



EMPLOYMENT OPPORTUNITIES NEWSLETTER

April 2014



OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE

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[www.city.pittsburgh.pa.us/District6](http://www.city.pittsburgh.pa.us/District6)  
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## CITY OPPORTUNITIES

- **Paramedic**— The department of Public Safety/Bureau of Emergency Medical Services is accepting applications for the paramedic position. This position requires providing rescue, help extricate victims, drive or accompany driver in emergency medical vehicle, file complete reports on each case, work all shifts, and accompany victims to hospital as driver and/or provider of continual pre-hospital care to patients in emergency medical vehicle. This requires having the ability to work quickly and for prolonged periods, move victims on stretchers from difficult areas, and maintain a valid Pennsylvania Class C driver's license. Hourly wages are \$13.75 for the first year, and benefits include pension, medical, tuition reimbursement, paid holidays, paid vacation, and personal days. For more information go to [www.city.pittsburgh.pa.us/pers-depo/Announcements/PARA14.HTM](http://www.city.pittsburgh.pa.us/pers-depo/Announcements/PARA14.HTM) and to apply visit [www.PGHJobs.net](http://www.PGHJobs.net)
- **Director of Finance** — The Director of Finance, reports to the Chief Administration Officer and serves as the Chief Financial Officer of the City of Pittsburgh and oversees the Treasury, Administrative Division, Financial Control, Tax Collection, Pension, Real Estate, Procurement and Fleet and Asset Services for the City of Pittsburgh. The responsibilities for this position is to direct and coordinate the treasurer's sales, recommends and implements approved rules, regulations, policies and procedures in all areas related to Property Management, and Oversees the maintenance of Property Management; prepares and/or directs the preparation of accurate reports, correspondence etc. as requested or required. Minimum requirement for this position is a bachelor's degree from an accredited institution accounting, finance, or math required and a salary of \$100,889. To apply please visit [www.talent-city.com/node/246](http://www.talent-city.com/node/246)
- **Public Safety Director (City of Pittsburgh PA)** — The Public Safety Director, City of Pittsburgh, reports to the Mayor and is responsible for the efficient and effective operation of the Police Bureau, Fire Bureau, EMS, Bureau of Building Inspections, and Animal Care and Control Departments. Responsibility for this position is planning and organizing activities of the Public Safety Department, providing general law enforcement, criminal investigation ect., and establishes, within City policy, appropriate service and staffing levels. Qualifications for this position is a bachelor's degree in political science, criminal justice, fire science, or related field. Training is required and with a seven years of experience. For more information visit [www.talent-city.com/node/247](http://www.talent-city.com/node/247)



## INSTITUTIONAL OPPORTUNITIES

- **Leadership Coach, Tepper School of Business (Carnegie Mellon University)** — The requirements for this position is a bachelor's degree with a 5-10 years experience of corporate training, communications, counseling, and coaching. Applicants has to have accountability and dependability, strategic and organizational agility, problem solving, planning, and driving customer focused outcome skills. For more information and how to apply for this position visit [www.cmu.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=33740](http://www.cmu.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=33740)
- **Police Sergeant, University Police** – Patrol shift leader, is responsible for ensuring the safety and security of the university's students, faculty, staff, and property through efficient use of University Police staff and resources. Determines necessary and appropriate actions needed to resolve problems. During shift, supervises dispatchers, security guards, police officers, and escort drivers. Also oversees the operations of the university's emergency phone system, University Police radio system, lost and found, and shuttle/escort services, parking regulations enforcement, etc. Required to carry a firearm. Qualifications that are required is an associates degree with Act 120 certification and 5 years of experience. Skills that are also required are problem solving, and qualify standard police issue handgun and shotgun. For more information please visit [www.cmu.edu/police/](http://www.cmu.edu/police/)
- **Network Security Analyst I (Robert Morris University)** — The responsibility for this position is to provide technical assistant for both network and security teams. The minimum qualifications for this position requires a bachelors degree in computer science, information system or related field. Applicants must be able to be on call 24 hours 7 days a week. Must have ability to solve problems, work within a team environment, and complete tasks on time. Available applicants should email their resume to [jobs@rmu.edu](mailto:jobs@rmu.edu) or mail to **Robert Morris University, Human Resources, 6001 University Blvd., Moon Township, PA 15108.**
- **Director – Military Education Benefits Policy Compliance** — The Military Educational Benefits Policy Compliance Director assists EDMC in maintaining compliance with Veterans Administration Education Benefits, Department of Defense Educational Benefits, and Homeland Security Education Benefit policies . Applicants will interact with the applicable State Approving Agency (SAA) and Education Liaison Representatives (ELR) and work with our School Certifying Officials (SCO) to ensure that schools are in compliance with all administrative regulations. Tasks will be providing monthly status reports of VA compliance activates, and provide templates of Military Educational Benefits publications used by our schools (catalogs, brochures, handouts, etc.). Job requirements are bachelor's degree in Law or CPA with 7 years of experience. For more information please visit [www.edmc.hua.hrsmart.com/ats/js\\_job\\_details.php?reqid=25101](http://www.edmc.hua.hrsmart.com/ats/js_job_details.php?reqid=25101)

## EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Professional Networking Career Job Fair | Wednesday, April 23, 2014 from 2:00 pm— 6:30 pm**– This employment fair will be held at the Marriott Pittsburgh City Center, located 112 Washington Place, Pittsburgh PA 15219.

