

Job Spotlight Binder

Week of September 4 to September 8, 2023

1Force

Akima

City of Colorado Springs

City of Pueblo

Colorado College

Cox Enterprises

DirectEmployers

El Paso County Colorado

Northrop Grumman

SECO Program Information

State of Colorado

Switchbacks

The Geneva Foundation

University of Colorado Colorado Springs

US Forest Service

USA JOBS Local & Remote Vacancies

Veteran Employment Services

Via Transportation

Waste Management

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1FORCE Is Looking For

INDEPENDENT CONTRACTORS

**We are seeking both
experienced/credentialed and entry
level investigators for nationwide
opportunity on the DCSA and DHS-
Wide contracts**



Akima Facilities Operations (AFO)
Fort Carson, CO 80913
719-524-0452 (O)

Akima Facilities Operations (AFO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a General Clerk III in Maintenance.

Position: General Clerk III - Maintenance (Job # AFO00228)

Position Classification: Non-Exempt (01113)

Contract Number: W52P1J-18-G-0030

Announcement Date: August 25, 2023

Close date: when filled.

Pay Rate: \$20.66

POSITION SUMMARY:

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. Requires a thorough knowledge of an office's work and routine. Choose among widely varying methods and procedures to process complex transactions; select or devise steps necessary to complete assignments.

MAJOR JOB ACTIVITIES:

1. Requires experience working with GCSS-A. Responsible for daily labor input into GCSS-A and work order daily status changes. Ensures that the correct accounting indicator is inputted for direct labor, both regular and overtime. Also ensures that correct attendance type is inputted for the indirect accounting indicators. Responsible for assisting the supervisor in tracking daily time cards and status changes.
2. Assist Lead /Supervisor in reviewing work order packets prior to going to the QC for final inspection.
3. Responsible for office operations. Provide customer service and assist employees with minor administrative problems. Responsible for assisting the Lead / Supervisor in scheduling required training and maintaining training records. Ensure all office supplies are requested and tracked.

4. Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness.
5. Performs other duties as assigned.

MATERIAL & EQUIPMENT DIRECTLY USED:

Computer equipment, various software programs, fax, photocopier.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

Work is generally conducted in an office environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up to 25 lbs; stooping; climbing; prolonged standing; prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules. Steel toe shoes / boots are required.

FREEDOM TO ACT: Reports to the Lead / Supervisor and functions somewhat independently under his/her direction.

MINIMUM QUALIFICATIONS:

Education: High School graduate or equivalent. Knowledge of automated data systems and automated data system input required.

Experience: Two years administrative experience with some knowledge of military operations and schedules. Must have good oral and written communication skills.

Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.

SECURITY CLEARANCE: Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background and drug testing results.

TO APPLY:

WWW.AKIMA.COM

CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO

Any questions contact Michelle Lanham, H.R. at AFO

Michelle.lanham@akimaFO.com

719-524-0452



Akima Facilities Operations (AFO)
Fort Carson, CO 80913
719-524-0452 (O)

Akima Facilities Operations, a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Supply Technician in Container Management section for the Transportation Department.

Position: Supply Technician (Container Management) Job # AFO00219)

Position Classification: Non-Exempt (01410)

Contract Number: W52P1J-18-G-0030

Announcement Date: August 25, 2023

Close date: Until filled.

Pay Rate: \$26.96

Position Summary:

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require:

(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

MAJOR JOB ACTIVITIES:

1. Performs container management / support functions and operates a government container storage yard IAW ASO processes.
2. Conduct updates and input container data in ACAMS and other Logistics Information Systems, MS Office, Windows and other similar programs.
3. Prepare and maintain documents for issue, return and receipt of International Organization for Standardization (ISO) containers on the installation and those issued to supported units and activities in accordance with DoD 4500.9-R Vol II and AR 710-2.
4. Inspect containers for serviceability / deployable, maintain, coordinate repairs of ISO containers.

5. Conduct monthly inventories to validate 100% accountability of ISO containers and inspect and certify containers to International Convention for Safe Containers (CSC) serviceability in accordance with MIL-HDBK 138-B and DTR 4500.9-R Vol II.
6. Maintain and updated container data in ACAMS.
7. Preferred but not required - Operate MHE up to 25K for the upload & download of containers; move containers within and between container yards.
8. Issue CSC stickers and container data strips.
9. Request and maintain all records for DOD ISO container numbers.
10. Obtain all special certifications, licensing, qualifications, and training for these functions are required in accordance with local, state and federal requirements.
11. Maintain all container documents IAW ARIMS.
12. Be able to maintain cost records for all container work orders without over expenditures.
13. Conduct a joint final inspection to close out all job orders assigned by maintenance.
14. Identify a proper signature card (DA Fm 1687 – Notice of Delegation of Authority)
15. Be able to professionally correspond with the Army Intermodal and Distribution Platform Management Office (AIDPMO)
16. Other duties as assigned.

MATERIAL & EQUIPMENT DIRECTLY USED:

Various forms of material handling equipment including forklifts (diesel, propane, electric up to 25K), PC's, printers, fax machine, copier.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

Work is generally conducted in both an office and out-of-door environment. However, duties that involve the conduct of work in the out-of-doors area could result in a potential exposure to extreme climatic conditions. May be required to work an uncommon tour of duty including nights, weekends, and holidays. Work will require lifting up to 50 lbs.; stooping; climbing; prolonged standing and prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

FREEDOM TO ACT: Reports to the Transportation Supervisor and works independently under his/her guidance.

MINIMUM QUALIFICATIONS:

Education: Military training in logistics or supply or equivalent civilian course work required with good oral and written communications skills, academic course work in computer information systems associated with Government-automated supply systems required. Knowledge of analysis of scheduling and accountability for military supply assets desirable. Working knowledge of DA Form 2404, DA Form 2407 and DA Form 1687.

Experience: A minimum three-year general experience in professional, investigative, technical or other responsible work that demonstrates judgment and analytical ability which has provided a general knowledge of the supply field. Two years specialized knowledge in Container Management. Must have a working knowledge of the Business Support & Container Management site. Must possess or be able to obtain a forklift license.

Preferred but not required: Two years' experience in operating a tractor-trailer (Class A). Must have or be able to obtain a forklift license.

Must possess and continuously maintain a current State of Colorado Driver's License prior to start date or by 30 days after employment.

SECURITY CLEARANCE: Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.

TO APPLY:

WWW.AKIMA.COM

CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO

Any questions contact Michelle Lanham, H.R. at AFO

michelle.lanham@akimaFO.com

719-524-0452



City of Colorado Springs Administrative Assistant II

SALARY	\$20.94 - \$25.14 Hourly \$3,629.74 - \$4,357.43 Monthly	LOCATION	City Council - City of Colorado Springs, CO
JOB TYPE	Classified - Full Time	JOB NUMBER	15524
DIVISION	City Council	DEPARTMENT	City Council
OPENING DATE	09/06/2023	CLOSING DATE	9/12/2023 4:00 PM Mountain
FLSA	Non-Exempt		

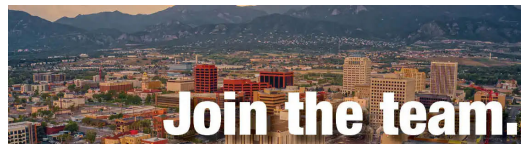
Description / Position Overview

Administrative Assistant II

This position is an ADA accommodation for a Councilmember with a visual disability. This position is contingent on the term length served by the Councilmember.

This special position is term limited and is expected to last until April 2025.

This is a special (at-will) position and may require some night and weekend hours to attend community events.



Benefits Offered:

- Medical, Dental and Vision Insurance
- PERA Retirement
- Paid time Off: Vacation, Sick, and Holidays
- Employee Medical Clinic and Pharmacy
- Wellness Programs, Fitness Classes and Gym Discounts
- Medical Management Programs
- Basic & Voluntary Life Insurance
- Short & Long Term Disability
- Long Term Care
- HRA and Flexible Spending Accounts for Health and Dependent Care
- To learn more about our Total Rewards, please visit <https://coloradosprings.gov/totalrewards>



Essential Job Functions - the basic job duties an employee must be able to perform:

- Ability to be discreet and provide tactful, unobtrusive support
- Read written communication verbatim, including emails, letters, news articles, etc.
- Based on dictation from Councilmember, take written notes and produce written internal/external communications such as emails, reports, letters, and news columns
- Convert Council Meeting agendas and other written communications to an accessible format for assistive technology
- Attend meetings and events with the Councilmember to provide visual orientation and take minute and notes as directed
- Aid with basic tasks such as getting food at lunch, making beverages throughout the day, cleaning up dishes, cleaning up office and desk areas, etc.
- Provide routine care and general oversight of guide dog, including providing water, taking on short walks, etc.
- Maintain electronic calendar of meetings and weekly schedule of events, accounting for the needs of both virtual and in-person appearances
- Arrange transportation (Metro Mobility, ride-share, etc.) to and from meetings and events
- Maintain highly organized electronic filing systems including email archives, shared drive folders, etc.
- Assist with social media management based on direction from Councilmember. Take photographs and quotations at events for use on accounts.
- Maintain political neutrality and confidentiality in dealing with Councilmembers, Staff, and local agencies
- Ability to travel on occasional overnight trips

This position requires excellent organization skills, high-level of discretion, and a strong attention to detail.

We are looking for candidates who demonstrate:

- Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Excellent language, reading, writing, and spelling skills
- Pivot tasks quickly and consistently demonstrate efficiency and flexibility
- Work in a political environment and effectively interact with a range of viewpoints
- Work with assistive technology
- Manage time effectively
- High level of initiative with the ability to work independently

Successful candidates will have

- A high school diploma or GED
- Three years of full-time administrative support, clerical, or related support experience
- Possess, or obtain upon hire, and maintain a valid, non-probationary Colorado driver's license not subject to restriction related to alcohol and/or drug violations or pending charges

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Ideal candidates will also have

- Experience with assistive technologies
- Experience providing direct assistance to a person with a disability
- Experience with local and state government processes

Additional Information

The City of Colorado Springs offers additional compensation depending on the position, area of assignment, and specific job assignments, including shift differential, pay differential, acting or lead, special assignment, hazard pay, longevity, cell phone allowance, uniform allowance, relocation, awards, standby, call out, compensatory time off, tuition, overtime, extra



duty, incentive, holiday premium, proficiency, and vacation sell back.

NOTE: This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.

The City does not sponsor applicants for work visas. **If hired, you will be required to provide proof of your eligibility to work in the United States.**

Apply to Join Our Team

- Please visit [Colorado Springs Jobs](#) and click on 'Apply for a City Career' > 'City Career Postings – Apply Now' button to complete an online application. All job applicants will need to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).
- Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.
- Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position's closing date and time listed in the job posting. HR will review the last application you submit for a position.

The City's job classifications, including physical demands and descriptions, can be found on the [website](#).

You can view the status of your [application](#) here.

To be notified of future career opportunities, go to coloradosprings.gov/jic

Equal Opportunity Employer



The City of Colorado Springs is committed to a culture that values our employees' unique individual qualities and fosters an inclusive environment where people want to be.



Agency

City of Colorado Springs

Address

30 South Nevada Avenue, Suite 301

Colorado Springs, Colorado, 80903

Phone

719-385-5171

Website

<http://www.coloradosprings.gov>

Administrative Assistant II Supplemental Questionnaire

*QUESTION 1

Do you have a high school diploma or GED?

- Yes
 No

*QUESTION 2

Do you have three or more years of full-time administrative support, clerical, or related support experience?

- Yes
 No

*QUESTION 3

Describe your level of proficiency with Microsoft Office including Excel, Word, and PowerPoint.

