



# CITY JobsOpen

Job Openings with the City and County of Denver

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Thursday, November 5, 2009

The Jobs Opportunities Bulletin is a published copy of our current recruitments as of November 5, 2009. For a complete listing of openings, including those that have opened since this publication please visit [www.denvergov.org/jobs](http://www.denvergov.org/jobs) & select "Career Service Job Opportunities." The City and County of Denver is an Equal Opportunity Employer

Job #	Job Title	Job Type	Salary	Open	Close
CCD 05460	CITY ONLY Appraisal Data Collector	Unlimited Regular	\$28,118 - \$41,050	11/02/09	11/06/09
CCD ARRA KH 2009.11.	CITY ONLY GRID Program Administrator	Limited Regular	\$49,038 - \$78,235	11/04/09	11/11/09
CCD 51382	CITY ONLY HR Generalist (Senior Human Resources Professional)	Unlimited Regular	\$52,419 - \$83,640	11/02/09	11/06/09
CCD 51387	CITY ONLY HR Supervisor - Employee Relations/Operations	Unlimited Regular	\$64,030 - \$102,184	11/02/09	11/06/09
CCD 05467	CITY ONLY Heavy Equipment Operator DIA & City - Wide (Snow Removal)	Unlimited Regular	\$37,657 - \$54,952	10/27/09	11/05/09
CCD 51379	CITY ONLY Human Resources Technician	Unlimited Regular	\$39,257 - \$57,291	11/02/09	11/06/09
CCD 51380	CITY ONLY Staff Human Resources Professional	Unlimited Regular	\$39,257 - \$57,291	11/02/09	11/06/09
CCD 05469	CITY ONLY Vehicle Boot Investigator	Unlimited Regular	\$36,724 - \$53,595	11/02/09	11/06/09
CCD 05451	CITY ONLY Vehicle Control Agent	Unlimited Regular	\$33,597 - \$49,038	11/02/09	11/06/09
CS0457 Intern	Cook (On Call) Family Crisis Center	On Call Regular	\$10.81 - \$15.80 hourly	05/20/09	Continuous
2009.11.02	Denver Mayor's Office of Communications Internship	Intern	\$0/Year	11/02/09	11/16/09
NONCSAINT ERN-6	Denver's Division of Theatres and Arenas Sponsorship Intern	Intern	\$0/Year	09/24/09	01/31/10
05404 A 10/09	Deputy Director (Manager 1) Auditor's Office	Unlimited Regular	\$71,569 - \$114,207	10/02/09	Continuous
05409	Election Judge	On Call Regular	\$11.12/Hour	09/07/09	11/06/09
03562	Forensic Pathology Fellow	Intern	\$72,321.60 - \$72,321.60	03/26/08	Continuous
CG2115-09	Recreation Aide/Golf Course Aide	On Call Regular	\$7.28 - \$8.03 hourly	01/15/09	11/27/09
CG2116-09	Recreation Facility Assistant/Golf Course Facility Assistant	On Call Regular	\$9.29 - \$10.25 hourly	01/15/09	11/27/09
CG2012-09	Recreation Instructor	On Call Regular	\$13.52 - \$19.74 hourly	01/15/09	11/27/09

Job #	Job Title	Job Type	Salary	Open	Close
CCD 05460	CITY ONLY Appraisal Data Collector	Unlimited Regular	\$28,118 - \$41,050	11/02/09	11/06/09

**Job Description:**

**CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.**

This position is with the Assessment Division of the Finance Department and performs a variety of technical data collection and profile assembly tasks associated with collecting property information under the direction of a licensed or certified appraiser.

**Job Responsibilities:**

Performs a variety of field audits of construction and land use sites to gather data for assessment purposes including non-complex and complex residential, multi-family, commercial, and industrial real property.

Verifies property characteristics and physical addresses, processes appraisal forms, and enters collected data into agency's database system.

Conducts visual inspections of sites to ascertain and/or verify stages of completion or development, notes quality and type of materials used, and projects the use of land.

Performs field inspections on property to obtain and/or verify information for appraisal records and collects photographs of properties.

Checks maps, legal descriptions, and/or building permits to verify site locations and addresses against appraisal forms.

Sketches building exteriors and/or site boundaries and notates dimensions; performs periodic updates to reflect additions, demolition, and/or site use and zoning changes and may determine the status of construction on assessment date.

Processes various appraisal forms, including a review for completeness and accuracy, posts appraisal information, compiles property information, and tabulates data.

Performs mathematical computations including the determination of square footage, percentages, fractions, or decimals using standard formulas and readily available data to verify accuracy and completeness.

Updates and maintains Assessment files which may include filing and/or retrieving cards, letters, or other documents.

**Qualifications:**

**Education Requirement:**

Graduation from high school or possession of a GED Certification is desirable.

**Experience Requirement:**

None.

**Licensure and Certification:**

Possession of a valid driver's license at the time of application.

**Additional Information:**

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

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**Classification Title:** Appraisal Data Collector CV2348

**Pay Grade:** 608-V

**Agency:** Finance Department

**Testing:** 100% Written Exam

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

**Recruiters:** LCW

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CCD ARRA	CITY ONLY GRID Program Administrator	Limited Regular	\$49,038 - \$78,235	11/04/09	11/11/09
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KH 2009.11.

**Job Description:**

**CITY EMPLOYEES ONLY - This is a city employee only recruitment for all Denver City employees with or without Career Service status including Promotion and Transfer/Demotion/Repromotion/Re-Employment (TDRR).** Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

This is a **LIMITED** position with an expected length of 3 years.



**This position is grant-funded through the American Recovery & Reinvestment Act (ARRA). Specifically, this project is supported by Grant # 2009-SB-B9-1564, issued by the JAG Recovery Act (Byrne JAG).**

The **GRID (Gang Reduction Initiative of Denver) Program Administrator** is responsible for the coordination and implementation of all aspects of the CGM (Comprehensive Gang Model).

The GRID Program is administered by our **Safe City Office** which promotes positive youth development and provides a continuum of prevention and intervention services designed to reduce youth violence, crime and victimization by developing and implementing community solutions through intergovernmental and intercommunity cooperation.

