



City of Saint Paul

Affirmative Action/Equal Employment Opportunity

Employment Posting For Employers

To Employers:

Below are some 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. MISC: 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. For example, "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
- City of Saint Paul: AffirmativeAction@ci.stpaul.mn.us

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For Construction Companies: Contacting your **community construction programs** is a great way to find skilled workers and meet goals. If you need assistance with this, contact the City, Job Connect, or Mary Dahlquist DesJarlais (mdahlquist@mnaflcio.org) of the MN AFL-CIO who can help you connect with the appropriate resource(s).