* Required Question



City of Colorado Springs Equipment Operator II - Sweeper Operations

SALARY	\$22.83 - \$27.40 Hourly \$3,956.41 - \$4,749.59 Monthly	LOCATION	Public Works - City of Colorado Springs, CO
JOB TYPE	Classified - Full Time	JOB NUMBER	15526
DIVISION	Public Works	DEPARTMENT	Public Works Operations Maint.
OPENING DATE	09/01/2023	CLOSING DATE	9/17/2023 4:00 PM Mountain
FLSA	Non-Exempt		

Description / Position Overview

Equipment Operator II - Sweeper Operations

As an Equipment Operator II, you will perform semi-skilled maintenance tasks for the City's Public Works Department.

<p>Some of the many benefits we offer:</p> <ul style="list-style-type: none"> • Paid Time Off: Vacation, Sick, and Holidays • Medical, Dental and Vision Insurance • PERA Retirement • Employee Medical Clinic and Pharmacy • Wellness Programs, Fitness Classes and Gym Discounts • Medical Management Programs • Basic & Voluntary Life Insurance • Short & Long Term Disability • Long Term Care • HRA and Flexible Spending Accounts for Health and Dependent Care • Read more about our many benefits at this link 	<p>https://player.vimeo.com/video/201365366</p>
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Essential Job Functions- the basic job duties an employee must be able to perform:

- Safely operate construction and maintenance equipment such as hand and power tools, street sweepers, dump trucks equipped with plows and sanders, front-end loaders, tandem axle trucks, excavators, skid steer loaders, back hoes, and vacuum trucks
- Transport materials and equipment to and from maintenance and construction sites
- Perform preventive maintenance on a variety of equipment
- Apply chemicals, abrasives, and other ice control products
- Snow and ice control operations along with other emergency response as needed for different events (snow, rain, hail, wind, fire, etc.)
- Maintain log and record books
- Perform manual labor such as cleaning culverts, mowing, patching potholes, and shoveling asphalt

We are looking for candidates who demonstrate:



Knowledge of:

- Traffic laws, ordinances, and rules involved in light and heavy equipment operation
- Methods and techniques of traffic control
- Methods and techniques of planning and executing storm water infrastructure construction maintenance, including permanent BMP maintenance, channel maintenance, pipe repair and replacement, and storm water sediment removal

Ability to:

- Work independently in the absence of supervision
- Understand and apply pertinent laws, rules, and regulations

Successful candidates will have

- A high school diploma or GED
- Three years of full-time experience in related area of assignment
- Possess upon hire and maintain a valid, non-probationary Colorado Class B CDL (Commercial Driver's License) not subject to restriction related to alcohol and/or drug violations or pending charges

TO BE CONSIDERED FOR THIS POSITION YOU MUST REGISTER YOUR CDL (COMMERCIAL DRIVER'S LICENSE) WITH THE FMCSA (Federal Motor Carrier Safety Administration) Drug and Alcohol Clearinghouse at <https://clearinghouse.fmcsa.dot.gov>.

One year of relevant work experience may be substituted for one year of required education (OR) one year of relevant academic coursework beyond the minimum requirement may be substituted for one year of required professional experience.

Additional Information

The City of Colorado Springs offers additional compensation depending on the position, area of assignment, and specific job assignments, including shift differential, pay differential, acting or lead, special assignment, hazard pay, longevity, cell phone allowance, uniform allowance, relocation, awards, standby, call out, compensatory time off, tuition, overtime, extra duty, incentive, holiday premium, proficiency, and vacation sell back.

This position requires that you are available for emergency callout.

TO BE CONSIDERED FOR THIS POSITION YOU MUST REGISTER YOUR CDL (COMMERCIAL DRIVER'S LICENSE) WITH THE FMCSA (Federal Motor Carrier Safety Administration) Drug and Alcohol Clearinghouse at <https://clearinghouse.fmcsa.dot.gov>.

Physical Demands: The position requires the ability to pull, reach, bend, climb, kneel, sit, stand, and walk for extended periods, lift and carry up to 50 pounds occasionally and 25 pounds frequently, and use fingers, hands, and legs; distinguish colors; and safely operate assigned vehicle and equipment.

Environmental Conditions

Primary Work Environment - Outdoors in heavy traffic conditions

Extreme Temperature - Daily

Wetness and Humidity - Daily

Respiratory Hazards - Daily (dust, fumes, odors, and gases)

Noise and Vibrations - Daily

Physical Hazards - Daily (toxic chemicals)

Mechanical and/or Electrical Hazards - Continuously (heavy machinery and motorized equipment)

Exposure to Communicable Diseases - Frequently

NOTE: This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.

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Address

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Phone

719-385-5171

Website<http://www.coloradosprings.gov>**Equipment Operator II - Sweeper Operations Supplemental Questionnaire*****QUESTION 1****Do you have a high school diploma or GED?**

- Yes
- No

QUESTION 2*Do you have three or more years of full-time experience in the related area of assignment?**

- Yes
- No

QUESTION 3*If yes, please explain your experience in detail, including your role and here you gained the experience.*****QUESTION 4****Do you possess a valid, non-probationary Colorado Class A or B CDL not subject to restriction related to alcohol and/or drug violations or pending charges?**

- Yes
- No

QUESTION 5*If yes, what class is your Commercial Driver's License? Please write n/a if this is not applicable.*****QUESTION 6****Please indicate which of the following you have experience with. Check all that apply:**

- Road maintenance
- Equipment Operation - examples: forklift, excavator, motor grader, dozer, front end loader, backhoe, semi-tractor trailer, skid steer etc.
- Irrigation
- Grounds/property maintenance
- Hand/power tools
- Concrete work
- Commercial Driver's License
- Skilled Trades - examples: electrician, plumbing, HVAC, etc.

* Required Question



City of Colorado Springs Fleet Analyst II

SALARY	\$69,217.59 - \$83,094.35 Annually	LOCATION	Fleet Management - City of Colorado Springs, CO
JOB TYPE	Classified - Full Time	JOB NUMBER	15498
DIVISION	Support Services	DEPARTMENT	Fleet Admin
OPENING DATE	09/06/2023	CLOSING DATE	9/15/2023 9:00 AM Mountain
FLSA	Exempt		

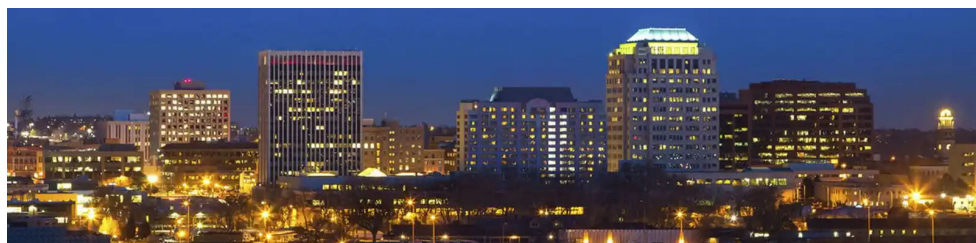
Description / Position Overview

Fleet Analyst II

As a Fleet Analyst II you will perform a variety of analyses, studies and research projects, and participate in administrative and financial processes in the Fleet Management division.

We're an accredited pay equity employer!

Your starting pay will be within the posted hiring range based on your experience and education. As an employee with the City of Colorado Springs, there is room to grow! Click this link ([2023 Salary Schedule \(Download PDF reader\)](#)) to view the full salary range for this position.



Come explore the possibilities a career with the City of Colorado Springs can offer!

Colorado Springs is **TOP 10 IN THE NATION!**
#2 IN COLORADO!



[Learn_About_the_City](#) (Download PDF reader)
(This information may change annually).

Essential Functions - the basic job duties an employee must be able to perform:

- Support clean cities and sustainable transportation initiatives by reducing idle time and emissions, identifying opportunities for hybrid/ electric vehicle use and other advanced vehicle technologies in transportation
- Perform a variety of administrative, operational, and analytical duties in support of the Fleet Management Services Division; support the fleet acquisition process, maintenance contract compliance and key performance indicators, fuel use, unit lifecycle management, and utilization, and fleet investment recovery
- Oversee the fleet management database system; an enterprise end to end asset and inventory management system for fleet vehicles and equipment maintenance and tracking
- Develop and provide fleet analytics and department dashboards that support best fleet practices that are customizable to support stakeholder decisions; assist in developing and implementing fleet goals and initiatives
- Track budgetary information monthly; track and analyze the City's maintenance expenditures; collect and analyze financial data; utilize financial databases for tracking and invoicing
- Provide information to user departments on utilization, maintenance, inventories, unit life cycle management, to improve fleet operations and customer service

We are looking for candidates who demonstrate:

Knowledge of:

- Professional reports including dashboards, graphs, spreadsheets, summary versus detail charts, drill down, correlations, and numeric tables
- Develop process improvements to enhance data quality and execution of data clean up
- Principles, applications, and capabilities of data processing, data standardization, and data governance
- Identifies trends, determines causes, and develops recommendations on fleet performance reports

Ability to:

- Create user-specified reports and dashboards within user databases, document these functionalities, and assist with end-user training and support
- Investigate, analyze information, draw valid conclusions and make recommendations based on data or findings
- Analyze data information and prepare special and periodic reports or dashboards to support department management and coordinators
- Use technology to evaluate large datasets for quality and accuracy; systematically audit, identify and recommend solutions for data quality problems including record duplication, inconsistencies, inaccuracies, and missing data
- Prepare and analyze complex financial reports
- Data consolidation, data analysis, and management reporting.
- Analyze problems, identify alternative solutions, and make recommendations
- Willingness and motivation to learn and understand fleet, including understanding how analytics of fleet data supports best fleet practices
- Think independently and perform analytical, quantitative, and problem-solving functions
- Communicate clearly and concisely, verbally and in writing
- Establish and maintain effective working relationships

Successful candidates will have

- A bachelor's degree from an accredited college or university with major coursework in a field appropriate to the assigned area of responsibility which may include finance, business administration, public administration, information technology, environmental studies, or related field
- Three years of full-time professional analytical experience in a related field, such as: budget, fleet, or information technology.

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Ideal candidates will also have

- Experience in fleet management software Assetworks M5
- Experience creating dashboards with the use of MS Power BI
- Experience with the Microsoft Office Suite with an emphasis on MS Excel and MS Access
- Experience with telematics analysis and analysis of fleet operations
- Experience with Crystal Report applications as well as demonstrated proficient experience in the use of Structured Query Language (SQL)
- Experience which demonstrates knowledge of municipal government budgets and finance
- Experience which demonstrates the ability to manage multiple tasks or projects simultaneously
- Willingness and motivation to learn and understand fleet data

Additional Information

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Website

<http://www.coloradosprings.gov>

Fleet Analyst II Supplemental Questionnaire

***QUESTION 1**

Are you a current Serco employee working in Fleet Maintenance for the City of Colorado Springs?

- Yes
 No

***QUESTION 2**

A bachelor's degree from an accredited college or university with major coursework in a field appropriate to the assigned area of responsibility which may include finance, business administration, public administration, information technology, environmental studies, or related field?

- Yes
 No

***QUESTION 3**

Do you have three years of full-time professional analytical experience in a related field, such as: budget, fleet, or information technology?

- Yes
 No

***QUESTION 4**

If yes, please explain your experience in written detail, including your role and where you gained the experience.

***QUESTION 5**

Do you have project management experience?

- Yes
 No

***QUESTION 6**

If yes, please explain your experience in written detail, including your role and where you gained the experience.

***QUESTION 7**

Do you have database management/analysis experience?

Yes

No

***QUESTION 8**

If yes, please explain your experience in written detail, including your role, the type of data or software, and any reports/dashboards you created.