Specifically, GRID has three teams: the Policy Steering Committee, Implementation Team and Impact Team. The teams consist of representatives from city, state and federal agencies, community-based organizations and community representatives focused on curtailing youth and gang violence through the implementation of the CGM. The CGM employs a comprehensive approach to strategy development within five areas: Community Mobilization, Provision of Opportunities, Social Intervention, Suppression and Organizational Change and Development to reduce the impact of gangs on the community.

This role, **GRID Program Administrator**, requires leadership, program development/management and implementation skills including: community organization and mobilization; ability to work with diverse communities, populations and systems; knowledge of and desire to work with at-risk youth, youth development and gang intervention activities.

Interested? Please review the job responsibilities, required/preferred qualifications and submit an application for consideration.

**Job Responsibilities:**

- Collaborate with the Crime Prevention and Control Commission Prevention Committee to design and implement the CGM (Comprehensive Gang Model).
- Coordinate with diverse stakeholders (governments, law enforcement, private and public social support agencies, school systems, community members, business community, etc) to leverage support for strategic implementation of the model.
- Work directly with targeted communities to identify community resources and needs to develop/implement CGM strategies.
- Work with evaluators to develop/implement evaluations of the initiative including data collection.
- Coordinate/facilitate meetings of GRID Policy Steering and Implementation teams.
- Design/implement community assessment, victim and other data collection for gang related statistics.
- Other responsibilities/duties as assigned.

**Qualifications:**

**Required (must be demonstrated on application):**

- **Three years** of professional or technical level experience organizing the aspects of a program(s) or training program participants and/or volunteers, including:
  - **Working with at-risk youth to include at least one year of program management** involving strategic plan development, standard research and evaluation, case management and/or implementing work processes.
- **Bi-lingual (Spanish)**

**Required Education (must be demonstrated on application):**

- **Bachelors Degree** in Public Administration, Management, Sociology, Psychology, Political Science, or a related field
- **Equivalency:** a combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Preferred (please be certain to document on the application if relevant):**

- Five years working with at-risk youth
- Demonstrated community mobilization experience in diverse communities
- Strong writing skills
- Grant writing experience/skill
- Business partnership development
- Computer skills: MS - Word, Excel Outlook

**Additional Information:**

**Classification:** Program Administrator, CA0938

**Pay Grade:** 808A

**Agency:** Safety, Safe City Office

**To Apply:** please select the apply button at the top of this posting / visit <http://www.denvergov.org/jobs>

**Testing:** Supplemental Questions

**Recruiter:** KH

**Job Description:**

**CITY EMPLOYEES ONLY**– This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

Career Service Authority, the City's full service HR agency, is seeking five Senior Human Resources Professionals (Generalists) with experience working as a HR generalist within a startup environment to join CSA's Human Resources Operations (HRO) office.

We're building a team of HR Generalists to support the new structure and vision of Denver's Human Resources shared services. This team of the Generalists will focus on:

- Full service Human Resources: to include employee relations, grievances, complaints, investigations, pre- and post-discipline cases and appeals;
- Performance Management;
- Disqualifications & ADA Accommodations;
- FMLA tracking;
- Leave Management; and
- Time & Attendance issues.

The preferred candidate will have strong customer service and communication (verbal & written) skills, an ability to multi-task, a strong results orientation, fanatical attention to detail, and well-honed problem solving skills. Must be a self starter and team player. This position will work in a startup environment which will have a challenging, fast-paced work environment with frequent interruptions, requiring the ability to prioritize and focus and maintain a high degree of accuracy.

**Job Responsibilities:**

- Provides day-to-day advice and counsel to employees, supervisors, and managers regarding human resources matters such as performance management, employee relations, dispute resolution, corrective actions and compensation.
- Researches and recommends changes to streamline human resource related operations and monitors effectiveness of various HR related processes and programs.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional HR support.
- Explains and provides information on the Americans with Disabilities Act, Family Medical Leave Act, Workers' Compensation and other programs to employees, managers, and supervisors.
- Receives, investigates, and resolves complaints such as discrimination and harassment and recommends course of action based on gathered information. Recommends organizational development strategies to department/division personnel including quality improvement, performance enhancement approaches, and problem solving by analyzing departmental trends and performance outcomes.
- Participates in the preparation of a department's annual workforce plan including meeting with managers to determine operational needs and projected vacancies and to identify current and future problems and/or needs pertaining to filling vacancies.

**Qualifications:**

**Education Requirement:** Baccalaureate Degree in Business Administration, Public Administration, Human Resources Management, or a related field.

**Experience Requirement:** Three years of professional human resources experience.

**Education/Experience Equivalency:** A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

The ideal candidate will have the following skills and experience:

1. Two (2) years experience as a HR generalist;
2. Proven expertise in employee relations, labor relations, leave management, HR metrics management, investigations and policy development and implementation;
3. Proven expertise in mediation and alternative dispute resolution; and
4. A certification from SHRM/HRCI (PHR or SPHR) or IPMA (IPMA-CP, IPMA-CP Exec or IPMA-CS)

**Additional Information:**

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

**Classification Title:** Senior Human Resources Professional CA2226

**Pay Grade:** 809-A

**Agency:** Career Service Authority

**Testing:** Scored Supplemental

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

**Recruiters:** TCB/YDM

CCD 51387	CITY ONLY HR Supervisor - Employee Relations/Operations	Unlimited Regular	\$64,030 - \$102,184	11/02/09	11/06/09
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**Job Description:**

**CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).**

**Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.**

Career Service Authority, Denver's full service HR agency, is seeking a **Human Resources Supervisor** to join CSA's Human Resources Operations (HRO) office. HRO provides employee relations and full service human resources support to clients across the city.

This working supervisor will supervise professional Generalist (Sr. Human Resources Professionals), Safety and HR administration staff, as well as supervise technical benefits & records management staff in a startup environment. The position will be responsible for partnering with clients and other professional staff to establish standards, build HR metrics, and develop HR deliverables. You will be responsible for overseeing and conducting investigations, discipline, FMLA management, performance management, dispute resolution, employee recognition programs, researching/reviewing federal laws and best practices and HR administration in relation to organizational standards as well as training and developing staff.

