Applying for Jobs at the City of Portland

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Creating an Account

The first step in your search for a career at the City of Portland is creating an account. This will allow you to apply for jobs and submit your application materials online. The city no longer accepts paper applications so this is a necessary steps in applying for a position at the city.

Below are detailed steps in creating your account.

Step 1: Visit the City of Portland's Employment Center at http://www.portlandoregon.gov/bhr/54930

Step 2: Select Create Applicant Account

Step 3: The Job Search page will appear, select Create an Account to begin creating your applicant account. Note: If you have an existing account, enter your username and password to Sign In.

Sign in to apply   Create an account

*Username or Email

*Password

Sign In

Forgot Username | Reset Password

———— or sign in with ————

in LinkedIn   f Facebook

- Enter a valid email address and create a username

Create a new account   Sign In

JoeSmith@gmail.com

JSmith

Create a new account   Sign In

*Email   ⓘ

*Username

*Password

Create

———— or create with ————

in LinkedIn   f Facebook

- Create a strong password
  - Letters
  - Numbers
  - Capitals
  - Symbols

●●●●●●●●●●●|

*Confirm Password

This field is required

Create

or create with

in LinkedIn   f Facebook

- Confirm password by entering your unique password again. Select Create

●●●●●●●●●●●●| ☑

●●●●●●●●●●●●

Create

You have created your Applicant Account. **TIP**: Write your login information somewhere you will not lose it!

The next step will be to enter some basic contact information. The city will use this information during the application process when you apply for a City Of Portland jobs.

Step 4: The Applications dashboard will open, your profile information will appear at the top right. Select your email address

Job Search   Help   ⓐ   JoeSmith@gmail.com

Applications   Submitted Incomplete

- From the drop down menu, select Account Settings.
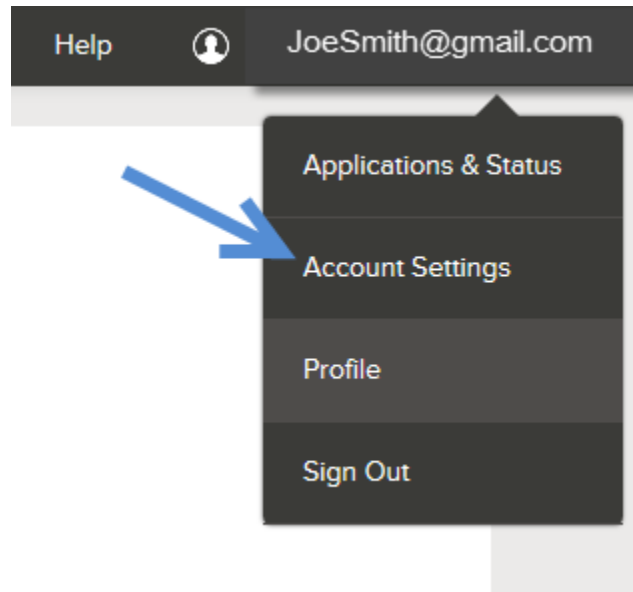
- In the Contact Info screen you will see all information fields are blank, select Edit to add your information.
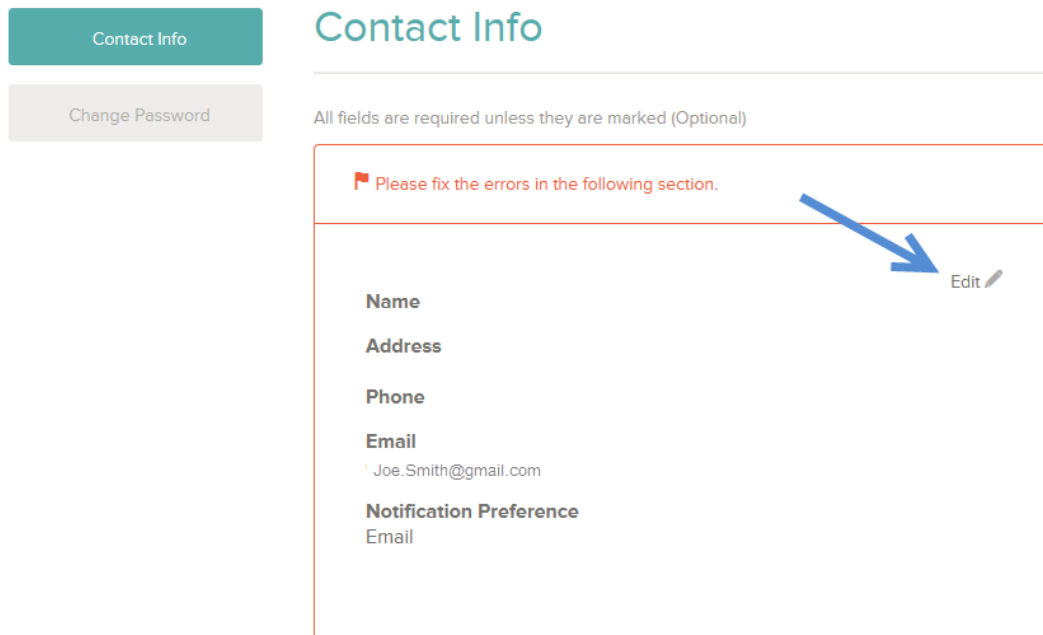
Note: Required fields are indicated by color and text. Be sure to enter all required fields. This will allow the city to contact you regarding employment.
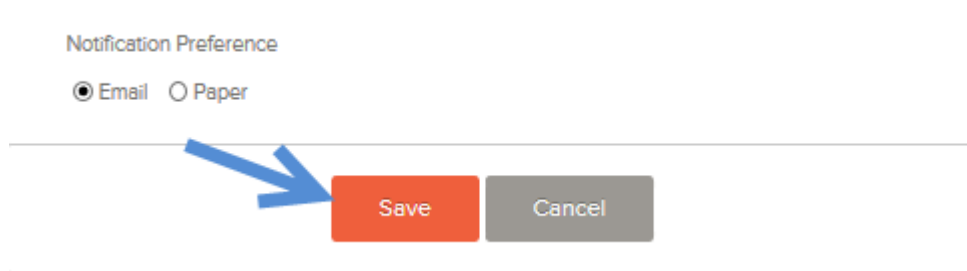
Enter your Primary phone number and Email Address. The information you provide here is very important as it will be the way the city will contact you regarding your application. Note: your email address needs to entered exactly as it appears in your profile.

