategies and managing client behavior.</p> <p>You must also pass a promotional rating based on your performance demonstrating</p> <ul style="list-style-type: none"> • knowledge of psychiatric terminology and theory sufficient to implement treatment strategies, document clients' progress, and recognize and report sudden behavioral and physical changes • knowledge of, and ability to apply, therapeutic intervention techniques and personal safety procedures sufficient to control aggressive and violent behavior • human relations skill sufficient to elicit cooperation from, and provide training to, other staff • problem-solving ability sufficient to identify potential conflicts and develop strategies to address them • ability to understand and consistently comply with regulations, rules and procedures • ability to read, understand, write and speak English sufficient to explain policy and procedures to staff, conduct formal and on-the-job training, facilitate crisis debriefing meetings and document recommendations for policy/procedure changes; |

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| | | | <ul style="list-style-type: none"> • ability to establish and maintain positive and effective relationships with clients while maintaining appropriate boundaries and communicating a good understanding of client's needs • ability to stand, sit, walk fast/run in emergency situations • ability to lift and carry up to 45 pounds occasionally |
| SECURITY COUNSELOR LEAD - BUILDINGS AND GROUNDS OPTION | Ann Phoenix | 9/7/05 | <p>To qualify, you must be currently employed as a Security Counselor in a DHS facility for a minimum of two years, providing a secure environment, implementing treatment strategies and managing client behavior. <u>At least one year of this experience must be in a Control Center environment operating security equipment.</u> You must also pass a promotional rating based on your performance demonstrating all of the following.</p> <p>>>> knowledge of psychiatric terminology and theory sufficient to implement treatment strategies, document clients' progress, and recognize and report sudden behavioral and physical changes</p> <p>>>> knowledge of, and ability to apply, therapeutic intervention techniques and personal safety procedures sufficient to control aggressive and violent behavior</p> <p>>>> human relations skill sufficient to elicit cooperation from, and provide training to, other staff</p> <p>>>> problem-solving ability sufficient to identify potential conflicts and develop strategies to address them</p> <p>>>> ability to understand and consistently comply with regulations, rules and procedures</p> <p>>>> ability to read, understand, write and speak English sufficient to explain policy and procedures to staff, conduct formal and on-the-job training, facilitate crisis debriefing meetings and document recommendations for policy/procedure changes</p> |

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| | | | <p>>>> ability to establish and maintain positive and effective relationships with clients while maintaining appropriate boundaries and communicating a good understanding of client's needs</p> <p>>>> ability to operate security control equipment</p> <p>>>> ability to stand, sit, walk fast/run in emergency situations</p> <p>>>> ability to lift and carry up to 45 pounds occasionally</p> |
| SECURITY GUARD | Ron Maas | 6/20/02 | <p>Public Relations skills sufficient to effectively deal with the public, building tenants and visitors.</p> <p>Ability to follow oral and written directions sufficient to react quickly and appropriately in emergency situations.</p> <p>Ability to speak and read the English language sufficient to read and apply security procedures, write reports and deal with customers.</p> <p>Must pass a criminal background check. Physical ability sufficient to apprehend a suspect.</p> |
| SENTENCING TO SERVICE (STS) CREW LEADER | Bette Chisholm | 1/29/03 | <p>A minimum of 6 months experience in rough carpentry or construction that includes framing skills and basic skills in reading and understanding blueprints.</p> <p>Experience in providing or the ability to provide lead work direction or supervision sufficient to assign work; provide training on equipment/tool use and work activities; monitor and manage work performance; and motivate work crews to complete projects safely and efficiently.</p> <p>Basic computer and data entry skills sufficient to complete computerized reports.</p> <p>Skills in operating and maintaining an inventory of hand and power tools.</p> <p>Valid Class D driver's license.</p> <p>Current certification in First Aid and CPR (needed prior to hire).</p> <p>Skills in record keeping sufficient to document and maintain client and project files and equipment inventory.</p> <p>Oral and written communication skills sufficient to lead and instruct offender work crews on work projects and equipment/tool operation; provide constructive feedback on work</p> |