**Job Responsibilities:**

This position will be charged with:

- Directing, planning, assigning, reviewing and evaluating the work of human resource and workplace safety staff, providing technical expertise and establishing section and staff objectives, standards and measures in an startup environment.
- Orienting and training staff members in human resource and safety techniques and methods, as well as policies, procedures, regulations, and laws.
- Researching and recommending improvements that increase operating efficiency of human resource related operations, practices and procedures; monitoring effectiveness of various HR and Safety related processes and programs.
- Demonstrating continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional HR support.
- Recommending organizational development strategies including quality improvement, performance enhancement approaches, and problem solving techniques that include analyzing departmental trends and performance outcomes.
- Participating in the preparation of a department's annual workforce plan including meeting with managers to determine operational needs and projected vacancies and to identify current and future problems and/or needs pertaining to filling vacancies and other workforce needs.

**Qualifications:**

The minimum requirements for this position are:

**Education Requirement:** a Baccalaureate Degree in Business Administration, Public Administration, Human Resources Management or a related field;

**Experience Requirement:** Three years of professional human resources experience at the type and level of Senior Human Resources professional. This experience should be in the specific human resources areas of:

1. General work experience in human resources (preferably in the public sector);
2. Identifying and successfully implementing improvements to HR operations;

3. FMLA, ADA and Worker's Comp management experience;
4. Conducting workplace investigations;
5. Researching personnel laws and best practices; and
6. Implementing changes into the organization.

**Special Qualifications:** Three plus year of HR Generalist experience a must.

**Equivalency** - A combination of appropriate education and experience may be substituted for the minimum education and experience requirements; except for the one year of employee relations.

The preferred candidate will have strong customer service and communication (verbal & written) skills, an ability to multi-task, a strong results orientation, fanatical attention to detail, and well-honed problem solving skills. This position will work in a startup environment which will have a challenging, fast-paced work environment which will have frequent interruptions requiring the ability to prioritize and focus and maintain a high degree of accuracy.

The ideal candidate will have all of the above plus the following skills and experience:

1. 2 years experience supervising professional Human Resources employees;
2. 3 years experience as a HR generalist;
3. Proven expertise in employee relations, labor relations, leave management, HR metrics management, investigations and policy development and implementation;
4. One year of experience with Safety Operations (Risk Management, OSHA, CDL/DOT management);
5. Identifying and successfully implementing improvements to Safety and HR operations;
6. Proven expertise in mediation and alternative dispute resolution;
7. Experience supervising professional HR staff specifically in an startup environment; and
8. A certification from SHRM/HRCI (PHR or SPHR) or IPMA (IPMA-CP, IPMA-CP Exec or IPMA-CS)

Completion of the Career Service Authority supervisory training courses prior to the completion of the probationary period is required.

**Additional Information:**

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

**Classification Title:** Human Resources Supervisor CA0926

**Pay Grade:** 812-A

**Apply:** [www.denvergov.org/jobs](http://www.denvergov.org/jobs).

**Testing:** Testing will consist of a first line supervisor written exam as a pass/fail and 100% Scored Supplemental. For information on how to prepare for the written exam, click [here](#).

**Probation:** six month supervisory probation

**Recruiters:** TCB/YDM

CCD 05467	CITY ONLY Heavy Equipment Operator DIA & City - Wide (Snow Removal)	Unlimited Regular	\$37,657 - \$54,952	10/27/09	11/05/09
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**Job Description:**

**CITY EMPLOYEES ONLY** – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).

**Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.**

This recruitment is to establish a DIA and City wide list for Heavy Equipment Operator. The duties for a Heavy Equipment Operator are to operate heavy construction and earthmoving equipment such as grader, bulldozer, asphalt paver, large front end loader, snow blower and related snow/heavy equipment.

This is a challenging position due to the DIA strategic growth within the Aviation Industry and the economic engine created. Your participation, skills, abilities will enhance and add value to the maintenance leadership team of DIA.

Denver International Airport is the 4th busiest airport in the nation and the 9th busiest in the world. As the nation's newest major airport, DIA is poised for additional growth. And as the port for the Rocky Mountain region, DIA is essential in linking Denver's

people and products to the world. Join the team at DIA and be part of the future for the world's most exciting airport.

This recruitment is for Heavy Equipment Operator and will be used by DIA and City wide opportunities.

**Job Responsibilities:**

You will perform full range of equipment operations in all environments for which the equipment is used. Acts as a lead worker, training, assigning and overseeing the work of other personnel. All DIA positions will require mandatory snow removal duties.

**Qualifications:**

**Education**-HS/ GED desirable.

**Experience**- Required experience: 700 hours of Heavy Equipment Operator differential - or -three years of experience as an Equipment Operator Specialist in the Career Service system - or - Two years of experience operating equipment at the Heavy Equipment Operator level which must have included experience on at least two different kinds of equipment at this level Willing to work any shift, weekends and holidays. Mandatory snow removal required. You must have a valid Colorado Commercial Driver's license (CDL) "B" with appropriate endorsements, supplemented by a good driving record at the time of application. DIA positions require FBI fingerprinting.

**Ideal candidate** will have demonstrated work experience with snow removal operation and equipment and construction work experience at airport facilities. Additionally, must be:

- Mandatory work with snow removal teams and be innovative on approach and execution to make sure of safety and enhanced snow removal operations
- Mandatory to work emergency crisis, train, and develop the team and leadership effort of employees

**Additional Information:**

**Classification Title:** Heavy Equipment Operator DIA

**Pay Grade:** 616-J

**Agency:** Department of Aviation

**Testing:** Performance - 100%

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

Joe Boyersmith 720-913-5647

If your name has been on the list in the past you MUST apply and test again to be on this list.

**CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).**

**Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.**

Applicants must apply on-line [www.denvergov.org](http://www.denvergov.org)

Apply [www.Denvergov.org/jobs](http://www.Denvergov.org/jobs) CSA/JB 720-913-5647

100% Performance Test

Your performance test will be on both the motor grader and the front-end loader along with a vehicle inspections.