Indicate your preferred contact method as Email. Any city notifications regarding application status will be done via email.

Select Save to complete this step.
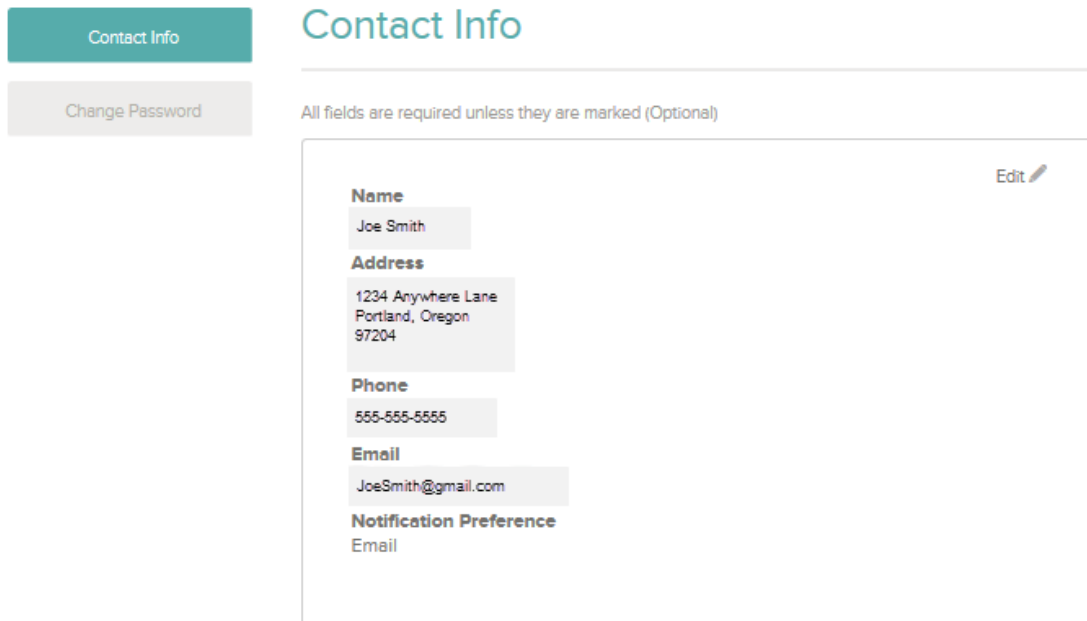
The Contact Info screen will reflect your entries. Verify the information is accurate, make edits if necessary.