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| | | | <p>performance; and complete and provide reports on offender performance and project status. Organizational skills sufficient to plan and coordinate work activities and to prioritize, schedule and report on work projects. Ability to work with minimal supervision and follow policies and procedures. Ability to work collaboratively with other agencies and organizations. Strong interpersonal and human relations skills.</p> |
| SEWING MACHINE OPERATOR | Ann Phoenix | 2/26/2004 | <p>Minimum of one year full time experience operating sewing machines (single needle and sergers) to create, alter and repair clothing, drapes and linen.</p> |
| SHEET METAL WORKER | Bette Chisholm | 7/16/2003 | <p>Completion of an approved apprenticeship in sheet metal work OR 4 years of experience as a sheet metal worker including both construction (fabricating custom sheet metal products from blueprints) AND maintenance (repairing existing sheet metal) work.</p> |
| SPECIAL EDUCATION PROGRAM ASSISTANT- NO OPTION | Judy Pearson | 11/12/04 | <ol style="list-style-type: none"> 1. A minimum of one year of experience performing teaching assistant related duties. 2. Knowledge of the multi-challenged/blind/visually-impaired or deaf/hard-of-hearing population sufficient to understand their instructional needs. 3. Ability to read and write English sufficient to understand written policies and procedures and education plans and to maintain records and documentation. 4. Human relations skills sufficient to establish rapport with and provide instruction to students. <p>Positions that work with Title I programs are required to have completed two years of study at an institution of higher education OR have an Associate's degree.</p> <p>Positions at the State Academy for the Deaf require signing skills. Candidates -will be assessed for signing skills prior to hire.</p> |
| SPECIAL EDUCATION PROGRAM ASST WITH FORENSICS OPTION | Ann Phoenix | 11/13/2006 | <p>To qualify you must have a minimum of 1 year experience performing teaching assistant related duties (e.g., classroom training, tutoring, non-credit instruction, etc.) and __knowledge of MID (mentally ill and dangerous) populations and sex offender populations sufficient to understand their learning disabilities and instructional needs</p> |

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| | | | <p>__ability to read and write English sufficient to understand written policies and procedures and education plans and to maintain records and documentation</p> <p>__human relations skills sufficient to establish rapport with and provide instruction to students.</p> |
| STATE PROGRAM ADMIN TECH SPECIALIST – EMERGENCY COMMUNICATIONS | Ron Maas | 7/7/2006 | One year of Duty Officer/Communications Officer experience with the Department of Public Safety. Ability to operate and maintain communication center equipment. |
| STATE PROGRAM ADMIN TECH SPECIALIST – EMERGENCY MANAGEMENT OPTION | Ron Maas | 7/19/2004 | One year of full time Duty Officer experience in the Division of Homeland Security and Emergency Management, Department of Public Safety. Ability to operate and maintain communications center equipment. |
| STATIONARY ENGINEER | Ron Maas | 1/28/03 | Possession of a valid steam engineer’s license of the class required by law for the size of plant and work situations involved. (Agencies, enter the class of licensure required for the vacancy being filled. License must be a valid Minnesota Second Class B or higher.) |
| STEAMFITTER | Bette Chisholm | 7/23/2007 | Registration with the Minnesota Department of Labor and Industry as a Journeyman Pipefitter. Current Minnesota Class D driver's license. |
| STRUCTURAL FABRICATION INSPECTOR | Ron Maas | 1/6/2006 | <p>You must possess an AWS Certified Welding Inspector (CWI) certificate, a Class D driver’s license, and have experience typically acquired over three years performing the following:</p> <ul style="list-style-type: none"> *Conducting quality assurance and/or quality control inspections on materials and processes used in the fabrication of structural steel components for steel and/or concrete bridges and structures for compliance to applicable codes, standards and specifications. *Coatings applications and/or coatings inspections that shall include paint and/or galvanized coatings. *Conducting nondestructive examinations of metal bridges and structures. <p>This experience must demonstrate: the use of quality standards (AISC, TQM or ISO); the interpretation and application of standard specifications including ASTM and AASHTO Standards, AWS Codes and SSPC specifications; the interpretation of plans, specifications, shop drawings, and Welding Procedure Specifications; the use of various measuring and test</p> |

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| | | | equipment; computer skills, and basic metallurgy. |
| STRUCTURED PROGRAM ASSISTANT | Ann Phoenix | 7/23/2004 | <p>Applicants must have</p> <ul style="list-style-type: none"> • a minimum of 2 years experience performing a variety of tasks and activities related to the implementation of DT&H support or behavior management in a day training setting for clients with developmental disabilities or mental illness; • the ability to read, comprehend and speak English • oral and written communication skills sufficient to exchange information, resolve issues and answer questions; and • the ability to work independently and as part of a team. |
| THEATRE TECHNICIAN | Eric Swensson | 4/28/2004 | <p>Two years of experience in set design and construction, scenery preparation and rigging, and lighting. A Bachelor's degree in Theater Arts with a concentration in Technical Theater may substitute for the experience requirement.</p> <p>Knowledge of professional procedures and practices used by theater arts and craftworkers; occupational practices of the theater and its machinery and equipment, and the safety procedures involved in working with this machinery and equipment; standard practices used in the construction of stage scenery, furniture, and properties; conventional methods of mounting and rigging stage scenery; the characteristics of the common materials used in scenic construction (e.g. lumber, canvas, metal, plastics).</p> <p>Ability to read working drawings, front elevations, floor plans, and shift plans; supervise skilled and unskilled helpers; perform routine maintenance and repair of stage lighting equipment; operate analogue and digital recording and playback equipment.</p> |
| THEATRE TECHNICIAN – COSTUME OPTION | Eric Swensson | 4/28/2004 | <p>Two years of experience in costume design and construction. A Bachelor's degree in Theater Arts with a concentration in Costuming may substitute for the experience requirement.</p> <p>Considerable knowledge of the procedures and practices of costume design and construction for theater productions, including making patterns, fitting, and altering clothing; design and application of stage makeup for theater productions.</p> <p>Ability to provide technical supervision over crews doing costume design and construction; administer, organize, and oversee the purchase and inventory of all costume and makeup</p> |