Pay Grade 616-J

CCD 51379	CITY ONLY Human Resources Technician	Unlimited Regular	\$39,257 - \$57,291	11/02/09	11/06/09
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**Job Description:**

**CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR).**

**Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.**

Career Service Authority, the City's full service HR agency, is seeking a **Human Resources Technician** to join CSA's Human Resources Operations (HRO) team.

The HR Technician will serve as support to the primary point of contact for HR services and will serve as the liaison to the Controller's Office for payroll, and CSA for benefit processing questions. In addition, the HR tech will be responsible for supporting leave management and for coordinating a "Welcome Wagon" program for new employees.

This position will work in a challenging, fast-paced work environment which will have frequent interruptions requiring the ability to prioritize and focus and maintain a high degree of accuracy.

**Job Responsibilities:**

This position performs paraprofessional/technical work assisting, coordinating and administering a variety of complex human resource functions, programs, and activities for the CSA's Human Resource Operations (HRO) office supporting clients across the city.

Other general duties may include:

- Coordinates and administers a variety of complex human resource functions, programs and/or activities.
- Tracks, monitors, develops, compiles and maintains detailed reports, data, manuals and other information as it relates to human resource activities and operations; examines documents and computations to determine accuracy, completeness and/or compliance with applicable rules and regulations.
- Recommends, develops, and establishes, processes, procedures or instructions to meet specific needs and challenges for assigned human resource functions. Attends training sessions to learn concepts, principles, practices and applications of human resources work, studies applicable rules and regulations, and receives instruction in the interpretation and application of appropriate laws, rules, regulations, and procedures.
- Researches, compiles, and analyzes statistical reports, audits, surveys and other data; formulates reports and/or records both manually and utilizing computer programs as assigned.
- Provides or exchanges written and verbal human resource information and explains policies and procedures and other related information.
- Develops, creates, maintains, operates, and modifies computer records and/or reports utilizing knowledge of database, spreadsheet, word processing, and/or other software programs.
- Performs other related duties as assigned.

**Qualifications:**

Requirements:

- Graduation from high school or the possession of a GED Certificate; **AND**
- Three years of experience performing specialized and/or technical office support work of the type and at the level of Administrative Support Assistant IV which must include at least one year of experience providing technical HR support in a professional environment; **AND**
- A minimum of one year of experience using various computer software programs.

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.

**The preferred candidate will have strong customer service and communication (verbal & written) skills, the ability to multi-task; strong results orientation; attention to detail; excellent problem solving; be a self starter and team player.**

**Additional Information:**

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

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**Classification Title:** Human Resources Technician CA2223

**Pay Grade:** 615-A

**Agency:** Career Service Authority

**Testing:** 100% Written

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

**Recruiters:** TCB/YDM

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CCD 51380	CITY ONLY Staff Human Resources Professional	Unlimited Regular	\$39,257 - \$57,291	11/02/09	11/06/09
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**Job Description:**

**CITY EMPLOYEES ONLY** – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.

The City and County of Denver's Career Service Authority, the City's full service HR agency, is seeking a **Staff Human Resources Professional** to join CSA's Human Resources Operations (HRO) office.

The **Staff HR Professional** will serve as the primary point of contact for HR services and will serve as support to the liaison to Citywide HR/Payroll Services and CSA benefits. This position will serve as support and provide full scope assistance to the HR Generalist staff including compiling data, analyzing information and preparing reports including recommendation and implementation strategies. In addition, the Staff HR Professional will be responsible for the full scope of leave management specifically FMLA related absences and for coordinating a "Welcome Wagon" program for new employees.

This position will work in a fast-paced startup work environment which will have frequent interruptions requiring the ability to prioritize, focus and maintain a high degree of accuracy and confidentiality.

**Job Responsibilities:**

This position performs entry level professional human resources work supporting, assisting, coordinating and administering a variety of complex human resource functions, programs, and activities for the CSA's Human Resource Operations (HRO) office. Other general duties may include:

- Receives on-the-job training on acceptable human resources methods and techniques in order to perform a variety of human resources work in such functional areas as classification, compensation, recruitment, employee relations, staff, and/or training.
- Attends training sessions to learn concepts, principles, practices and applications of human resources work, studies applicable rules and relations, and receives instruction in the interpretation and application of appropriate laws, rule, regulations, and procedures.
- Assists professional human resources staff including classifying new positions, conducting audits, participating in the preparation on workforce plans, coordinating the employee selection process, coordinating and conducting the recruitment process, instructing and evaluating training programs, and assisting with employee relations issues.
- Compiles data, conducts research on a variety of human resources issues and/or practices, analyzes information, and prepares reports including recommendations and implementation strategies.
- Performs increasingly more responsible work as the employee gains experience and independently performs assigned duties.
- Demonstrates continuous effort to improve operations, decrease turnover times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Performs other related duties as assigned.

**Qualifications:**

**Education Requirement:** Baccalaureate Degree in Business Administration, Public Administration, Human Resources Management, or a related field.

**Education/Experience Equivalency:** A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.

**The preferred candidate will have:**

- Three years of experience performing human resources support work of the type and at the level of Staff HR Professional which must include at least one year of experience providing technical HR support in a professional environment and a minimum of one year of experience using various computer software programs.
- Two years experience working with PeopleSoft, HRIS, and Automated Time and Leave Management systems.
- Two years experience working in a startup environment.
- One year of support level work experience specifically within a government work environment.
- Strong computer skills to include a strong proficiency with Microsoft Office suite.
- Strong customer service and communication (verbal & written) skills
- Ability to multi-task
- Strong results orientation
- Attention to detail
- Excellent problem solving
- Be a self starter and team player

**Additional Information:**

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

**Classification Title:** Staff Human Resources Professional CA2224

**Pay Grade:** 615-A

**Agency:** Career Service Authority

**Testing:** Scored Supplemental

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

**Recruiters:** TCB/YDM

CCD 05469 CITY ONLY Vehicle Boot Investigator Unlimited Regular \$36,724 - \$53,595 11/02/09 11/06/09

**Job Description:**

**CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.**

This position is with the Right of Way Services section of Public Works and is responsible for enforcing payment of parking fines, fees or penalties by locating and identifying delinquent offenders and attaching an immobilization device that prevents vehicle motion and providing a legal notice to the vehicle of the delinquent status.