You have now created your account and entered basic required information

The next step is finding a job.

Finding a Job

Now you are ready to find a job.

Step 1: Return to the City of Portland's Employment Center at
http://www.portlandoregon.gov/bhr/54930

Step 2: When your browser loads select Job Links on the left side of the screen

Step 4: When the Job Links page opens select Job Opportunities

Step 5: At this point you have now left the City of Portland webpage

Wednesday, October 28, 2015

powered by NEOGOV

Welcome to City of Portland's Application Process.

If this is the first time you are using the NEOGOV system, please visit our Employment Center for instructions on creating your account.

Once your account has been established, simply click on the job title you are interested in, then click on the "Apply" link. Build your application by clicking on the "Build Job Application" link and following those instructions. If you experience problems please call NEOGOV's customer service number 1-855-524-5627.
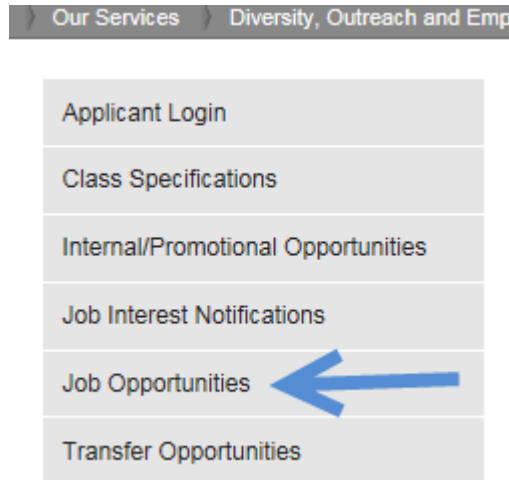
Applications will not be accepted after 4:30 PM on the closing date.

Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category   Select All Categories   Clear All Categories

☑ 911 Telecommunications (1)	☑ Accounting and Finance (1)	☑ Administration (1)
☑ Business (1)	☑ Code Enforcement (2)	☑ Communications (2)
☑ Construction Maintenance (1)	☑ Criminology (1)	☑ Emergency Management (2)
☑ Environmental Services (1)	☑ Executive Management (1)	☑ Forestry (1)
☑ Grounds & Landscaping (1)	☑ Housing (1)	☑ IT and Computers (1)
☑ Maintenance (1)	☑ Management (3)	☑ Natural Resources (1)
☑ Office and Administrative Support (1)	☑ Parks (1)	☑ Parks and Recreation (2)
☑ Program Management (3)	☑ Project Management (3)	☑ Transportation (2)
☑ Urban Forestry (1)	☑ Utilities (1)	

Search

Enter keywords (optional): [＿＿＿＿＿]   Explain this

Go▶ or Clear Search

🖶 Print this page

12 records found.
Page # [1] of 1 [go]

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
Assistant Hydro Power Project Manager	Full Time	$6,066.00 - $8,115.00 Monthly	11/02/15
NEW! Capital Project Manager III	Full Time	$6,357.00 - $8,545.00 Monthly	11/16/15
NEW! Debt Manager	Executive	$8,496.00 - $11,866.00 Monthly	11/13/15
Electrician / Instrument Technician	Full Time	$34.86 - $37.62 Hourly	10/30/15
NEW! Emergency Communications Supervisor	Full Time	$5,773.00 - $7,708.00 Monthly	11/09/15
Environmental Investigations Manager	Full Time	$7,356.00 - $9,796.00 Monthly	11/09/15
NEW! Home Security Specialist	Full Time	$3,109.00 - $4,452.00 Monthly	11/06/15
Housing Construction Coordinator	Full Time	$29.17 - $38.67 Hourly	11/09/15
NEW! Program Coordinator (Emergency Coordinat	Full Time	$5,496.00 - $7,330.00 Monthly	11/16/15

Step 6: To open a job announcement hover over the job title and click.

