



## City of Saint Paul Employment Posting for Employers

To Employers:

Please use these guidelines and steps that will help you meet some of your Affirmative Action requirements. Following these instructions is an important way to demonstrate Good Faith Efforts toward your goals.

### Step 1: Complete a Job Description Form

You are welcome to use our format or if your Human Resource department already has one, feel free to use your own. The job description should include:

- a. Position title
- b. Location of job site (i.e. City of Saint Paul)
- c. Company name
- d. Job Description
- e. Hours (or hours range i.e. 30-50 per week mostly 2nd shift)
- f. Wage (or wage range i.e. \$12-\$18 per hour)
- g. Skills & Qualifications (e.g. professional training, formal education, required experience, etc)
- h. Application & contact info (e.g. where should they apply, fax resumes, etc)
- i. Closing date
- j. Any other important information that would help a job seeker to either apply for the job or decide that it is not a good match. Here are some examples:
  - “Union position, \_\_\_\_\_ union(s),” “This job requires you to have the ability to lift and carry over 60 pounds of weight”
  - and/or “This job requires regular drug testing for the safety of our work environment”

### Step 2: Email the Employment Opportunity

Email your employment opportunity to both the City of Saint Paul Department of Human Rights & Equal Economic Opportunity and Job Connect. For tracking purposes the email should be sent to **both** email addresses in the same email.

Note: The **email title** needs to state the Job Posting and the Name of the Project (if applicable).  
*For example: Job Posting (Frogtown Square Project).*

- Job Connect: [jobconnectmn@co.ramsey.mn.us](mailto:jobconnectmn@co.ramsey.mn.us)
- City of Saint Paul: [AffirmativeAction@ci.stpaul.mn.us](mailto:AffirmativeAction@ci.stpaul.mn.us)

Job  
Connect

[Pick the date]



**City of Saint Paul Right Track YJ2 Program:** Right Track is Saint Paul's pipeline for youth career development and building a diverse future workforce. Right Track brings together the City of Saint Paul, Saint Paul Public Schools, local businesses, and community organizations to provide employment opportunities and training for youth. Right Track serves Saint Paul youth ages 14 to 21 who are from low-income families or have a barrier to employment. Providing an internship opportunity is a great way to access a pool of young talent and help your company diversify its workforce. If you would like to provide a summer internship or would like help recruiting youth for a specific career pathway, please contact Right Track at <http://righttrack.stpaul.gov/contact-us/>.



**For Construction Companies:** Contacting your **community construction programs** is a great way to find skilled workers and meet goals. The Construction Hiring Connection is a database managed through Ramsey County Job Connect that is plugged in to over 200 community organizations. The Construction Hiring Connection can help you find qualified construction workers through community organizations who may help you. If you need assistance

with this, contact the City, Job Connect, or Mary DesJarlais ([Mary.DesJarlais@state.mn.us](mailto:Mary.DesJarlais@state.mn.us)) of the Minnesota Department of Labor who can help you connect with the appropriate resource(s).