* Required Question

Regulatory Compliance Specialist

Salary ⓘ	\$91,142.52 - \$111,390.00 Annually	Location ⓘ	Pueblo, CO
Job Type	Full-Time (Classified)	Job Number	2309-4040
Department	Wastewater	Opening Date	08/30/2023
Closing Date	9/24/2023 11:59 PM Mountain		

DESCRIPTION

([HTTPS://WWW.GOVERNMENTJOBS.COM/CAREERS/PUEBLO/JOBS/4183756-](https://www.governmentjobs.com/careers/pueblo/jobs/4183756-)

Descriptive Statement

The Regulatory Compliance Specialist is an exempt, mid-management position, under general supervision of the Wastewater Director. This position is responsible for ensuring compliance with regulatory requirements for the Wastewater Department.

NOTE: YOU MUST APPLY ONLINE VIA THE CITY WEBSITE

(<https://www.governmentjobs.com/careers/pueblo/jobs/4183756-0/regulatory-compliance-specialist>) OR YOUR APPLICATION WILL NOT BE CONSIDERED!

This job description is an overview and is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all the functions and tasks required of the position.

Duties & Responsibilities

- Maintains current, detailed knowledge of federal and state statutes, regulations, and policies regarding water quality requirements under the federal Clean Water Act and the Colorado Water Quality Control Act
- Represents the interests of the City of Pueblo by participating in professional stakeholder groups and organizations dealing with water quality matters
- Provides liaison with external entities on water quality and related matters
- Establishes and maintains systems to ensure that all regulatory reports required of the Wastewater Department are completed accurately and filed in a timely manner
- Supports facility planning by ensuring that pending environmental requirements are adequately considered
- Participates in the discharge permit renewal process

- Participates in developing and presenting testimony and commentary on water quality regulatory issues in State and national forums
- Participates in developing and recommending to the City Council policies to ensure that Pueblo maintains compliance with environmental laws on water quality
- Establish chemical safety protocol and do chemical safety inspections
- Participates in developing educational materials and wastewater web page updates
- Supervises the Pretreatment Program Manager and the sump pump program

IMPORTANT FUNCTIONS:

May perform the duties of similar classifications of equal or lower pay grade

PHYSICAL REQUIREMENTS:

The physical standards an employee must meet in order to perform the essential job duties with or without a reasonable accommodation include, but are not limited to:

- Heavy lifting of up to 50 pounds is an essential function of this position
- Requires good hearing to communicate with other staff members, hear audible alarms, and listen to equipment to detect possible problems
- The incumbent must be able to perform a full range of body movements and manual dexterity to perform work on a computer, drive City vehicles, and perform other essential functions

Knowledge, Skills & Abilities

- Detailed knowledge regarding interpretation of chemical, physical and bacteriological analyses on water, wastewater, biosolids, and industrial wastes
- Detailed knowledge of the discharge permit systems established under the federal Clean Water Act, the Colorado Water Quality Control Act, and the National Pollutant Discharge Elimination System
- Ability to assess compliance and to forecast the effects of proposed regulations by assembling data and performing statistical analyses on effluent quality data and environmental monitoring data
- Ability to use computers, computer networks, statistical and modeling software, effectively
- Ability to research regulatory approaches and techniques used by other agencies in addressing discharge permit and water quality issues, and develop, validate, and document new procedures
- Ability to apprise the WWTP Superintendent, the Pretreatment Manager, the Wastewater Director, and the City Attorney of emerging regulatory issues and recommend response strategies in a timely manner
- Ability to perform, design and complete special projects related to regulatory compliance
- Ability to establish and maintain effective working relationships with regulators, the public, and representatives of other stakeholder groups
- Ability to maintain complete and accurate records
- A keen sense of observation and ability to analyze situations quickly
- Ability to assist and train others, work unsupervised, and write reports

- Ability to perform all the job duties in a safe manner
- Ability to work with other city departments and outside agencies to develop safe chemical handling and storage procedures

Minimum Qualifications

In addition to the knowledge, skills and abilities listed above, this position requires the following:

- A bachelor's degree or higher education from an accredited college or university with major course work in chemistry, biology, environmental studies, or engineering
- At least three (3) years of paid professional experience in progressively responsible duties directly related to water quality management and regulatory compliance assessment
- A valid, unrestricted driver's license by date of application and a valid, unrestricted Colorado driver's license by date of appointment

SPECIAL CONDITIONS OF WORK:

This position involves primarily office work, but some fieldwork including river and effluent sampling is required, possibly in extreme weather. The position will require considerable traveling including driving to Denver and other distant locations within Colorado, as well as trips to other states to participate in meetings. The position will require attending stakeholder group meetings and public meetings outside of normal working hours. The position is exempt and is not eligible to receive overtime pay or compensatory time for work in excess of the 40-hour workweek. Must be able to follow and comply with all safety procedures, directions, and standards. The potential exists for exposure to hazardous microorganisms and physical and chemical hazards associated with domestic and industrial wastewater.

All required licenses and certifications listed above must be maintained throughout the term of employment. Failure to obtain or maintain licenses and certifications may result in demotion or termination.

Due to Federal and State Criminal Justice System access requirements, classifications that access and maintain criminal justice information may also be required, as a condition of employment, to not have been convicted of and/or have pending charges of a felony or misdemeanor crime that would deny or otherwise restrict access to criminal justice information. This requirement applies to all existing City employees as well as external candidates seeking to fill positions that meet the given criteria.

BENEFITS:

The City of Pueblo offers a very rich benefits packet! Click on the "Benefits" hyperlink at the top of this (online) job posting to view a summary of the benefits associated with this position. For a more comprehensive view on the lush benefits offered by the City, please go to www.pueblo.us/benefits (<http://www.pueblo.us/benefits>).

CIVIL SERVICE EXAM: October 10, 2023

Please note that the Civil Service Commission may use a Training & Experience (T&E) evaluation of your application to establish an eligibility list for this classification.

Agency

City of Pueblo

Address

301 West B Street

Pueblo, Colorado, 81003

Phone

719-553-2635

Website

<http://www.pueblo.us/jobs> (<http://www.pueblo.us/jobs>)

Wastewater Maintenance Coordinator


(<https://www.governmentjobs.com/careers/puebl>)
    **APPLY**

Salary ⓘ	\$55,564.08 - \$74,570.76 Annually	Location ⓘ	Pueblo, CO
Job Type	Full-Time (Classified)	Job Number	2308-5141
Department	Wastewater	Opening Date	08/24/2023
Closing Date	9/27/2023 11:59 PM Mountain		

DESCRIPTION

([HTTPS://WWW.GOVERNMENTJOBS.COM/CAREERS/PUEBLO/JOBS/4177188-](https://www.governmentjobs.com/careers/pueblo/jobs/4177188-))

Descriptive Statement

This position is non-exempt under FLSA. Under general supervision of the Wastewater Maintenance Supervisor, performs skilled mechanical, electrical, and electronic diagnosis, repair, maintenance, construction, adjustments, replacements and overhaul of wastewater treatment plant structures and equipment. Coordinates projects with electric power providers, vendors, contractors, and others on project that involve the electrical supply system.

This job description is an overview and is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all the functions and tasks required of the position.

Duties & Responsibilities

ESSENTIAL FUNCTIONS:

- Coordinates with the WWTP Superintendent, WW Maintenance Supervisor, the Engineer of Record, other consultants, and contractors on information regarding the electrical supply system for activities such as developing and implementing plans for facility design, equipment installation and startup, alternative electric power supply, plant shutdowns and re-starts, and other activities involving the electrical supply system
- Services, installs, repairs, and maintains pumps, blowers, compressors, motors, plumbing, boilers, gas/chemical systems, hydraulics, centrifuges, pneumatics, polymer make-up systems, automated oil/grease lubrication systems, three (3) phase, single phase, and direct current electrical systems and electronics
- Troubleshoots failed equipment for electrical supply-related causes

- Performs building related servicing and repairs such as carpentry, painting, masonry, plumbing, and mechanical work
- Performs light and emergency repairs on vehicles and roadworthy equipment
- Develops emergency re-start & operating checklist for electrical systems
- Utilizes gas and electric welding and cutting tools to fabricate parts and repair and maintain machinery and equipment
- Advises the WWTP Superintendent, WW Maintenance Supervisor, the Engineer of Record, other consultants, and contractors regarding the electrical supply system for the Water Reclamation Facility
- Performs research and develops specifications for replacement of obsolete electrical system components
- Reads, interprets, and designs projects for replacement of electrical system components and installation of new equipment, develops bid documents, evaluates proposals, electrical, hydraulic, piping, and mechanical drawings and schematics
- Uses test equipment and schematics to diagnose and troubleshoot equipment and systems
- Calibrates and maintains analog and digital data system
- Works in permit-required confined spaces

IMPORTANT FUNCTIONS:

- Assists with the treatment plant operations as instructed
- May perform the duties of similar classifications of an equal or lower pay grade
- May perform repairs and maintain process logic control (PLC) systems
- Assists in the administration of preventative maintenance and other maintenance scheduling/tracking programs
- Maintains and uses a large technical maintenance and repair library
- May train employees in lower classifications

PHYSICAL REQUIREMENTS:

- Lifts, carries, pushes, or pulls equipment and supplies weighing up to 50 pounds, frequently lifting and carrying objects weighing up to 25 pounds
- Frequently stands and walks for prolonged periods of time to observe for safety hazards and perform daily functions
- Frequently climbs ladders and stairs in a multi-level facility to perform general custodial work
- Uses manual dexterity to manipulate supplies, tools, and equipment
- Safely operate a vehicle and equipment, identify hazards, and perform daily functions
- Frequently performs activities requiring a full range of body movements including sitting, bending, stooping, kneeling, squatting, crawling, twisting, and balancing
- Hearing/listening required to provide technical information and communicate with employees, supervisors and customers
- Works primarily indoors, in a wastewater treatment plant facility with exposure to noise, moving parts, heights, dangerous chemicals, disease and extreme weather conditions
- The work also involves heavy lifting and working in confined spaces
- The incumbent must be able to perform a full range of body movements and manual dexterity to inspect, maintain, and replace electrical breakers, capacitors, and other

electrical system components; operate and adjust equipment or controls; perform work on a computer; drive City vehicles; and perform other essential functions

Knowledge, Skills & Abilities

- Requires a working knowledge of materials, tools, building codes, and procedures used in industrial maintenance and trade work
- Must have knowledge of and be able to successfully perform skilled work in the following trade areas: plumbing, pipe fitting, electrical, electronic, welding, heating, carpentry, janitorial and painting; and must maintain awareness of current practices, equipment, and instrumentation used in these trades
- Detailed knowledge, skills and ability related to heavy industrial and commercial electrical systems and their components
- Detailed knowledge of electrical system procedures, electrical hazards, chemical hazards, and safety requirements
- Working knowledge of remote telemetry, Programmable Logic Controllers (PLCs), Supervisory Control and Data Acquisition (SCADA) systems, and the automation of unit processes
- General mechanical knowledge of pumps, motor control, and engines
- Ability to train employees in lower classifications in these trades
- Knowledge of and ability to follow safety procedures and rules including those pertaining to confined workspace areas
- Ability to learn wastewater treatment practices and operating processes
- Must be able to work successfully with supervisors, other City employees, the public and other agencies and organizations
- Knowledge of and experience utilizing both 480-volt, 3-phase electrical supply and medium voltage (up to 15 kV) electrical supply
- Ability to perform all the job duties in a safe manner
- Knowledge, skill, and ability to successfully perform the essential duties of lower classifications

Minimum Qualifications

- A high school diploma or GED equivalent
- At least five (5) years of successful and progressively responsible experience in maintaining electrical systems in industrial or commercial facilities
- A valid, unrestricted driver's license at time of application and a valid, unrestricted Class "R" Colorado Driver's License by date of hire

Preferred Qualifications

- A valid State of Colorado Journeyman or Master Electrician License

SPECIAL CONDITIONS OF EMPLOYMENT:

The employee must be willing to work overtime, stand-by, and during emergency situations.