BES System Development Division Manager	Full Time	$7,356.00 - $9,796.00 Monthly	11/20/15
Capital Project Manager III	Full Time	$6,357.00 - $8,545.00 Monthly	11/16/15
NEW! Community Garden Technician	Full Time	$21.87 - $29.29 Hourly	11/20/15
Debt Manager	Executive	$8,496.00 - $11,866.00 Monthly	11/13/15

The job announcement will open. Continue to Reviewing the Job Announcement for further details.

Note: The city posts jobs every Monday morning.

Reviewing the Job Announcement

Once you find a position that interests you, it is very important to read the job announcement thoroughly.

The first thing to note is the job closing date. You will find this at the very top of the announcement. Some of our announcements will close early when a certain number of applications are received. It is extremely important to apply as soon as you can.

Job Title: BES System Development Division Manager (Development Services Manager)
Closing Date/Time: Fri. 11/20/15 4:30 PM Pacific Time
Salary: $7,356.00 - $9,796.00 Monthly
Job Type: Full Time
Location: Multiple Locations, Oregon

If a job has an application limit you will see a message similar to this.

Print Job Information | Apply

| The Position | Benefits | Supplemental Questions |

Applications for this position will be accepted on-line until 75 applications have been received, but will close no later than Monday, November 23, 2015 at 4:30PM.

Applications received after the 75 application limit has been reached will not be included in this recruitment process.

The Assistant Business Systems Analyst in the Business Solutions Division of the Bureau of Revenue and Financial Services is responsible for, with supervision, working with internal and external bureau customers and software vendors to translate business and operational requirements into designs and specifications for workable information technology solutions. The incumbent's primary support role is with the City's utility billing and customer information system, Cayenta Utilities (CU), and its peripheral components.

The second most important piece of the announcement is found under the "**To Qualify**" section. Here you will find the minimum qualifications required to be eligible for the position.

To Qualify:

The following minimum qualifications are required for this position:

1. Experience with system administration and business operations in customer information systems, experience in the Cayenta Utilities is preferred.
2. Experience developing and executing test plans; documenting work processes; and developing business requirements for information systems.
3. Knowledge of principles and methods of information systems analysis, including business process mapping and entity relationship analysis tools and methods.
4. Knowledge of general functions, capabilities, characteristics and limitations of standard computer platforms and devices as they apply in performing business and systems analyses.
5. Ability to communicate system changes effectively to a diverse audiences of technical and non-technical personnel both orally and in writing.
6. Ability to work collaboratively with team members, Bureau of Technology Services (BTS) and other information system staff and customer groups to ensure project accountability.

Next you will see "The Recruitment Process" and "Additional Information" sections.

The Recruitment Process:

An evaluation of each applicant's training and experience, as demonstrated in their cover letter and resume weighted 100%. Only candidates who meet the minimum qualifications will be placed on an equally ranked eligible list. You have 14 days from the notice of the examination results to let us know if you disagree with your results. Please read the City of Portland Administrative Rule 3.01 for complete information. **Additional evaluation may be required prior to establishment of the eligible list and/or final selection.**

Additional Information:

Application Instructions

Applicants must submit a cover letter and professional resume online, specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the following Application Instructions:

Your résumé and cover letter will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.

- Your cover letter should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your résumé should support the details described in the cover letter.
- **If you are requesting Veteran's Preference, as identified below, please describe in your cover letter any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.**
- Your résumé and cover letter should be no more than a *total of four (4) pages combined.*

Applications will be accepted until 75 applications have been received but will close no later than **4:30 pm, on closing date of this recruitment.** *E-mailed and/or faxed applications will not be accepted. Applications received after the 75 application limit has been reached will not be included in this recruitment process.*

If you are requesting _Veteran's Preference_, attach a copy of your DD214 / DD215 and / or Veteran's Administration Letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for.