**Job Responsibilities:**

Enforces payment of parking fines, fees or penalties by locating and identifying delinquent offenders by locating and identifying delinquent offenders and attaching an immobilization device that prevents vehicle motion and providing a legal notice to the vehicle of the delinquent status.

Inspects vehicles parked in various locations, identifies vehicle status using an on-vehicle computer, and searches for delinquent citations.

Issues written notices to vehicle owner and provides information explaining how to have boot apparatus removed; also explains codes and regulations, state and city parking rules and regulations.

Reports to appropriate authorities booted vehicles to be impounded, and reports abandoned or stolen vehicles.

Operates vehicle and two-way radio in performance of duties.

Performs inspections of equipment for such things as fluid levels, leaks, condition of hoses and belts, tire pressure, brake lights, and related areas as may be required by agency or Colorado Department of Motor Vehicles.

Maintains daily activity reports.

This work will include shift work, day, swing and graveyard; there is Shift Incentive Differential:

Swing shift 2pm - 10pm receives an additional 7% above current rate of pay.

Graveyard shift 12:30pm - 9am receives an additional 12% above current rate of pay.

This work includes walking and driving routes in all weather conditions and installing boot devices. You must be able to carry, raise and lower over 50 pounds.

You represent the City of Denver to visitors and citizens and will be required to deal with angry people and remain courteous and calm so you must possess great customer service skills.

**Qualifications:**

**Education Requirement:**

Graduation from high school or possession of GED certificate desired.

**Experience Requirement:**

Two years of experience enforcing parking regulations.

**Experience Equivalency:**

Additional appropriate education may be substituted for the minimum experience requirement.

**Licensure and Certification:**

Possession of a valid driver's license at the time of application.

Possession of a valid Colorado Class "R" driver's license prior to the end of probation is required.

**Additional Information:**

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not

listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history. You must also pass a pre-employment agility test.

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**Classification Title:** Vehicle Boot Investigator CN2088

**Pay Grade:** 615 N

**Agency:** Public Works

**Testing:** 100% Written Exam

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

**Recruiters:** LCW

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CCD 05451	CITY ONLY Vehicle Control Agent	Unlimited Regular	\$33,597 - \$49,038	11/02/09	11/06/09
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**Job Description:**

**CITY EMPLOYEES ONLY – This is a city employee only recruitment for all Denver City employees with or without Career Service status including PROMOTION and TRANSFER/DEMOTION/REPROMO/RE-EMPLOYMENT (TDRR). Eligibility for re-employment requires that you have occupied the type and level classification of this posting; your separation date was within the last 5 years; and you meet the posted minimum requirements.**

The Right of Way Services Section of the Department of Public Works has a vacancy of Vehicle Control Agent. Right of Way Enforcement issues citations for both on-street, off-street and private property parking violations. It administers vehicle booting and towing for the City, provides parking enforcement for sporting events, special events, holidays, concerts, and after-hours university events, and performs field checks and investigations of contested tickets. This is a full time regular position.

**Job Responsibilities:**

In general these positions are responsible for enforcing compliance with parking regulations through the issuance of citations for violations of the revised municipal code, and rules and regulations governing parking.

This work will include shift work, day, swing and graveyard; there is Shift Incentive Differential:

Swing shift 2pm - 10pm receives an additional 7% above current rate of pay.

Graveyard shift 12:30pm - 9am receives an additional 12% above current rate of pay.

This work includes walking and driving routes in all weather conditions and issuing parking tickets. You represent the City of Denver to visitors and citizens and will be required to deal with angry people and remain courteous and calm so you must possess great customer service skills.

**Qualifications:**

**Education Requirement:**

Graduation from high school or possession of a GED Certificate.

**Experience Requirement:**

One year of public contact experience providing information and relating rules, codes, regulations and procedures.

**Licensure and Certification:**

Possession of a valid driver's license at the time of application.

Possession of a valid Colorado Class "R" driver's license prior to the end of probation is required.

**Additional Information:**

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and

attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history. You must also pass a pre-employment agility test.

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**Classification Title:** Vehicle Control Agent CN2089

**Pay Grade:** 613-N

**Agency:** Public Works

**Testing:** 100% Written Exam

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

**Recruiters:** LCW

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CS0457	Cook (On Call) Family Crisis Center	On Call Regular	\$10.81 - \$15.80 hourly	05/20/09	Continuous
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**Job Description:**

The City and County of Denver, Department of Human Services is seeking qualified applicants for a Cook, (On Call) with the unique ability to work with at-risk youth in a residential treatment facility.

**This position is not benefit eligible. The position will work 39 hour per week with a set schedule and will be paid on an hourly basis.**

The Family Crisis Center is a 24 hour, 7 days a week facility operated by Denver County Department of Human Services that offers the "Hope and Opportunity" program for the children and families served.

The Family Crisis Center is located next to the Human Services Building at 2929 West 10th.

Successful candidates must be willing and available to work between the hours of 6:00 a.m. and 7:00 p.m. 7 days a week, including holidays.

Bilingual candidates are encouraged to apply.

**Job Responsibilities:**

This position prepares, cooks, and bakes food into meals and prepares food for the clients and staff, at the Family Crisis Center, both standard and special occasions.

Reviews menus and work orders to determine type and quantities of meat, vegetables, soups, salads, desserts, bakery, and other food items to be obtained and prepared.

Ensures that required sanitary levels are maintained throughout the food preparation process and that all foods prepared meet existing standards for quality, freshness, taste, and appearance.

Maintains established departmental policies and procedures, objectives, quality assurance program, and health and safety standards.

**Qualifications:**

Graduation from high school or possession of a GED certificate desirable and one year of experience performing food preparation and/or service for an establishment such as an educational, correctional, military, or medical institution.

A combination of appropriate education and experience may be substituted for the minimum experience requirement.

Must be willing and able to lift 25-50 pounds continuously.

Must be able to work between the hours of 6:00 a.m. and 7:00 p.m. 7 days a week, including holidays.

The ideal candidate will have experience working with a diverse population, and exposure to many different cultures and practices.

Experience in a school environment, (youth/children), is preferred, but not required.