## FOUND EMPLOYMENT OPPORTUNITIES

- **Cage Cashier (Rivers Casino)** – Full time position which requires greeting customers, provision of even exchange of cash and exchanges of receipts for cash, working with other team members, and performing a wide variety of monetary transactions. The job requirements are one to two year cashier experience along with a high school diploma or GED. Other requirements are being able to add and subtract two digit numbers and to multiply and divide with 10's and 100's, operate a 10 key adding machine, typing skills, and to be able to work flexible shifts including holidays and nights. To apply online visit [www.riverscasino.com/pittsburgh/employment/mvi/](http://www.riverscasino.com/pittsburgh/employment/mvi/)
- **Pittsburgh Zoo & PPG Aquarium** – The positions that are available are admission gates cashier, on call catering server, food service cashier, food service cook, retail cashier, and custodial. Seasonal jobs requires applicants to be 18 years or older. For more information about each position and how to apply visit [www.pittsburghzoo.org/Zoo%20Careers/SeasonalJobOpenings](http://www.pittsburghzoo.org/Zoo%20Careers/SeasonalJobOpenings)
- **J. Croyle & Associates** – There are many different positions that are available for this company. The positions that are available are data entry clerk, front desk receptionist, bilingual CSR, PI legal assistance, CSR, medical assistant, accounting specialist, administrative assistance, and executive assistance. For more information on each job description and how to apply visit [www.jcroyleassoc.com/featured\\_jobs.php](http://www.jcroyleassoc.com/featured_jobs.php)
- **Mobil Developer** – The requirements for this position are at least 3 years of experience, IOS : expertise in native app development using Objective-C and Cocoa Touch, Android: expertise in native app development using Java, Expertise with media APIs (AVFoundation or Android Media Framework/Stagefright), and code in other language. Candidates must possess expertise in at least a single platform and be conversant with developers focusing on other platforms. To be considered, please email resume to [alyssa.dambach@rht.com](mailto:alyssa.dambach@rht.com)
- **Payroll Analyst (GNC Live)** — The Payroll Analyst responsibilities will consist of researching, analyzing, and solving complex problems resulting from payroll processing. This position will be responsible for training, automating, and monitoring payroll processes while ensuring GNC policies and practices comply with government regulations. The responsibilities for this position is to expand knowledge of all pay and tax processes continually to implement improvements in order to advance the accurate and timely completion of payroll department obligations, test system changes, improvements, and upgrades related to payroll. Design test procedures, define test scenarios, and perform tests to eliminate problems or improve process controls. Coordinate with others to perform research and analyze the causes of payroll errors; recommend and implement approved solutions for best practices. The requirements for this position require a bachelor's degree in Business, Human Resources, or IT related field with at least 2 years of experience in payroll, accounting, or human resources. For more information visit [www.jobview.monster.com/payroll-analyst-job-pittsburgh-pa-us-132304333.aspx](http://www.jobview.monster.com/payroll-analyst-job-pittsburgh-pa-us-132304333.aspx)
- **Client Developer Manager** — Allied Solutions is proud to offer excellent service and support to financial institution clients, and are seeking an individual that will deliver on this promise. By offering effective consulting, training, and ongoing support of key products within the financial institution, the Client Development Manager plays an important role in both the retention of clients and growth of revenue. The job responsibilities for this position is to serve as a key contact for assigned clients, research and understand each client's goals and challenges, and provide support for measurement, feedback, and other key factors influencing sales performance. Requirement is a bachelor's degree with experience utilizing CRM (Customer Relationship Management). For more information and to apply visit [www.jobview.monster.com/client-development-manager-job-pittsburgh-pa-us-131163256.aspx](http://www.jobview.monster.com/client-development-manager-job-pittsburgh-pa-us-131163256.aspx)

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## TRAINING/EMPLOYMENT OPPORTUNITY



- **Energy Innovation Center** – A free 8 week certification program that is offering students how to implement innovation contraction, and energy related training which focuses on environment literacy, water/waste/ & energy, health/food & agriculture, Community Organization and Leadership, Financial Literacy and Social Entrepreneurship, Occupational Safety and Health Administration, Green Chemistry, & Carbon Foot print, Tools instruments and Measures, Building and Construction Math, Hazardous Waste operations and Emergency Response. The qualifications for this job is to be 18 years of age, high school diploma or GED, and to be drug free. To register contact **Donel S. Durham at 412-325-1565**

## EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Allegheny County (Department of Human Resources)** – Various positions available in the areas of Economic Development, Facilities Management, Jail, Kane Regional Centers, Law Department, Medical Examiner, Police, Public Defender, Emergency services, Public Works, and Shuman Juvenile Detention center. For more information and job opportunities in each department you can call (412) 350-6830 or visit [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).
- **Port Authority**– Port Authority is currently seeking applications for Buyer, Case Manager, and Supervisor of Customer Service. Each department has a different job description and may require different experience and education requirements. To find out more information on each department and job description visit [www.portauthority.org/paac/CompanyInfoProjects/JobOpportunities.aspx](http://www.portauthority.org/paac/CompanyInfoProjects/JobOpportunities.aspx).
- **Allegheny County Health Department**– The health department currently has some job openings. There are several job titles such as Air Pollution Analyst, Dental Assistant, Environmental Health Administrator, Microbiologist, Nutrition Services Assistant, and Public Health Administrator. To learn more about each of these job positions visit [www.achd.net/hr/jobs.html](http://www.achd.net/hr/jobs.html).