All required licenses and certifications must be maintained throughout the term of employment.

Failure to obtain or maintain licenses and certifications may result in demotion or termination.

Due to Federal and State Criminal Justice System access requirements, classifications that access and maintain criminal justice information may also be required, as a condition of employment, to not have been convicted of and/or have pending charges of a felony or misdemeanor crime that would deny or otherwise restrict access to criminal justice information. This requirement applies to all existing City employees as well as external candidates seeking to fill positions that meet the given criteria.

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CIVIL SERVICE EXAM: October 10, 2023

Please note that the Civil Service Commission may use a Training & Experience (T&E) evaluation of your application to establish an eligibility list for this classification.

Agency	Address	Phone	Website
City of Pueblo	301 West B Street Pueblo, Colorado, 81003	719-553-2635	http://www.pueblo.us/jobs (http://www.pueblo.us/jobs)

Assistant Vice President, Civil Rights/Title IX Coordinator

Posting Details

Posting Details

Posting Number:	1804
Job Title:	Assistant Vice President, Civil Rights/Title IX Coordinator
Working Title:	
Position Type:	Full Time
Annual Hours	2080
Base Months	12
Hours per Week	40
Department:	Office of Civil Rights and Title IX

Summary Description The Assistant Vice President for Civil Rights (AVP) will lead the newly established Office for Civil Rights and Title IX and serve as the college's Title IX Coordinator. In collaboration with college partners, the AVP will help foster an academic and work environment of equal opportunity and equity for students, faculty, and staff in all aspects of educational programming and employment and is responsible for college-wide programs, policies, and procedures designed to ensure individuals are free from protected-class discrimination, harassment, and sexual misconduct. The AVP will oversee the college's compliance with federal and state discrimination and harassment laws; design and deliver informational compliance materials and training programs; perform routine audits to ensure fidelity and integrity of Civil Rights and Title IX services, develop and monitor appropriate policies; and ensure the prompt investigation and resolution of complaints.

Pay Band 9

Anticipated Salary Range \$82,556 to \$113,514 per year

Pay Information The pay range reflects base pay for positions in a given pay band across the college. Individual rates are determined within the range by factors including one's qualifications, equity with others in the department, market rates for positions within the same band and department budget. Please refer to <https://www.coloradocollege.edu/offices/humanresources/employee-compensation/>

Responsibilities:

- Develop and lead a long-term vision, strategic programs and initiatives that provide for occupational and learning enrichment through diversity, inclusion, employment equity, education and prevention of harassment, discrimination, and retaliation, and other campus initiatives focused on the quality of life and sustaining a supportive environment for faculty, staff, and students.
- Advise and collaborate with multiple college departments and partners to promote an inclusive, diverse, and supportive environment for the campus community to excel regardless of race, color, national origin, sex, sexual preference/orientation, gender identity, gender expression, marital or parental status, age, creed, religion, or political beliefs, mental or physical disability, genetic information, or status as a veteran.
- Lead actions across the college to ensure compliance with statutory and regulatory requirements for Title IX, Title VI, Title VII, Americans with Disabilities Act, and all other discrimination and harassment federal and state laws and regulations, and applicable college policies.
- Serve as the central resource for all constituencies on issues related to protected class discrimination, harassment, and sexual misconduct. Interact with faculty, staff, and student populations in discussions around discrimination/harassment and Title IX policies and laws.
- Collaborate with campus partners on the development and delivery of training and education to the college community on college policies and procedures related to discrimination and harassment, sexual misconduct, and information about the complaint procedures and investigation processes. Provide training to senior leadership, Deans, and department

heads. Provide and/or seek out external specialized training for investigators, advisors, decision makers, appellate officers, and others as required.

- Manage investigatory personnel and coordinate processes to ensure prompt, effective, and equitable intake, investigations, and timely resolution of all complaints. Coordinate or review proposed sanctions or required individual accommodations for cases. Select, train, and oversee deputy coordinator(s) and investigative teams. Coordinate the selection of external investigators, hearing officers, and advisors, as needed.

Collaborate and partner with:

- The Diversity/Equity/Inclusion leadership team to identify and address any systemic issues raised and work with multiple departments to update practices and behaviors that will foster an equitable working and learning environment for all.
- The ADA/504 Coordinator, who also serves as the Director of Accessibility Resources, on issues related to ADA/504 compliance.
- The Human Resources team to develop proactive strategies, practices, and procedures to mitigate adverse impact, bias, and potential discrimination in employment, reviewing all phases of the employee life cycle (selection, professional development, promotion, exit, etc.), and for issues related to employee accommodations and other disability-related matters.
- Communicate and coordinate with college administrators and Campus Safety to ensure appropriate management of reports and complaints of protected class discrimination and harassment and compliance reporting. Oversee the maintenance of all materials related to investigations, including reports, retention schedules, databases, and web-based resources. Collect data and develop reports to analyze the volume, nature, and disposition of complaints, climate assessment, and pattern monitoring. Develop transparent communication practices in alignment with the college's ADEI commitment and, as necessary, share patterns and trends illuminated through reports with senior leadership to inform decisions to address behavior not in alignment with policy or values of the institution.
- Serve as the principal contact for complaints and government inquiries pursuant to Title IX, Title VI, Title VII, ADA/504 and other federal and state civil rights matters.
- Stay abreast of regulations and statutes on discrimination and harassment, Title IX, ADA/504, VAWA and the Campus Sexual Violence (SaVE) Act. Maintain a strong working knowledge of current and emerging regulatory environment in higher education, as well as national issues and trends. Continuously identify and integrate the evidence-based practices into the college's procedures for all investigation and compliance processes, including the Title IX and Title VII investigation processes.
- Oversee and supervise professional staff employees and external contractors.
- Manage department budget and establish business office procedures.
- Actively support the college's commitment to be an antiracist institution by understanding, engaging with, and promoting diversity, inclusion, and equity in the college community.
- Represent Colorado College at key events and serve as an active member of the college community.

Additional Responsibilities:

- o Actively support the college's plan to be an antiracist institution by understanding, engaging with, and promoting diversity, inclusion, and equity in the college community.
- o Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations and accidents; following college procedures; and participating in appropriate safety training.
- o Demonstrate environmental sustainability by using college resources wisely and supporting the college's sustainability initiatives and innovation.
- o Perform other duties as assigned.

Does this position require driving CC vehicles/ being insurable under CC's insurance plan?

No

Required Qualifications:

Master's degree plus a minimum of five years of related experience or a Bachelors' degree with six years of related experience. Related experience includes: Conducting Civil Rights investigations, implementing DEI programming, and/or serving as an Equal Opportunity Employment (EEO) Officer.

Knowledge

- Training to conduct investigations and/or internal audits.
- Strong understanding of state and federal laws and regulations around protected class discrimination or harassment, including Title IX, Title VI, Title VII, ADA/504, the Colorado Anti-Discrimination Act, and procedures of government entities.
- Strong understanding of and sensitivity to the many experiences and expressions of trauma caused by sexual violence and harassment.

Skills

- Excellent written and verbal communication skills, with strong attention to detail. Must be able to produce and review thorough investigative reports based on sophisticated logical and legal reasoning. High level of analytical thinking. Detail oriented.
- Highly self-motivated, exceptional time and project management skills, high level of productivity, critical thinking, creativity, problem solving and mediation techniques.
- Demonstrate emotional and cultural intelligence.
- Strong communication skills to present complex and emotionally charged material in understandable and usable ways
- Strong and effective presentation and diversity training skills with the ability to prepare, organize and present education programs to individuals and groups.

Abilities

- Ability to collaborate with campus partners and cultivate relationships to increase psychological safety and trust.
- Demonstrated ability to exercise independent judgment in the development, implementation and evaluation of policies and programs which address the needs of diverse populations.
- RWork independently and effectively as leader or member in teams, on taskforces and committees.
- Maintain confidentiality and exercise discretion; inspire confidence, maintain credibility, and positively represent the college in a leadership role.

Preferred Qualifications: Experience with appropriate application of trauma-informed investigation practices. Title IX Coordinator experience in higher education setting.

Posting Date: 08/10/2023

Application Deadline (at 11:59 PM Mountain Time):

Open Until Filled Yes

Special Instructions to Applicants: **You must meet the minimum qualifications to be considered for this position.**

E-Verify Information This organization participates in E-Verify. For more information, visit www.e-verify.gov.

Accommodation Statement In compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and Colorado College's policies, if you have a disability and would like to request an accommodation in order to apply for a position with Colorado College, or if you cannot use the online application system, please contact the Office of Human Resources at (719) 389-6421 or HR@ColoradoCollege.edu

Job Classification Exempt

Benefit Information Please refer to <https://mybensite.com/coloradocollege/>

Leave Information Please refer to <https://www.coloradocollege.edu/offices/humanresources/handbooks/>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Do you have a Master's degree plus a minimum of five years of related experience or a Bachelors' degree with six years of related experience. Related experience includes: Conducting Civil Rights investigations, implementing DEI programming, and/or serving as an Equal Opportunity Employment (EEO) Officer.

- Yes
- No

Optional & Required Documents

Required Documents

1. Resume
2. Cover Letter

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- Advertising Executive / Baton Rouge, LA
- Client Relationship Executive / Las Vegas, NV
- Automotive Technician II / Woods Cross, UT
- Senior Automotive Technician / Las Vegas, NV
- Senior Automotive Technician / Euless, TX
- Senior Automotive Technician / San Antonio, TX
- Senior HR Technology Manager / Remote FL, NC



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✉ Peter.Mahmood@coxinc.com 🌐 Jobs.CoxEnterprises.com

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Title	Requisition ID	Company	Location
Informatics Lead	R-315301	Centerwell	CO-Colorado Springs
Inbound Contact Representative - CarePlus	R-317389	Humana	CO-Colorado Springs
DoD SkillBridge Internship/Military Spouse Fellowship Telephonic Care Manager, Registered Nurse, RN	R-317030	Humana	CO-Colorado Springs
External Corporate Communications Lead	R-317438	Humana	CO-Colorado Springs
Care Manager, Telephonic Nurse - WAH Illinois	R-316718	Humana	CO-Colorado Springs
DoD SkillBridge Intern/Military Spouse Fellowship Care Management Support Assistant	R-317075	Humana	CO-Colorado Springs
Oncology Staff Utilization Management Pharmacist	R-317345	Humana	CO-Colorado Springs
Agency Broker Executive	R-313500	Humana	CO-Colorado Springs
Director, Enterprise Data Governance	R-316219	Humana	CO-Colorado Springs
Lead Full Stack Engineer	R-316425	Humana	CO-Colorado Springs
Senior Market Development Professional - Behavioral Health/Medicaid	R-315912	Humana	CO-Colorado Springs