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| | | | supplies and equipment. |
| TRANSPORTATION MATERIALS SPECIALIST | Ron Maas | 5/11/2007 | <ul style="list-style-type: none"> - A minimum of 1 year working knowledge of principles, practices and methods of inventory management - Knowledge of terminology related to construction, maintenance and/or electronic/electrical operations - Personal computer and various software applications - Write specifications; organize and prepare solicitations; analyze bids; select and notify vendors - Operate various materials handling equipment - Communicate effectively both orally and in writing - Work independently with minimal supervisory direction - Work under extremely adverse weather conditions, work irregular shifts, and work in high density environments |
| VETERANS HOME PROGRAM ASSISTANT | Eric Swensson | 4/18/2006 | <p>Ability to read, write and speak English sufficient to implement department programs.</p> <p>Knowledge of therapeutic recreation techniques, gerontology and basic principles of human relationships.</p> <p>Ability to effectively interact and motivate residents to increase socialization and interpersonal interaction.</p> <p>Ability to assist residents with activities of daily living including bathing, dressing, grooming, eating and toileting.</p> <p>Knowledge of transfer techniques sufficient to safely lift, move and position residents.</p> <p>Ability to operate facility vehicles.</p> <p>Ability to provide lead work direction to other facility staff and volunteers.</p> <p>Knowledge of laws, rules, regulations and policies governing treatment of vulnerable adults and child abuse in licensed facilities sufficient to protect the rights of residents.</p> |
| WELDER | Ron Maas | 10/21/2003 | Two years experience as a Combination welder (arc and gas, Heli-arc, wire feed, MIG, TIG and plasma cutter) involving working from blueprints, making jigs and fixtures, and fabrication including stainless steel and aluminum. Production welding using automatic welding machines will not receive credit. You must describe the types of welding processes you have used and must indicate whether or not you have worked from blueprints. Some positions require Class "B" Commercial Driver's License |
| WORK THERAPY ASSISTANT | Ann Phoenix | 1/13/03 | <p>Knowledge of work activity program development sufficient to design work therapy plans for clients.</p> <p>Organizational skill sufficient to design work areas and development processes.</p> <p>Knowledge of client groups sufficient to accommodate for special limitations in the work setting.</p> <p>Ability to operate hand and power tools sufficient to instruct others in their safe operation and adapt or modify tools to accommodate physical and/or mental limitations.</p> |

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| | | | <p>Knowledge of behavior modification techniques sufficient to implement prescribed programs. Math ability sufficient to calculate employee payroll. Ability to read, write and speak English. A position may also have specific physical requirements beyond those inherent in the stated Minimum Qualifications and job duties.</p> |
| WORK THERAPY TECHNICIAN | Ann Phoenix | 9/8/05 | <p>To qualify, you must have a minimum of one-year experience implementing training programs for individuals who have a developmental disability, mental illness, chemical dependency, and/or physical disability.</p> |
| ZOO FARM KEEPER | Eric Swensson | 1/27/05 | <p>You must have either: A) One year of experience as a full-time animal attendant in a zoo or farm park; OR B) Two years experience in a commercial livestock operation involving responsibility for maintaining production and growth efficiency records and aiding in the implementation of selective breeding programs, diet formulation, and feeding and sanitation practices; OR C) Two years experience as a veterinary technician involving the restraint and medical treatment of large domestic animals.</p> <p>Must be able to lift and carry up to 50 pounds.</p> |
| ZOO KEEPER | Eric Swensson | 2/24/2004 | <p>1) One year experience as a full-time Zookeeper in a zoo or aquarium; or</p> <p>2) Three years full-time experience in an established laboratory or field research program involving vertebrate animals and data collection; responsible work experience in a laboratory animal colony or veterinary hospital involving direct animal care and maintenance.</p> <p>Experience must be within the last 10 years <u>and include all</u> of the following: observation of animal behaviors, preparation and feeding of animal diets, preparation and maintenance of detailed animal records, and maintenance of sanitary animal living conditions.</p> |
| ZOO LIFE SUPPORT OPERATOR | Eric Swensson | 8/11/2005 | <p>To be minimally qualified, you must have a minimum of 6 months experience in the operation, maintenance, and repair of pumps, filters, and motors for aquatic life support systems, and water quality testing. Current scuba certification is also required.</p> |