Veteran's Preference documentation must be submitted no later than 4:30 PM on the closing date of this recruitment.

Here you will find what type of information the city collects for the specific recruitments. The city commonly collects a resume and cover letter detailing experience and education, but you will also see announcements asking for a work history or license.

> **TIP**: Write your supporting documents specifically addressing the minimum qualifications. Provide as much detailed information as possible.

> **TIP**: Be as specific as you can. Give examples of how you demonstrate these qualifications in either your experience or training.

> **TIP**: Only submit documents requested in the job announcement. If not specifically asked for, please do not attach them.

> **TIP**: Save documents in either Word or unsecured PDF formats.

Some applications have Supplemental Questions. These are a series of questions that help the hiring manager in the selection process. Keep the minimum qualifications in mind when answering any supplemental questions.

To ensure Supplemental Questions are not required, select the Supplemental Questions tab.
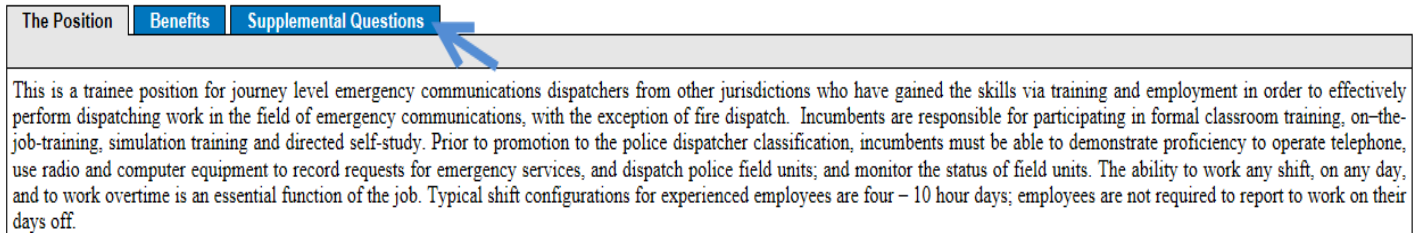
If none are required, the text will indicate:

There are no supplemental questions for this posting.
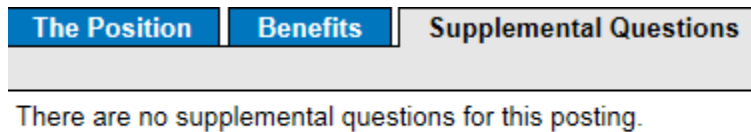
When you have completed your review, you may select the back arrow at the top left to return to the job announcement page.

Or visit www.portlandoregon.gov/jobs.

Ready to Submit

Let's take a look at what you have completed so far:

1. You have created your account.
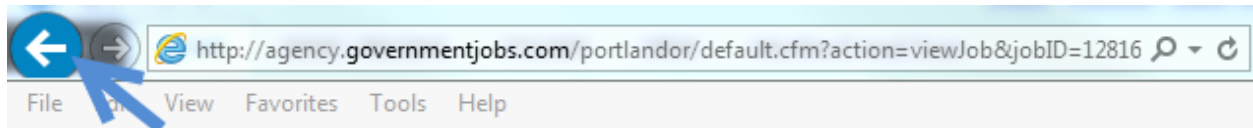2. Found a job that you want to apply for.
3. Thoroughly reviewed the job announcement.
    a. Read and reread!
4. Drafted your supporting documents (resume and cover letter, etc.), specifically addressing all minimum qualifications in the job announcement.

So what's next??

Now you are ready to submit!

To submit your application:

1. Visit www.portlandoregon.gov/jobs.
2. Click on the job you have drafted your supporting documents for.
3. In the upper right corner click "Apply".

Job Title:	Assistant Business Systems Analyst
Closing Date/Time:	Mon. 11/23/15 4:30 PM Pacific Time
Salary:	$4,106.00 - $6,325.00 Monthly
Job Type:	Full Time
Location:	Portland Building, 1120 SW 5th Ave, Oregon

Print Job Information | Apply

4. If you were not previously logged in, (or if the screen has timed out) you will be taken to the login screen. Log in with the unique login you created during the "Creating an Account" section.
5. You will be directed to the specific job application.