Retail Coverage Merchandiser	2023-225835	Acosta Group	CO-Colorado Springs
Delivery Driver	863743163	Jimmy John's	CO-Colorado Springs
Crew Member	JR24230-4	Sonic Drive-In	CO-Colorado Springs
Delivery Driver	863752888	Jimmy John's	CO-Colorado Springs
Bike Delivery Rider	863734716	Jimmy John's	CO-Colorado Springs
Delivery Driver	863751233	Jimmy John's	CO-Colorado Springs
9/15 Customer Care Representative	JP-004006065	Aston Carter	CO-Colorado Springs
Supply Technician- Army Aviation - FT. Carson, CO.	R0101222	Amentum	CO-Fort Carson
IT Program Manager	23201137	CTG	CO-Colorado Springs
Heavy Equipment Operator	2310315	WM	CO-Colorado Springs
Customer Service Associate	1237570BR	Walgreens	CO-COLORADO SPRINGS
Certified Pharmacy Technician	1237775BR	Walgreens	CO-COLORADO SPRINGS
Pharmacy Technician / Pharm Tech Apprenticeship	1237772BR	Walgreens	CO-COLORADO SPRINGS
Customer Service Associate	1237952BR	Walgreens	CO-COLORADO SPRINGS

Security Shift Supervisor NonUnion @ Union Site	2023-1081870	Allied Universal	CO-Colorado Springs
Security Officer	2023-1081896	Allied Universal	CO-Colorado Springs
Security Officer	2023-1082173	Allied Universal	CO-Colorado Springs
Senior Account Executive	29780	Canon USA & Affiliates	CO-Colorado Springs
Med Tech	196832	Sunrise Senior Living	CO-Colorado Springs
Caregiver	196828	Sunrise Senior Living	CO-Colorado Springs
Sr. Model Based Systems Engineer	2311844	SAIC	CO-COLORADO SPRINGS
Sr. Model Based Systems Engineer	2311844-3006	SAIC	CO-COLORADO SPRINGS
Apprentice Technician STEP Program	2686019	Crash Champions	CO-Colorado Springs
Technician	2023_20137	Bridgestone Americas	CO-Colorado Springs
Maintenance Technician	2023_20097	Bridgestone Americas	CO-Colorado Springs
Environmental Coordinator (Industrial Pretreatment)	16452	Colorado Springs Utilities	CO-Colorado Springs
Traffic Control/Barricades Support Technician	16453	Colorado Springs Utilities	CO-Colorado Springs
Quality Engineer	9057487	Kelly Services	CO-Monument

Summer Intern – Environmental Health and Safety (EHS) Intern	JR26828	Allegion	CO-Colorado Springs
Quality Technician	JR26982	Allegion	CO-Colorado Springs
data center technician	AB_4317501	Randstad US	CO-colorado springs
Intern D, Software Eng	SAS20232808-105264	L3Harris	CO-Colorado Springs
Software Engineer (New Grad- Colorado Springs, CO)	SAS20232808-105261	L3Harris	CO-Colorado Springs
Software Engineer (New Grad- Colorado Springs, CO)	SAS20232808-105253	L3Harris	CO-Colorado Springs
Automation Test Engineer (onsite)	01646564	Raytheon Technologies	CO-Schriever Air Force Base
Systems Engineer, S8.2-3 Solution Engineer (Onsite)	01647666	Raytheon Technologies	CO-Colorado Springs
Senior Systems Engineer - Military Ejection Seating (Onsite) (Sign on bonus up to \$40k)	01644505	Raytheon Technologies	CO-Colorado Springs
System Engineer, JEMINI O&S Deputy Lead	01647476	Raytheon Technologies	CO-Schriever Air Force Base
Mechanical Design Engineer II - Ejection Seating (Onsite) (Sign on bonus up to \$30k)	01645118	Raytheon Technologies	CO-Colorado Springs
Site Engineer (Onsite)	01646582	Raytheon Technologies	CO-Colorado Springs
SEIT Engineering Project Manager (Onsite)	01647513	Raytheon Technologies	CO-Colorado Springs

Seasonal Retail Sales Associate-BRIARGATE	03XR1	Bath & Body Works	CO-Colorado Springs
Seasonal Retail Sales Associate-CHAPEL HILLS-CO	03XAZ	Bath & Body Works	CO-Colorado Springs
Seasonal Retail Sales Associate-CITADEL-CO	03XFZ	Bath & Body Works	CO-Colorado Springs
Retail Sales Associate-THE CITADEL	03Y05	Bath & Body Works	CO-Colorado Springs
DOLTAP Employment Facilitator (Part-time) - Fort Carson, CO	60050	Serco	CO-Fort Carson
Utility Worker	150	Transdev	CO-Colorado Springs
Summer 2024 Civil Engineering Intern	R145112	Parsons Corporation	CO-Colorado Springs
Sr. Manager, Technology Operations - TMO	156794	Deloitte	CO-Colorado Springs
Manager, IT Change Management	156566	Deloitte	CO-Colorado Springs
Data Science Analyst	156788	Deloitte	CO-Colorado Springs
Sr. Manager, IT Change Management	156663	Deloitte	CO-Colorado Springs
Manager, Technology Operations - TMO	156795	Deloitte	CO-Colorado Springs
Data Scientist	156558	Deloitte	CO-Colorado Springs
Sr. Manager, IT Change Management	156567	Deloitte	CO-Colorado Springs

SAP Functional Senior Analyst	156681	Deloitte	CO-Colorado Springs
Class A CDL Combo Driver FT - \$31.25hr	R-2023-20847	Old Dominion Freight Line	CO-Colorado Springs
Travel Nurse - Internal Medicine	150207	UCHealth	CO-COLORADO SPRINGS
Surgical Technologist	147051	UCHealth	CO-COLORADO SPRINGS
Sterile Processing Tech Associate	147151	UCHealth	CO-COLORADO SPRINGS
Physician Assistant Inpatient Surgery	147345	UCHealth	CO-COLORADO SPRINGS
RN ICU - CVICU	147979	UCHealth	CO-COLORADO SPRINGS
Patient Care Assistant CVICU Full Time Nights	147977	UCHealth	CO-COLORADO SPRINGS
RN Acute Care-MED SURG	134993	UCHealth	CO-COLORADO SPRINGS
RN PreOp	141377	UCHealth	CO-COLORADO SPRINGS
CMT Technician	JP-004005748	Actalent	CO-Monument
CMT Technician	JP-004005754	Actalent	CO-Colorado Springs
CMT Technician	JP-004005750	Actalent	CO-Fountain
CMT Technician	JP-004005745	Actalent	CO-Colorado Springs
			CO-

OPERATIONS ASSISTANT MANAGER	540139BR	Dollar Tree	Colorado Springs
MERCHANDISE ASSISTANT MANAGER	540111BR	Dollar Tree	CO-Colorado Springs
Registered Nurse Pre OP	70152	Centura Health	CO-Colorado Springs
CNA Inpatient Rehab	66572	Centura Health	CO-Colorado Springs
Medical Lab Tech Medical Tech	65116	Centura Health	CO-Colorado Springs
Critical Care Tech	70289	Centura Health	CO-Colorado Springs
Registered Nurse Operating Room	70187	Centura Health	CO-Colorado Springs
Financial Counselor Senior	70263	Centura Health	CO-Colorado Springs
Critical Care Tech	65988	Centura Health	CO-Colorado Springs
PARCS Value Stream Director	PFO0004CH	Jacobs	CO-Peterson AFB
Deputy, Event Engineering Product Team IRES - SSFB	ADV0007AY	Jacobs	CO-Colorado Springs
Network Operations Center Engineer IRES - SSFB	ADV0007B7	Jacobs	CO-Colorado Springs
Director, Mission & Maintenance Support	PFO0004CL	Jacobs	CO-Peterson AFB
Director, Engineering, Integration, and Test Services	PFO0004CK	Jacobs	CO-Peterson AFB

UEWR Value Stream Director	PFO0004CI	Jacobs	CO- Peterson AFB
Full Time - Sales Associate - Tools – Day	2673759BR	Lowe's	CO- Colorado Springs
Food Service Worker	P27-993491- 43	Sodexo	CO- Colorado Springs
Senior Cook	P27-919855-1	Sodexo	CO- Colorado Springs
Utility Worker	P27-852160- 15	Sodexo	CO- Colorado Springs
Food Supervisor	P27-983735- 40	Sodexo	CO- Colorado Springs
Cook	P27-1116011- 42	Sodexo	CO- Colorado Springs
Environmental Services Attendant	P27-1133156- 37	Sodexo	CO- Colorado Springs
Environmental Services Attendant	P27-1072113- 38	Sodexo	CO- Colorado Springs
Environmental Services Attendant	P27-1067626- 40	Sodexo	CO- Colorado Springs
Utility Worker	P27-838594-6	Sodexo	CO- Colorado Springs
Food Lead Worker	P27-1090309- 29	Sodexo	CO- Colorado Springs
Senior Cook	P27-910703-6	Sodexo	CO- Colorado Springs
Custodian	P27-1061150- 17	Sodexo	CO- Colorado

			Springs
Cook	P27-1111337-15	Sodexo	CO-Colorado Springs
Utility Worker	P27-855333-13	Sodexo	CO-Colorado Springs
Room Service Operator	P27-700503-24	Sodexo	CO-Colorado Springs
Room Service Operator	P27-690910-18	Sodexo	CO-Colorado Springs
Grill Cook	P27-972615-27	Sodexo	CO-Colorado Springs
Senior Food Supervisor	P27-919948-37	Sodexo	CO-Colorado Springs
Floor Technician	P27-1057339-10	Sodexo	CO-Colorado Springs
Cook II	P27-950157-14	Sodexo	CO-Colorado Springs
Food Service Worker	P27-990425-31	Sodexo	CO-Colorado Springs
Restaurant Crewmember - Closing Shift	88357	Raising Cane's	CO-Colorado Springs
Media Production Specialist	30861	University of Colorado	CO-Colorado Springs
Starbucks Barista (T0739)	R0000299924	Target	CO-Colorado Springs
Business Process Owner Senior - Auto Claims Experience (HYBRID)	R0092243	USAA	CO-Colorado Springs
Water and Sewer Modeling Engineer -			CO-

Water/Wastewater	REF4426H	Olsson	Colorado Springs
Project Engineer - Water Resources	REF4397W	Olsson	CO-Colorado Springs
Technical Engineering Manager - Water/Wastewater	REF4388L	Olsson	CO-Colorado Springs
Principal Cyber Systems Engineer - Tools Team (23-501)	R10126995	Northrop Grumman	CO-Colorado Springs
Mission Command Training Team (MCTT) Manager 2	R10092911	Northrop Grumman	CO-Fort Carson
Sentinel (GBSD) Wing Data Simulator Software Engineer - 10373	R10124378	Northrop Grumman	CO-Colorado Springs
Sr. Principal Software Engineer - Enterprise Services - (23-445 & 23-446)	R10122156	Northrop Grumman	CO-Colorado Springs
Systems Administrator / Principal Systems Administrator	R10102912	Northrop Grumman	CO-Colorado Springs
Principal Software Integration Engineer - C2BMC - (23-459)	R10123476	Northrop Grumman	CO-Colorado Springs
Senior Principal / Principal System Integrator	R10110591	Northrop Grumman	CO-Schriever AFB
Northrop Grumman (DoD Skillbridge) Systems Administrator / Principal Systems Administrator	R10124624	Northrop Grumman	CO-Colorado Springs
Contracts Administrator - Principal Level 3	R10126638	Northrop Grumman	CO-Colorado Springs
Sr. Principal Software Engineer (TS/SCI & Polygraph Required) - Schriever Space Force Base	R10111295	Northrop Grumman	CO-Colorado Springs
Northrop Grumman (DoD SkillBridge) - Principal Cyber Software Engineer or Senior Principal Cyber Software Engineer	R10106929	Northrop Grumman	CO-Colorado Springs
Principal/Sr Principal Configuration Analyst (Active		Northrop	CO-

