

City of Saint Paul
Unclassified Hiring Policy
December 23, 2011

This policy applies to all unclassified positions that are appointed by a department director. It does not include direct reports of elected officials. Positions in the unclassified service shall be subject to an open application and screening process. This will include posting the job announcement on the City's website on the "Employment" page and posting for a minimum of five business days.

The job posting must include:

- A. **EEO statement:** The City of Saint Paul is an equal opportunity/Affirmative Action Employer. Therefore we encourage applications from all individuals including persons with disabilities, persons of color and women.
- B. **Veterans Preference statement** (Not applicable for temporary or provisional positions or department directors): If you are a veteran as defined by the State of Minnesota, please notify the hiring manager that you wish to claim veteran's preference and submit a copy of your military form DD214. You must provide a copy of the DD214 to attain veteran's preference.
- C. **Tennessee Warning statement:**
The information you supply will be used to assess your qualifications for this position; to distinguish you from other applicants; and to contact you for an interview.

The following information will be considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email address and home phone number. If you are considered a finalist for an employment vacancy, your name, education, training and previous work experience will become public data.

Private data is available only to you and to other persons in the City who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.