Strong leadership skills, and a team attitude is necessary.

Creativity and having knowledge of improvising as it relates to food preparation is a plus.

**Additional Information:**

**The Department of Human Services will conduct criminal background checks as part of the hiring process. Successful candidates must be able to successfully complete this criminal background investigation.**

Denver Human Services promotes the well-being, protection and independence of Denver residents through its many services for low-income and at-risk families, children, seniors and other adults.

For more information regarding Denver Human Services, please visit our website [www.denvergov.org/HumanServices/](http://www.denvergov.org/HumanServices/)

Additional compensation will be paid for the bilingual skill based on level of proficiency.

Please apply on-line at <http://www.denvergov.org/jobs>

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**Classification Title:** Cook #CS0457  
**Pay Grade:** 606-S  
**Agency:** Human Services  
**Testing:** 100% Scored Supplemental - Matrix evaluation of Training/Education and Experience  
**Recruiters:** TA

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Intern 2009.11.02	Denver Mayor's Office of Communications Internship	Intern	\$0/Year	11/02/09	11/16/09
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**Job Description:**

The Communications Office of Denver Mayor John Hickenlooper seeks an unpaid, full- or part-time intern to assist this spring with office administration and organization, research projects and writing, and other related duties and/or responsibilities as assigned or requested.

**Job Responsibilities:**

The intern will experience a fast-paced, professional environment in communications, public relations and media relations, and will learn about Mayor Hickenlooper and his initiatives, Denver municipal government and public service.

The intern will be trained in formal and informal training sessions and when embarking on new tasks. The intern will report to the Deputy Communications Director and will receive real-time feedback on performance, as well as a review at the end of the internship.

**Qualifications:**

**Education:** Public relations/communications, journalism or political science major preferred.

**Required:** Excellent customer service, writing, proofreading, grammar and spelling, Microsoft Word and Excel skills. Ability to handle multiple projects. Dependable. Detail-oriented. Successful candidates will be required to pass a background check.

**Preferred** (but not required): Knowledge of AP Style, previous work in web site content management systems, familiarity with social media.

**Additional Information:**

**Schedule:** Part- or full-time, with a consistent schedule each week (for example, Mondays, Wednesdays and Thursdays).

**Compensation:** Unpaid. Upon request, we will work with your college/university to accommodate the requirements of your school's internship program.

**To apply: Applications are not being accepted online.** Instead, please electronically submit the following to [arthur.gilkison@denvergov.org](mailto:arthur.gilkison@denvergov.org). Please use "Communications Internship-1" for the subject line:

- Letter of Interest (including schedule of availability)
- Resume
- Two writing samples (short PR or journalism samples preferred, no more than two pages each)
- Three references

**Note:** Interviews will be scheduled in late November

EOE

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NONCSAINT	Denver's Division of Theatres and Arenas Sponsorship	Intern	\$0/Year	09/24/09	01/31/10
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**Job Description:**

The Marketing Department of the City & County of Denver's Division of Theatres and Arenas seeks an unpaid, part-time or full-time intern to assist with activation of sponsorship programs to include event coordination, on-site support, creative planning and promotion and lead generation in support of the sales goals of the organization. The position may include other related duties and/or responsibilities as assigned or requested.

**Job Responsibilities:**

The intern will experience a fast-paced, professional environment of sponsorship and marketing and will learn about the Division of Theatres and Arenas and its initiatives, Denver municipal government and public service.

The intern will be expected to take direction as well as take initiative to problem solve as an individual, and will take on new tasks and complete them relatively independently. This person will act as a liaison for Theatres and Arenas and coordinate events and sponsorship activation onsite. This individual will also draft proposals and generate reports.

**Qualifications:**

Currently pursuing an undergraduate degree. Marketing, business, communications, event management, venue or facility management, or hospitality major preferred.

Required: Excellent verbal and written communication skills, strong and outgoing charisma and people skills, strong organization skills, strong time management skills. Must be able to proactively plan and coordinate work; maintain sponsorship contract compliance and be willing to work non-traditional hours. Must have a valid driver's license and be willing to commute to the various venues that Theatres & Arenas manages, as well as arrange travel as needed to coordinate sponsorship activation. Comfort with Microsoft Word and Excel and office equipment. Ability to handle multiple projects simultaneously. Dependable and energetic personality.

Helpful (but not required): Microsoft Outlook. Sales experience and knowledge of the Denver market.

**Additional Information:**

Closing Date and Time: Open until filled

Schedule: Part time, must be willing and able to work non-traditional hours

Compensation: Credit. Upon request, we will work with your college/university to accommodate the requirements of your school's internship program.

Orientation: Interns will be briefed on the multitude of projects that the marketing department undertakes in relation to sponsorship. Projects will be mutually decided upon based on the needs of the department. Students will work closely with members of the marketing department and will be brought into our team through introduction to other staff members, sponsorship representatives and through regular team meetings.

Training/Instruction: Instruction on the use of the City's computer systems, office protocol and background information on the Theatres and Arenas division will be provided at the start of the internship. Additional training will be provided as needed. Interns are encouraged to ask questions and seek out help when necessary. Weekly meetings will be set for project updates and to clarify direction.

Supervision: Interns will be expected to complete projects with quite a bit of self-direction. Projects will be guided by staff members.

To apply:

Applications are not being accepted online. Instead, please electronically submit a letter of interest (including schedule of availability), a resume, and 3 references to [amber.fochi-little@denvergov.org](mailto:amber.fochi-little@denvergov.org). Please use "Sponsorship Internship-Fall/Winter 2009" for the subject line. Interviews will be scheduled in October until the position is filled.

05404 A 10/09	Deputy Director (Manager 1) Auditor's Office	Unlimited Regular	\$71,569 - \$114,207	10/02/09	Continuous
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**Job Description:**

**If you want to grow your career within an organization, improve the way an entire City operates, and give back to the community, this may be the perfect opportunity for you.**

The City and County of Denver Auditor's office is seeking a Deputy Director of Internal Audit to partner in the leadership of its Internal Audit Division. This position will be responsible for the designing and execution of short term and long term strategies and goals, assessing operational risks, making recommendations and improvements to City internal controls, policies, and procedures to reduce exposure to loss and violation of laws and regulations, while leading professional internal auditing staff responsible for conducting compliance and performance audits and other studies of City departments, programs and contracts. Responsibilities include providing quality control oversight of all audit and advisory services and developing and managing staff.