Secret Clearance Required)	R10121428	Grumman	Colorado Springs
Principal Engineer Data (23-467)	R10124868	Northrop Grumman	CO-Schriever AFB
Computer Operations Analyst (23-462)	R10123477	Northrop Grumman	CO-Schriever AFB
Principal Systems Administrator (23-486)	R10125975	Northrop Grumman	CO-Schriever AFB
Sentinel (SDS) Principal/ Sr Principal Project Management -10588	R10126695	Northrop Grumman	CO-Colorado Springs
Sentinel Principal Wing Data Simulator Software Engineer -10370	R10124317	Northrop Grumman	CO-Colorado Springs
Principal Engineer Systems (23-434)	R10117633	Northrop Grumman	CO-Schriever AFB
Principal Technical Editor and Writer (Active DoD Secret)	R10114849	Northrop Grumman	CO-Colorado Springs
Sentinel Principal Wing Data Simulator Software Engineer -10367	R10124341	Northrop Grumman	CO-Colorado Springs
Sr Principal Software Development Analyst C2BMC Exercises and Wargames Integrator (23-328)	R10104125	Northrop Grumman	CO-Schriever AFB
Systems Engineer Analyst (23-466)	R10124856	Northrop Grumman	CO-Schriever AFB
Sr. Principal Software Engineer - C2BMC - (23-429)	R10120854	Northrop Grumman	CO-Colorado Springs
Principal Software Engineer - Enterprise Services (23-443 & 23-444)	R10122143	Northrop Grumman	CO-Colorado Springs
Principal / Sr. Principal Space Operations Curriculum Designer/Training Developer (Polygraph Required), Schriever Space Force Base	R10126626	Northrop Grumman	CO-Colorado Springs

(DoD Skillbridge) Program Planning and Scheduling Analyst - Principal Level 3 - Payload and Ground Systems	R10125820	Northrop Grumman	CO-Schriever AFB
Sentinel (GBSD) - Wing Data Simulator Principal Systems Engineer - 10011	R10116952	Northrop Grumman	CO-Colorado Springs
Principal Integration Engineer (23-410)	R10117734	Northrop Grumman	CO-Colorado Springs
Principal / Sr. Principal Administrative Assistant (TS/SCI & Polygraph Required) - Schriever Space Force Base	R10102261	Northrop Grumman	CO-Schriever AFB
Principal Software Engineer (23-433)	R10120853	Northrop Grumman	CO-Schriever AFB
JEMINI O&S Deputy Lead (23-437)	R10121230	Northrop Grumman	CO-Schriever AFB
Sr Principal Cybersecurity Test & Evaluation (T&E) Lead Systems Engineer (23-448)	R10122706	Northrop Grumman	CO-Schriever AFB
Sr Principal Project Manager - C2BMC Watch Officer (CWO) 23-411	R10125666	Northrop Grumman	CO-Schriever AFB
Staff Systems Engineer - Top Secret Clearance Required (Space/Satellite Systems)	R10125626	Northrop Grumman	CO-Colorado Springs
JEMINI Deputy Chief Systems Engineer (23-470)	R10124864	Northrop Grumman	CO-Schriever AFB
Sr Principal Engineer Test (23-476)	R10125983	Northrop Grumman	CO-Schriever AFB
Sentinel (GBSD) Wing Data Simulator Software Engineer - 10374	R10124427	Northrop Grumman	CO-Colorado Springs
SEIT Engineering Project Manager - (23-489)	R10126742	Northrop Grumman	CO-Colorado Springs
Staff Engineer Systems (23-477)	R10125982	Northrop Grumman	CO-Schriever

			AFB
Principal Software Engineer - C2BMC - JEMNI - (23-460)	R10123478	Northrop Grumman	CO-Schriever AFB
Principal Systems Engineer- (23-488)	R10126748	Northrop Grumman	CO-Colorado Springs
Principal Automated Test Engineer - (23-475)	R10126739	Northrop Grumman	CO-Schriever AFB
Staff Engineer Mission Architect - Top Secret Clearance Required (Satellite/Space Systems)	R10126557	Northrop Grumman	CO-Colorado Springs
Principal Software Engineer - C2BMC - (23-435)	R10120856	Northrop Grumman	CO-Colorado Springs
Principal Military Mission Command Information Systems (MCIS) and Battle Space Workstation (BSWS) Trainer	R10092772	Northrop Grumman	CO-Fort Carson
(DoD Skillbridge) Principal Contract Administrator (Colorado Springs, CO)	R10123096	Northrop Grumman	CO-Colorado Springs
Program Planner and Scheduler - Integrated National Systems	R10125456	Northrop Grumman	CO-Colorado Springs
Sentinel Principal Wing Data Simulator Software Engineer -10371	R10124301	Northrop Grumman	CO-Colorado Springs
Manager 1: DevOps Engineering (Top Secret) - Space / Satellite Systems (Colorado Springs, CO)	R10124992	Northrop Grumman	CO-Colorado Springs
Principal Engineer Systems (23-452)	R10122175	Northrop Grumman	CO-Schriever AFB
Engineer Software Quality - 8812/10134	R10105298	Northrop Grumman	CO-Colorado Springs
Principal Engineer Systems (23-399)	R10117731	Northrop Grumman	CO-Schriever AFB
Principal / Sr Principal Software Configuration Analyst		Northrop	CO-

EMPLOYMENT OPPORTUNITIES

Posted Externally
Open to Internal and External Applicants

Job #	Job Title	Advertise From	Advertise To	Department
2300335	Public Health Nurse I/II - Nurse Family Partnership	8/18/2023	9/5/2023	Public Health
2300439	Administrative Assistant	8/22/2023	9/5/2023	County Attorney's Office
2300460	Human Services Benefits & Eligibility (Associate & Specialist - Grant Funded)	8/29/2023	9/5/2023	Department of Human Services
2300462	Children, Youth & Family Services Social Caseworker - Support & Services	8/29/2023	9/5/2023	Department of Human Services
2300464	Deputy Sheriff - Non-Certified	8/29/2023	9/5/2023	Sheriff's Office
2300467	Human Services Benefits & Eligibility (Associate & Specialist)	8/30/2023	9/5/2023	Department of Human Services
2300440	Facilities Courier	8/22/2023	9/6/2023	Facilities and Strategic Infrastructure Management
2300444	Administrative Coordinator-EPR	8/23/2023	9/6/2023	Public Health
2300446	Deputy Coroner I -Death Scene Investigator	8/24/2023	9/6/2023	Coroner's Office
2300427	Park Maintenance District Supervisor	8/17/2023	9/7/2023	Parks and Community Services - Parks
2300465	Public Works Technician - Part Time (Fleet)	8/31/2023	9/7/2023	Department of Public Works - Fleet Management
2300315	Children, Youth & Family Services Lead Social Caseworker - Practice	6/12/2023	9/8/2023	Department of Human Services
2300436	Inspector I/II/III	8/19/2023	9/10/2023	Department of Public Works - Engineering
2300448	Supply Clerk - Part Time	8/28/2023	9/10/2023	Department of Human Services
2300452	Senior Recycling and Waste Technician	8/27/2023	9/10/2023	Parks and Community Services - Environmental Services
2300453	Technician II/III, Automotive	8/25/2023	9/10/2023	Department of Public Works - Fleet Management
2300454	Government Affairs Intern (Temp)	8/25/2023	9/10/2023	Government Affairs
2300455	Grants Analyst	8/26/2023	9/10/2023	Public Health
2300468	Gateways Inmate Supervisor	9/2/2023	9/10/2023	Sheriff's Office
2300470	Children, Youth & Family Services Social Caseworker - Practice	9/1/2023	9/10/2023	Department of Human Services
2300457	Grants Analyst	8/28/2023	9/11/2023	Financial Services - Budget
2300461	Building Maintenance Technician II	8/29/2023	9/11/2023	Facilities and Strategic Infrastructure Management
2300474	Workforce Associate Case Manager/Workforce Case Manager - Part Time	9/2/2023	9/11/2023	Department of Human Services
2300459	Inspector I/II/III - Stormwater	8/29/2023	9/12/2023	Department of Public Works - Engineering
2300443	Identity Access Management Engineer	8/25/2023	9/17/2023	Digital, Strategy, and Technology Department
2300463	Inmate Classification Specialist	9/2/2023	9/17/2023	Sheriff's Office
2300466	Network Services Manager	9/1/2023	9/17/2023	Digital, Strategy, and Technology Department
2300469	Case Services Aide	9/1/2023	9/17/2023	Department of Human Services
2300471	Planner I/II - Reviewer	9/2/2023	9/17/2023	Planning and Community Development
2300472	Planner III - Reviewer	9/2/2023	9/17/2023	Planning and Community Development
2300473	IT Lead Business Analyst	9/2/2023	9/17/2023	Digital, Strategy, and Technology Department
2300475	Public Health Nurse I/II - Immunizations, Travel, and Disease Prevention	9/2/2023	9/24/2023	Public Health
2300314	Senior Engineer	6/12/2023	Continuous	Department of Public Works - Engineering
2300409	Children, Youth & Family Services Social Caseworker - Support & Services - Part Time	8/8/2023	Continuous	Department of Human Services
2300423	Safety Specialist	8/12/2023	Continuous	Human Resources
2300449	Children, Youth & Family Services Social Caseworker - Practice	8/25/2023	Continuous	Department of Human Services
2300450	Case Services Aide - Part Time	8/25/2023	Continuous	Department of Human Services

Posted Internally

Job #	Job Title	Advertise From	Advertise To	Department
EPPO 2023-33	Deputy Sheriff (Certified) - Special Weapons and Tactics (SWAT) (Ancillary)	8/26/2023	9/10/2023	Sheriff's Office



EPSO 2023-34	Deputy Sheriff - Ballistic Engineered Armored Response (BEAR) Driver (Ancillary)	8/26/2023	9/10/2023	Sheriff's Office
EPSO 2023-35	Sergeant (Certified) - Detective	9/2/2023	9/10/2023	Sheriff's Office

Online applications are accepted through the following sites:

- External Postings are available to both external and internal applicants and can be viewed on our external job posting site: <https://www.governmentjobs.com/careers/ElPasoCountyCo>
- Internal Postings are only available to internal applicants and can be viewed on the Employee Portal accessed through MyApps: <https://myapps.microsoft.com/>

Questions? Contact Human Resources

Email: HR@elpasoco.com

Phone: 719-520-7486

MILITARY & VETERAN BRIEFING

SEPTEMBER 2023 - MISSION SYSTEMS SECTOR

Northrop Grumman is committed to hiring veterans, their families, and those with military experience. With approximately a quarter of our team self-identifying as veterans or active reservists, we are driven to keep our nation and allies safe.

Northrop Grumman is proud to share that veterans make up ~20% of our employee population.



NORTHROP GRUMMAN IN THE NEWS



[Northrop Grumman's B-2 Capabilities Enhance its Digital Communications](#)



[Northrop Grumman Delivers Mini Laser to U.S. Government](#)



[Northrop Grumman Demonstrates the Future for Deep-Sensing for the U.S. Army](#)



HIRING EVENTS & INFO SESSIONS

We host both in-person and virtual hiring events to recruit experienced and entry-level professionals; military and veterans; and students.

[READ MORE](#)



VERITAS MILITARY ERG

VERITAS is an **Employee Resource Group** committed to recognizing and supporting active duty, Reserve, National Guard and veterans.

[READ MORE](#)



iRETURN PROGRAM

The Next Chapter is Yours – iReturn provides experienced professionals an opportunity to return to work after a 2-year career break.