Crime Analyst

Job Details   **Apply**

ⓘ Info   General Information

6. Verify your information is correct by reviewing the Info tab.
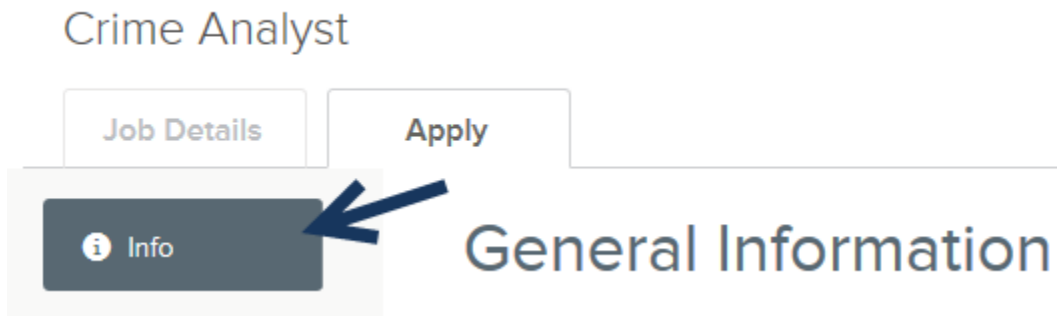
You can edit your information by selecting the edit button and following the steps as shown in the Creating an Account section.

7. Continue by attaching your supporting documents. Select the Attachments button.

8. Upload required documents. For example, a cover letter may be required for the position. Select Upload to begin uploading your cover letter.

9. Load your cover letter from your computer. The system will upload your file and the title will be displayed.

Cover Letter *

Crime Analyst Cover Letter ⊗

Continue upload steps for all required documents. Select Next.
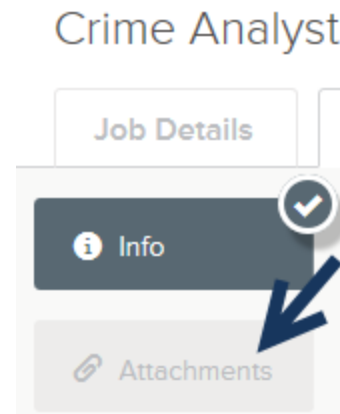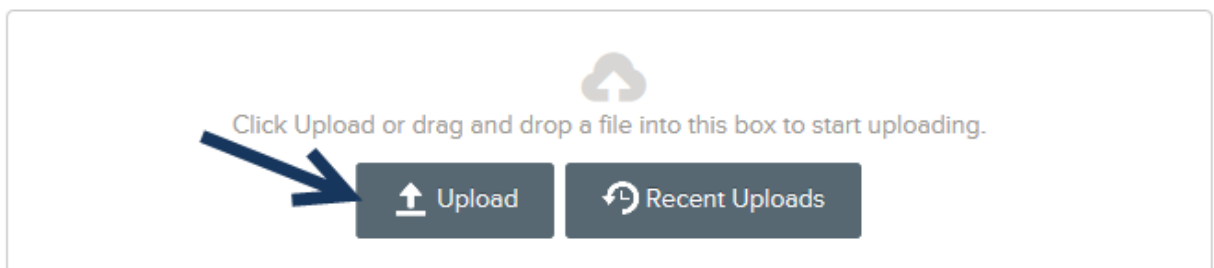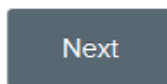
Next

The system will guide you through all required steps, select next after completing each section. The sections will vary depending on the recruitment. NOTE: You must complete all required sections to ensure your application will be processed.

10. Once all sections have been completed, you will see the Review section. Review all of your information for accuracy and completeness. Continue by selecting the Proceed to Certify and Submit button at the bottom right of the screen.