**Job Responsibilities:**

Supervises, develops and evaluates teams of Auditors, and occasionally external subject matter experts and student workers, on all types of audits and advisory services.  
Provides general audit technical guidance and training to subordinate Auditors and staff.  
Monitors audit progress and reviews/signs-off on workpapers and reports.  
Designs and utilizes multiple audit methodologies commensurate to the position.  
Primarily responsible for developing and ensuring that audit and advisory service reports are issued in accordance with Division policy and professional audit standards.  
Develops summaries and makes presentations of audit findings to executive management and the audit committee.  
Monitors and controls audit budget of assigned projects.  
Assists the Director in the development of the annual audit plan.  
Performs quality assurance for audits and advisory services.  
Follows up and tracks the status of audit recommendations.  
Provides internal and external training.  
Fully complies with professional audit standards and Division operating policies and procedures in the execution of work activities.  
Conducts various office administrative tasks and other duties as assigned.

**Qualifications:**

**Education Requirement:**

Baccalaureate degree in Public Administration, Accounting, Finance, Economics, Business Administration or related field.

**Experience Requirement:**

Three years of supervisory level experience of professional level audit staff, of which one year must have included the analysis and/or implementation of processes, procedures, practice and policies in an auditing function, as well as, experience handling various employee relations.

**In addition to the required education and experience the following skills and education are strongly preferred:**

A Graduate degree in a related field.  
Strong computer skills working with ERP systems, electronic workpapers, and audit data mining software (i.e. ACL).  
Advanced knowledge of MS Word and Excel and management reporting tools.  
General Accepted Government Auditing Standards (GAGAS). General Accepted Accounting Principles (GAAP).  
International Professional Practices Framework promulgated by the Institute of Internal Auditors (IIA).  
Government Accounting Standards Board (GASB) statements.  
Related Audit Professional Certification (i.e. CGAP, CIA, CFE, CPA, CISA)  
Communication skills including verbal skills presenting diverse and complex types of information to a wide variety of individuals and groups as well as written documentation and editing skills.  
Performance Measurement principles and Fiscal/Performance audit methodologies including quantitative methods.  
Ability to establish and maintain strategic working relationships with personnel from City departments, executive management, public officials, investigative bodies, and the general public.

**Additional Information:**

**TO BE CONSIDERED FOR THIS POSITION YOU MUST APPLY ON-LINE AND PLEASE ATTACH A CURRENT RESUME TO THE ON-LINE APPLICATION. NO PAPER APPLICATIONS OR E-MAILS PLEASE.**

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

**Classification Title:** Manager 1 CV1951

**Pay Grade:** 814-V

**Agency:** Auditor's Office

**Testing:** 100% Scored Supplemental

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

**Recruiters:** LCW/DB

05409	Election Judge	On Call Regular	\$11.12/Hour	09/07/09	11/06/09
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**Job Description:**

**THIS IS AN EXTENSION OF THE RECENT RECRUITMENT FOR THE ELECTION JUDGE POSITION. IF YOU HAVE ALREADY APPLIED FOR THIS POSITION, YOU DO NOT HAVE TO RE-APPLY.**

Denver's Election Division has temporary opportunities for office support leading up to future elections. This is a unique opportunity to participate in the election process and be a part of ensuring this process is carried out efficiently.

**For Election Judge consideration, applicants must be registered voters and residents of the City and County of Denver.**

**Job Responsibilities:**

**OFFICE POSITIONS**

**Salary: \$11.12 per hour**

The positions may include the following:

- Assistant to management staff
- Voter Registration Data entry,
- Front counter customer service,
- Telephone answering to the general public and other office duties.

For a few positions candidates are required to be bi-lingual (Spanish-English).

Days: Monday thru Friday (some Saturdays may be requested)

Hours: 8:00 am – 5:00 pm (overtime may be requested as workload dictates)

**Location:**

Denver Elections Division Office  
3888 E Mexico Avenue, Denver, CO 80210-3813

**Qualifications:**

**Education:**

High School diploma or GED is desirable.

**Experience:**

Previous election experience is highly desired.

Some positions require Microsoft Office Suite including an emphasis on Outlook, Excel and Access.

Some positions will require bi-lingual Spanish/English.

**Education/Experience Equivalency:**

None.

**Additional Information:**

Please apply on-line at <http://www.denvergov.org/jobs>

**THIS IS AN EXTENSION OF THE RECENT RECRUITMENT FOR THE ELECTION JUDGE POSITION. IF YOU HAVE**

**ALREADY APPLIED FOR THIS POSITION, YOU DO NOT HAVE TO RE-APPLY.**

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

**Classification Title:** Election Judge (Non-CSA position)

**Agency:** Clerk and Recorder's Office

**Recruiters:** LW [linda.wasserman@denvergov.org](mailto:linda.wasserman@denvergov.org)

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03562	Forensic Pathology Fellow	Intern	\$72,321.60 - \$72,321.60	03/26/08	Continuous
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**Job Description:**

The City and County of Denver's Office of Medical Examiner (OME) has a vacancy for Forensic Pathology Fellow. Office of Medical Examiner investigates deaths that fall under state statute, and determines the cause and manner of death. This position will assist in the performance of medicolegal autopsies, and the investigation of medicolegal deaths. This is a training position for a period of one year that will prepare the fellow for board certification in forensic pathology. The Denver Office of Medical Examiner is in the application phase of ACGME accreditation.

**Job Responsibilities:**

Responsible for performing between 200 and 250 forensic autopsies. This includes evidence collection, photography and identification procedures.

Dictate autopsy findings, order and interpret tests and finalize medicolegal autopsy reports.

Provide information to office staff so that death certificates (DC) can be completed by the OME.

Meet or communicate telephonically as necessary to discuss the findings at autopsy and explain the cause of death to families, attorneys and other parties.

Testify in court or give depositions when called upon on cases performed by them in order to render opinions as to the cause of death in court proceedings.