[READ MORE](#)

MILITARY & VETERAN BRIEFING

MISSION SYSTEMS SECTOR



SEPTEMBER 2023

FEATURE STORY

One Employee Shares Her Experience Balancing Engineering with Life as a Reservist

In Northrop Grumman Systems Engineer Tejas' closet, two sides stand out: bright athleisure and clothes for work on one side, and fatigues and combat boots on the other. Born and raised in Maryland — where, over 30 years ago, her parents immigrated to pursue master's degrees — Tejas grew up in a family of academics.....



[Continue and read the full story here](#)



MILITARY SKILLS TRANSLATOR

Find jobs that utilize your valuable military service by using our skills translator to identify transferrable civilian career opportunities.

[READ MORE](#)



DOD SKILLBRIDGE

This program gives transitioning service members civilian work experience through an internship during their last 6 months of service.

[READ MORE](#)



OPERATION IMPACT

Operation IMPACT focuses on assisting severely wounded service members as they transition from the military to a private-sector career.

[READ MORE](#)

MILITARY & VETERAN BRIEFING

AUGUST 2023 - MISSION SYSTEMS SECTOR



Continue your mission.

Explore military and veteran career opportunities >



Scan or click on QR code to inquire about opportunities:



Baltimore, MD

- Engineering (Electrical / Software)
- Global Supply Chain
- Material / Process
- Operations
- Research and Science Multifunctional
- Systems, Architecture and Test
- Sensors & Systems Technicians
- Manufacturing Managers
- Industrial & Facility Mgmt
- Field Engineering



Rolling Meadows, IL

- Electrical Engineering
- Mechanical Engineering
- Software Engineering
- Systems / Architecture / Test
- Program Management
- Modeling & Simulation
- Contracts & Scheduling



San Diego, CA

- Electrical Engineering
- Software Engineering
- Systems / Architecture / Test
- Technicians (what type)
- Project Management
- Manufacturing Supervision
- Global Supply Chain
- Contracts Administration
- Business Management



Sunnyvale, CA

- Electrical Engineering
- Software Engineering
- Systems / Architecture / Test
- Project Management
- Global Supply Chain
- Logistics
- Steam Turbine Testing & Supervisors
- Manufacturing Engineers



ngc.com/careers



Happy Friday Military Spouses & Employer Partners!

During the month of September, the **Spouse Education and Career Opportunities** program office will host several events for Military Spouses to attend. Please review the following information for more details about each event and for registration procedures to join the discussions.

To join the **LinkedIn** discussions, participants will need to have a LinkedIn profile and request approval to join the MSEP Spouse Group page at the following link:

<https://www.linkedin.com/groups/4159976>. Once approved, members can join all group discussions hosted by the MSEP Spouse Group. We find the link works better using Google Chrome versus Internet Explorer. To join the LinkedIn Live events, please visit <https://www.linkedin.com/company/military-spouse-employment-partnership-msep-/>.

Thank you for sharing this information with your military spouse community and for your continued commitment to support the recruiting, hiring and retaining of military spouses.

1. MSEP Partner Connect

Join the MSEP Partner Connect on September 7 at 1 p.m. ET to connect with Bright Horizons Family Solutions. Bright Horizons has served children and families for more than 30 years. This event will be broadcasted live on Facebook and LinkedIn.

To access the event on Facebook, please visit <https://www.facebook.com/DoDMilSpouse>.

2. SECO Spotlight: Entrepreneurship

Join the SECO Spotlight live event on September 7 at 3 p.m. ET to discuss the benefits and challenges of entrepreneurship and learn about resources available to you.

To access the event on Facebook, please visit <https://www.facebook.com/DoDMilSpouse>.

3. SECO LinkedIn Premium for Military Spouses Webinar

Tune into the SECO webinar on September 13 at 1 p.m. ET to connect with a SECO career coach to learn how eligible military spouses can sign up and take advantage of a LinkedIn Premium account to help with job searches, networking and more.

For more information, please visit <https://myseco.militaryonesource.mil/portal/article/linkedin-premium-for-military-spouses>.

4. MSEP Partner Connect

Join the MSEP Partner Connect on September 21 at 1 p.m. ET to connect with the U.S. Department of State, the leading U.S. foreign affairs agency that represents the United States at

more than 270 diplomatic locations around the world. This event will be broadcasted live on Facebook and LinkedIn.

To access the event on Facebook, please visit <https://www.facebook.com/DoDMilSpouse>.

5. MSEP Partner Connect

Join the MSEP Partner Connect on September 28 at 1 p.m. ET to connect with KabaFusion, a home infusion company. This event will be broadcasted live on Facebook and LinkedIn.

To access the event on Facebook, please visit <https://www.facebook.com/DoDMilSpouse>.

6. Military Spouse Career Accelerator Program

Military spouses of currently serving members of the U.S. Army, Marine Corps, Navy, Air Force and Space Force, to include active, reserve and National Guard components, are invited to apply to the new Military Spouse Career Accelerator Pilot, a multi-year program that provides spouses with paid 12-week fellowships at employers across various industries and locations.

For more information and to register, please visit <https://myseco.militaryonesource.mil/portal/events/live/mscap>.

7. Military Spouse Employment Partnership Job Search Navigator Service

We are excited to announce the new MSEP Job Search Navigator service! This value-added service is offered to military spouses once they have completed a series of designated career support services with a SECO career coach. The MSEP Job Search Navigator will then identify potential matches between the spouse and MSEP employers based on the spouse's geographic location, education, experience and career goals and share a list of customized job leads to assist them in their search for employment.

For more information, please visit <https://myseco.militaryonesource.mil/portal/content/view/9890>.

8. Pay for College with Scholarships Tailored Just for You!

Make college more affordable by using MySECO's Scholarship Finder to search through more than 90 scholarships carefully chosen just for you. Browse our database of financial resources offered specifically to military spouses and family members to make paying for college fast and easy. Start now at <https://myseco.militaryonesource.mil/portal/scholarships>.



State of Colorado
CDOC Human Resources Specialist V (Employee Benefits Manager)

SALARY	\$7,243.00 - \$11,590.00 Monthly	LOCATION	Colorado Springs, CO
JOB TYPE	Full Time	JOB NUMBER	CAA 3381 09/2023
DEPARTMENT	Department of Corrections	OPENING DATE	09/07/2023
CLOSING DATE	9/21/2023 at 4:00 PM Mountain Time (US & Canada)	PRIMARY PHYSICAL WORK ADDRESS	Colorado Springs, CO
FLSA STATUS	Exempt; position is not eligible for overtime compensation.		

Department Information

This position is eligible for a Flexible Work Arrangement (FWA) after the initial training period. The FWA includes a hybrid workplace which is partly remote (work from home) and partly in office at our DOC Headquarters building at 1250 Academy Park Loop in Colorado Springs, CO.



This position is only open to Colorado state residents.

This posting may be used to fill future vacancies at this location.

The mission of the Colorado Department of Corrections is "To protect the citizens of Colorado by holding offenders accountable and engaging them in opportunities to make positive behavioral changes and become law abiding, productive citizens."

Our vision..."Building a safer Colorado for today and tomorrow".

If your goal is to build a career that makes a difference and builds greater public confidence in good government, consider joining the dedicated people of the State of Colorado. Our professionals strive to support state government and the citizens of Colorado. Customer service is a key component for every position in state government as is the focus on ideas and ways to redesign the delivery of services in making state government more effective and efficient.



In addition to a great agency and rewarding, meaningful work, we offer:

- Distinctive career advancement opportunities throughout the state system;
- Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K and 457 plans;
- Medical and dental health plans;
- Short and long term disability coverage;
- Paid life insurance;
- 11 paid holidays per year plus vacation and sick leave;
- Wellness program, tuition reimbursement, training opportunities and more.

Description of Job

The Office of Human Resources (OHR) is excited to announce this opportunity for an energetic, knowledgeable, and innovative Employee Benefits Manager and we are seeking a dedicated individual who displays our shared passion, values, and work ethics.

OHR is a friendly, fast paced environment that offers a variety of opportunities for interaction with employees and the public. It is a values-driven organization, committed to teamwork, collaboration, accountability, excellence, integrity and respect. OHR believes in outstanding customer service and continued process improvement. The office has created state-of-the-art effective and efficient systems utilizing innovation, strategy, and technology while implementing cost saving measures.

OHR's purpose is to: classify, recruit, screen, examine, interview, and refer candidates to appointing authorities in all correctional facilities and parole offices, hiring; establish staffing patterns and create positions; oversee personal services contract compliance; initiate and update personnel and position records for more than 6000 classified positions including creation and maintenance of accurate payroll data; on-board new staff; employee benefits and risk management, oversee employee relations, conflict resolution, and employment litigation/hearings; implement ongoing quality control via employee performance evaluation; and manage labor relations.

The Employee Benefits Manager job duties include, but are not limited to:

- **Management:** Responsible for the oversight and effective management of the OHR Employee Benefits Unit (EBU) and Employee Wellness, while maintaining consistency across the division by working in collaboration with management, the Director of Human Resources and peers:
 - Provide highly advanced human resources management with the ability to transform systems and operations in support of efficiencies and public service;
 - Supervises, mentors and trains HR Analysts, and Technicians, and has leadership oversight of the team;
 - Provide managerial oversight to the Employee Benefits Unit to ensure adequate administration is applied, as well as accurate and timely processing of FMLA, Workers' Compensation, Short Term Disability and oversight of HIPAA policies and procedures;
 - Provide strategic planning and professional direction to transform operations that meet the needs of our stakeholders and proffer effective public service;
 - Monitor operations and advise with consideration to interpreting policies and procedures, Workers Compensation case law, State Fiscal Rules, Statutes, and State Personnel Board Rules;
 - Encourage and maintain supportive teamwork environment throughout entire HR staff; demonstrate support and alignment with agency division and OHR management goals;
 - Will oversee the Employee Wellness Team;
 - Oversight of applicable budgets.

- Consultation and Collaboration: Functions as a consultant for HR Team, mid-level, senior management and stakeholders:
 - Develop a network of employee benefits professionals. Collaborate to ensure best practices and appropriate application of professional principles.
 - Serve as a subject matter expert to advise and interpret State Personnel Rules, state/federal laws, DPA technical guides, and Administrative Regulations; ensures consistent application of such rules and laws within HR;
 - Monitor the activities of the Employee Benefits Unit to ensure the accurate and timely processing of FMLA, Workers' Compensation and HIPAA policies and procedures;
 - Provide professional direction and advice by interpreting policies and procedures, Workers Compensation case law, and Personnel Rules;
 - Coordinate, administer and lead in sound benefits efforts, which includes but is not limited to participating in statewide benefits committee and solicitation opportunities, benefits marketing and media content, electronic file systems, donated leave programs and enhancements to technological systems; recommend solutions for progressive operations, resources and utilization;
 - In collaboration with HR Management, develop and implement HR policies and update Administrative Regulations; advocate and develop strategic partnerships with management and appointing authorities; assist appointing authorities and managers in pinpointing, adopting and implementing best HR management practices that translate into highest levels of organizational effectiveness and productivity, and lead to meeting their Division and/or work unit goals;
 - Confer and inquire with other state agencies as it relates to benefits policies and procedures in order to provide effective customer service solutions; provide information on best benefits administration practices;
 - Interpret, communicate and clarify Personnel Rules and Fiscal Rules for departmental line staff, managers and executive staff related to benefits administration and the use of leave. Schedule and provide training to DOC staff on issues related to benefits and timekeeping. Make requests and provide technical guidance to OIT when there is need for updating the department's timekeeping system as benefits or personnel rules change;
 - Advance agency agenda by establishing and maintaining relationships with internal and external stakeholders (i.e., DOC Staff, employee partnerships, Governor's Office, Legislators, legislative staff, elected and public officials, law enforcement, leaders from other state agencies, agency representatives, and members of the public) to build consensus in broad organizational policy areas and goals.
- Supervision: Coach team to effectively manage workloads by establishing priorities and determining equity in workload issues; determine staffing needs during high demand and urgent requests for service; and based on customer needs and employees' competency/skill set; ensure HR performance metrics and benchmarks for HR Analysts and Technicians support excellence:
 - Provide enhanced customer service leadership and expectations are focused on public service; effectively communicate performance expectations; train and mentor in system enhancements, practices and processes and workforce benefits;
 - Provide effective supervision of professional and technical positions, to include assigning and evaluating work performance, approving leave, and adequately completing Performance Management plans, reviews and evaluations;
 - Monitor and evaluate performance; provide adequate coaching and mentoring as it relates to business operations and performance; provide feedback and acknowledge accomplishments, initiate performance improvement opportunities and directives; provide training and development opportunities.
- Strategic Planning: Provide continual analysis of current systems, operations and processes; lead in using existing systems and technology to develop methods and procedures for compiling and analyzing data for reports and special projects:
 - Oversee and daily management of projects and assignments in order to maintain transparency, consistency and integrity of data/systems/processes to meet position goals and objectives;
 - Research new systems and innovative methods that enhance and contribute to efficient and effective workflows. Conduct periodic audits of human resource activities to ensure compliance with policies and procedures;
 - Conducts division/unit workflow audits to recommend changes in structure and staffing patterns. Report recommendations and changes to management;