Proceed to Certify and Submit

ⓘ Info ✓

🔗 Attachments (2) ✓

❓ Questions ✓

🔲 Review
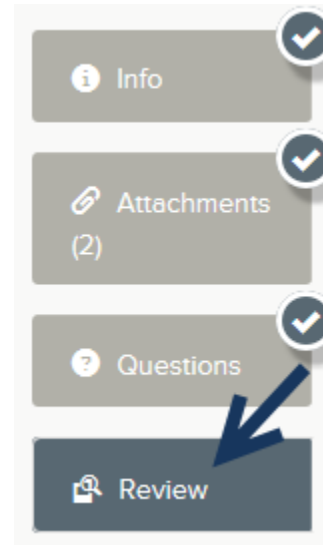
Once your application has been successfully submitted you will receive an email from "no-reply NEOGOV". This email will indicate that your application has been received.

TIP: If you do not receive this email reach out to the Sr. Human Resource Analyst assigned to the recruitment noted at the bottom of the announcement.

Questions?

Albert Abellton, Senior Human Resources Analyst

Albert Abellton@portlandoregon.gove

(503) 823-0000

Application Communication

When will you hear from us?

In the event of a recruitment delay or extension you will receive an email from "no-reply NEOGOV". This does not mean that you have to re-apply for the position it is simply letting you know that there has been a delay.

How do I know if I have been placed on an eligible list?

Once the applications have been reviewed and an eligible list has been established you will receive an email letting you know whether or not you have been placed on an eligible list.

Beyond this point any further communication will come directly from the hiring bureau.

What if I am placed on a list but do not get a call?

The hiring process can take time. So please be patient, allowing the hiring bureau to review the list of eligible candidates.

If you have not received a call/email within a month, you can reach out to the Sr. Human Resource Analyst and they will often times be able to reach out to the hiring bureau requesting a status update on your behalf.

Job Interest Notifications

Job Interest Notifications are a tool used by the City to notify applicants about positions they may be interested in. Below are instructions for signing up and receiving job interest notifications from the City.

1. Visit http://agency.governmentjobs.com/portlandor/default.cfm?action=openjobrequest&
2. This will take you to the City's Job Interest Notification page. You will see categories similar to what you saw on the City's Job page.
3. Select any number of areas of interest. Then fill out the "Job Interest Card" below the categories. This will provide us with your contact information.
4. Once you have filled out the required fields and selected your areas of interest, select "Submit Request" at the bottom of the screen.
5. From the time this request is submitted, you will start receiving emails letting you know when we open a job that fits into one of your areas of interest. This request is valid for one year. At the end of the year you will need to submit another request.

Tips

- When creating a NEOGOV account, only fill in the **required** fields marked with an orange border, this will save you some time in the application process.
- Make sure to read and reread the job announcement.
- Have a friend review resume and cover letter.
    - A fresh set of eyes may catch an error.
- Be prepared for your interview, the City typically uses one of two interview processes.
    - **Panel interviews**, typically consist of 3-6 panel members and can be directed by the panel or self-paced by you.
    - **Speed interviews**, these are used to narrow the application pool. Speed interviews offer you a time to shine. Show them what you got!
- Dress appropriately for the job you are applying for!

Veterans Preference

I am a veteran, how do I receive preference?

Attach a DD-214 or SF-215

I am a disabled veteran, how do I receive preference?

Attach a DD-214 or SF-215 as well as your Veterans Preference Letter

What if I do not have my veteran's documents?

Visit https://www.ebenefits.va.gov/ebenefits/homepage and download a digital copy of your veteran's documentation.

Quick Links

https://www.governmentjobs.com/Applications/Index/portlandor	The City of Portland's unique NEOGOV login
www.portlandoregon.gov/jobs	The City of Portland's job page
http://www.portlandoregon.gov/bhr/	The Bureau of Human Resources page
https://multcolib.org/	Find a library where you can access a computer and internet
http://www.worksourceoregon.org/	Get help preparing your resume and cover letter, prepping for your interview, and knowing what to expect
https://www.ebenefits.va.gov/ebenefits/homepage	Get your veterans documentation

Who do you call?

What if I need help?

If you have any questions regarding a specific recruitment you can email the Sr. Human Resource Analyst assigned to the recruitment. This information is found at the bottom of the announcement.

What if it's the weekend?

Call NEOGOV's customer service line:

      1-888-NEOGOV1

      1-888-636-4627