**Qualifications:**

Graduation from an accredited school of medicine or osteopathy.

Completion of ACGME (Accreditation Council for Graduate Medical Education) approved postgraduate residency program in anatomical pathology or anatomical pathology/clinical pathology by the date of the start of the fellowship term.

Must be eligible for medical licensure in Colorado, and board certified or board eligible in anatomic pathology or anatomic/clinical pathology by the date of the start of the fellowship term.

**Additional Information:**

Please apply online at <http://www.denvergov.org/jobs>

In addition to completing the online application, please forward a copy of your resume to Dr. Amy Martin, Program Director at [amy.martin@denvergov.org](mailto:amy.martin@denvergov.org).

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

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**Classification Title:** Forensic Pathology Fellow #CD2300

**Pay Grade:** 401-D

**Testing:** 100% Scored Supplemental.

**Probationary Period:** The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

**Agency:** Office of The Medical Examiner

**Recruiters:** TA\SK

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CG2115-09	Recreation Aide/Golf Course Aide	On Call Regular	\$7.28 - \$8.03 hourly	01/15/09	11/27/09
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**Job Description:**

Denver Parks and Recreation is seeking Recreation Aides to work at recreation centers and golf courses located throughout the City and County of Denver for the 2009 summer season. These positions are in the areas of assisting recreation center and golf course staff in a variety

of activities.

**NOTE: Please be sure to indicate your location preference when completing the application.**

**Workdays and hours:**

**Workdays: Monday thru Saturday**

**Hours: Vary by site (may include some evenings)**

**You must provide your own transportation to job site.**

**Job Responsibilities:**

This position performs clerical and custodial work in the operation and maintenance of a recreation facility or golf course.

Collects entrance fees, makes change and answers the phone as necessary.

Some positions clean dressing rooms around swimming pool area, showers and restrooms and replenish supplies as necessary.

**Qualifications:**

Minimum Qualification: Candidates must be at least 14 years of age at the time of application.

**Additional Information:**

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

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Classification Title: Recreation Aide  
Pay Grade: 211-Y  
Agency: Denver Parks and Recreation  
Testing: 100% E&E  
Recruiter: TA

CG2116-09	Recreation Facility Assistant/Golf Course Facility Assistant	On Call Regular	\$9.29 - \$10.25 hourly	01/15/09	11/27/09
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**Job Description:**

Denver Parks and Recreation is seeking Recreation & Golf Facility Assistants to work at recreation centers and golf courses located throughout the City and County of Denver for the 2009 summer season.

These positions assist recreation center and golf course staff with organized recreational activities and support the day-to-day operational activities of each facility.

**NOTE: Please be sure to indicate your location preference when completing the application.**

**Job Responsibilities:**

**RECREATION CENTERS/GOLF COURSES:** Variety of duties including front counter and program assistance.

**COMMUNITY RECREATION:** summer programs that focus on working with youth 14 to 16 years of age monitoring recreation activities including arts, crafts, sports, and cooperative games.

**OUTDOOR RECREATION:** Assisting with specialized instruction and developing skills in a challenge/ropes course.

**Workdays and Hours:**

**Workdays: Monday thru Saturday**

**Hours: Vary by site (may include some evenings)**

**You must provide your own transportation to job site.**

**Qualifications:**

Minimum Qualification: Applicants must be at least 16 years of age.

**Additional Information:**

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Recreation Facility Assistant

Pay Grade: 216-Y

Agency: Denver Parks and Recreation

Testing: 100% E&E

Recruiter: TA

CG2012-09 Recreation Instructor

On Call Regular

\$13.52 - \$19.74 hourly

01/15/09

11/27/09

**Job Description:**

**RECREATION INSTRUCTOR IS A TEMPORARY, SEASONAL POSITION WITH NO BENEFITS.**

Denver Parks and Recreation is seeking Recreation Instructors to support a variety of recreational programming at recreation centers located throughout the City and County of Denver for the 2009 summer season. Applications are now being accepted in consideration for current and future openings for the position of Recreation Instructor.

**NOTE: Please be sure to indicate your location preference when completing the application.**

**Job Responsibilities:**

**Community Recreation (After School)** programs include school-based Elementary and Middle School After School Programs for youth ages 6-14, summer day camp programs in parks and in schools, and an integrated teen enrichment program. Instructors for these programs teach or instruct a variety of activities which may include; homework help, tutoring, sports, arts and crafts, dance, drama, fitness, and various recreational, educational, or cultural enrichment events.

**Community Recreation** also implements track, t-ball, coach pitch, and baseball. Recreation Center programs may include day camp programs and/or a variety of youth, adult, and senior activities such as sports, arts, drama, dance, fitness, and educational, social, and cultural events. Knowledge and experience in instructing, teaching, or coaching any of the aforementioned activities, skills or programs is preferable. Experience in behavior management with the ability to supervise groups of children is desirable. Bilingual skills are a plus.

**Citywide Sports** is seeking individuals to facilitate programs and activities at City facilities for the summer and fall lessons. Programming will include group adult and youth tennis lessons, coaching junior tennis team and other types of events. Individuals should possess advanced tennis abilities and have direct experience in coordinating and instructing youth in skills clinics, camps, and/or other types of tennis activities. Applicants must be committed to participant safety and willing to enforce program structure rules. Applicants must have or be willing to obtain CPR/First Aid certification which will be provided. Positions will work 15-25 hours per week during the summer and may have opportunities for additional hours depending upon the level of programming and participant registration.

**Qualifications:**

**Education:** Requires graduation from high school or GED certificate; AND 6 hours of college coursework in a recreation field, information technology, elementary or secondary education, psychology, sociology, or related field

**Experience:** 1 year of experience as a teacher, tutor, counselor, or coach in an organized recreation program or related field at the level of a Recreation Facility Assistant in the Career Service System.

**Equivalency:** A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements. Assignment may require a valid Colorado Class R Driver's License. Appropriate volunteer experience may be substituted. A letter from the volunteer source must be submitted at the time of application.

**Additional Information:**

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Recreation Instructor

Pay Grade: 608-G

Agency: Denver Parks and Recreation

Testing: 100% E&E

Recruiter: TA