- o Lead representative on statewide initiatives; provide input to strategies, innovative practices, and expertise in conducting human resource operations for a large governmental agency, ensuring effectiveness, efficiencies and elegance. Performs other job related duties as assigned or required.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a bachelor's degree. *(You must submit a copy of your unofficial transcripts with your name, college/university name, degree and date conferred in order to receive credit.)*

- AND -

Experience: Four (4) years of **professional* experience in Human Resources, such as employee relations, payroll, recruiting, benefits administration, leave administration, training and development, or other closely related HR area. *(This experience must be clearly described within the work experience section of your application to meet this requirement -see resume statements will not be accepted. Any work experience less than full time will be prorated)*

Substitutions:

Additional work experience as described above, or experience which provided the same kind, amount, and level of knowledge acquired in the required education will substitute for the degree requirement on a year-for-year basis.

Additional education from an accredited college or university will substitute for the required experience on a year-for-year basis. *(You must submit a copy of your unofficial transcripts with your name, college/university name, degree and date conferred in order to receive credit.)*

**Professional* experience involves exercising discretion, analytical skill, judgment, and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is: uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field and continuously studied to explore, extend and use additional discoveries, interpretations, and application and to improve data, materials equipment, applications, and methods.

Required Competencies:

- Ability to effectively manage and supervise a diverse team;
- Effective supervision through team building and collaboration with the ability to motivate, inspire and engage staff;
- Demonstrated initiative and self-driven work ethic with the ability to transform systems and processes with respect to technology and collaboration with others;
- Excellent interpersonal/customer service skills, including the ability to form and maintain productive working relationships at all levels in the organization;
- Exceptional communications skills which include the ability to adapt verbal communication style to various situations and all levels within the organization, as well as writing skills that produce documents that are formal, comprehensive, persuasive and understandable;
- Highly effective critical thinking/decision making/problem solving skills;
- Strong ability to transform and make changes;
- Demonstrated ability organize, plan and prioritize;
- Keen ability to multi-task with a strong attention to detail skill;
- Demonstrate flexibility and self motivation;
- Strong analytical and logical thinking skills;
- Ability to research and gather data;
- Ability to work under tight deadlines and be adaptable to changing assignments;
- Ability to manage multiple assignments;
- Ability to provide direction through influence;
- Strong abilities in problem solving skills;
- Ability to work closely in a team environment;

- Strong presentation skills with the ability to be interesting and engaging;
- Ability to exercise discretion in highly sensitive personnel matters;
- Ability to learn and apply personnel rules, procedures, processes, and concepts;
- Must have the ability to accept and adapt to changes;
- Must be dependable, consistently be at work and on time, follow instructions, responds to direction and solicits feedback to improve;
- Knowledge and understanding of statewide and/or large scale risk management or employee benefits;
- Knowledge and understanding of Fair Labor Standards Act, HIPAA, Family/Medical Leave Act and the Workers Compensation Act;
- Demonstrated proficiency in office technologies including Microsoft Office and Google Suite;
- Ability to read and comprehend the English language;
- Ability to effectively communicate fluently in English both verbally and in writing.

Preferred Qualifications: *(Candidates may receive higher ratings for possessing any preferred qualifications criteria).*

- Experience with Employee Benefits;
- Experience with Employee Wellness programs;
- Professional experience in Fair Labor Standards Act, HIPAA, Family/Medical Leave Act and the Workers Comp Act.
- Demonstrated experience to independently identify and analyze issues and develop appropriate solutions and plans of action: with strong ability to influence decision-making through diplomacy.
- Experience with clarifying and providing guidance related to the State Personnel Board Rules.
- Experience in developing, selecting, and implementing large scale IT systems related to employee benefits, risk management or employee systems and records.

IMPORTANT INFORMATION

The Assessment Process: Your application will be reviewed to determine if you meet the minimum Qualifications (MQ's). Applicants that meet MQ's will be included in the Comparative Analysis process. Colorado Revised Statutes require that state employees are hired and promoted through a comparative analysis which may include, but is not limited to, a suitability screening, eSkills Assessment, oral assessment, written performance assessment or it may include a review of your application material and your responses to any supplemental questions by a Subject Matter Expert (SME) to assess and rank applicants in order to establish an eligible list for referral to the hiring manager for final consideration.

Be sure the "Work Experience" section of your application is complete and specifically addresses your qualifications, experience, and accomplishments as they relate to the **Description of the Job, Minimum Qualifications, Required Competencies** and **Preferred Qualifications** as listed above. Resumes and "see resume" statements will not be accepted in lieu of the "Work Experience" section of the application. Failure to include adequate information or follow instructions by the closing date may result in your application not being accepted and/or may affect your score, rank or inclusion in the final pool of eligible applicants.

If you have transcripts, a license or other relevant documentation regarding your qualifications, upload and attach copies to your application.

In order to process a background investigation, your application must include at least (10) ten years of the most current work experience unless experience related to the job for which you are applying is later than (10) years. Failure to provide this information could result in delays and/or elimination from the background investigation process

Toll Free Applicant Technical Support: If you experience technical difficulty with the NEOGOV system (e.g. uploading or attaching documents to your online application) call NEOGOV technical support at 855-524-5627 Mon-Fri between 6 am and 6 pm (Pacific Time). Helpful hints: if you are having difficulty uploading or attaching documents to your application first,

ensure your documents are PDF or Microsoft Word files and second, close the document before you attempt to upload (attach) it.

****You are encouraged to print a copy of this announcement for your records****

Conditions of Employment: All job offers are contingent upon a successful medical screening by a healthcare professional, certifying the candidate's ability to perform the essential functions of the position. Applicant must consent to hold harmless CDOC and its agents and staff from any liability arising in whole or in part from the testing and the use of this information in connection with CDOC's consideration of application for employment.

- Must be 21 years of age;
- Possess a valid driver's license;
- Possess a high school diploma or GED;
- Have NO felony convictions, to include any actions defined in 5 U.S.C. 301; U.S.C. 509, 510; 42 U.S.C. 15601-15609. The CDOC shall not hire nor promote anyone who may have contact with an offender who has engaged in sexual abuse which includes acts, activity, and sexual behavior, in a prison or other institution as defined in 42 U.S.C. 1997; or has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse, or has been civilly or administratively adjudicated to have engaged in the activity described in the above paragraph. The agency shall consider any incidents of sexual harassment in determining whether to hire anyone who may have contact with offenders or residents.
- Applicants must be legally eligible to work in the United States to be appointed to this position. CDOC uses e-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. CDOC does not sponsor non-residents of the United States.
- Successfully pass all modules of the Colorado Department of Corrections Basic Training, to include English reading comprehension, relevant competency assessments and written/practical exams in Defensive Tactics;
- Possess the physical ability to successfully complete Defensive Tactics;
 - Lift arms above head and kick as high as own waist;
 - Stabilize another person to accomplish a controlled take down;
 - Use arms, palms of hands, shins, and feet to deliver blows;
 - Withstand impact (slow speed or with a safety bag) on own body from strikes/blows;
 - Swing a baton in a striking technique;
 - Rotate body 90 degrees with feet planted for striking with foot or using a defensive tactic;
 - Get down on one or both knees and up again with multiple repetitions;
- Will be exposed to Oleoresin Capsicum during Basic Training and will be exposed while on assignment;
- Must be able to see and hear in order to observe, address and respond to potential breaches in safety and security;
- Seize, hold, control or subdue violent or assaultive persons and defend oneself or others to prevent injury;
- Demonstrate body agility, strength of all four limbs and the ability to walk and climb stairs consistently;
- Work in situations involving assaultive behavior, physical control of another person and/or restraint situations;
- Deal with individuals with a range of moods and behaviors, utilizing tactfulness and a congenial, personable manner;
- Work with people of the opposite sex, diverse racial ethnic groups, mentally ill and emotionally disturbed offenders;
- Communicate by talking, listening and/or signaling people to convey or exchange information, assignments;
- Work in an environment with fluctuating noise and temperature (hot and cold) which may include working outdoors in inclement weather and/or concrete floor/wall work settings;
- Willing and able to travel;
- Willing and able to work various shifts, days, afternoons, graveyards (nights) which includes a rotating shift schedule;
- TB (tuberculosis) screening is required of all new employees upon hire;

- Employees may be required to submit to regular serial testing and reporting for COVID-19.

Successful completion of a background investigation is required. Should applicant's background reveal criminal charges, it shall be the responsibility of the applicant to provide the Department of Corrections with written/official disposition of any charges.

The CDOC is committed to a work environment free from illegal drugs and alcohol. Employees (see exception below) may use marijuana in their personal time but are prohibited from working while under the influence of any substance, including marijuana. A drug test will be administered to all new employees; employees must successfully pass. Random drug screening will occur throughout employment.

Exception: Peace Officer Standards and Training (POST) certified employees are prohibited from the use of marijuana. Health care professionals must check their licensing requirements regarding marijuana use.

Appeal Rights: If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

Supplemental Information

After submitting an application, you should receive an email acknowledging your submission. If you do not get the email, please check to ensure you have actually submitted the application and typed the correct email address on the application.

Include a working email address on your application; one that is checked daily as time sensitive correspondence WILL take place via email. You may receive email notifications from a Colorado Dept. of Corrections employee or from this email address: info@governmentjobs.com. It is your responsibility to ensure that your email will accept these notices and/or review your junk mail and spam filtered email; if you do not receive correspondence soon after the closing date or if you have questions about this job announcement, please contact Katie Arend at kathryn.arend@state.co.us.

SCHEDULED DATES OF POSSIBLE APPLICANT ASSESSMENTS (I.E., EXAMS, ORAL BOARDS, WRITTEN EXAMS) WILL NOT BE MADE UP. IF YOU FAIL TO SHOW AT THE APPOINTED DATE/TIME, MAKE-UPS WILL NOT BE ALLOWED.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Corrections is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Employee Relations Specialist, Ana Andersen, at doc_employeerelations@state.co.us or call 719-226-4401.

ALL DEPARTMENT OF CORRECTIONS FACILITIES AND BUILDINGS ARE TOBACCO FREE.
WE STRONGLY ENCOURAGE PROTECTED CLASSES TO APPLY.

Agency

State of Colorado

Phone

719-226-4450

Website

<https://cdoc.colorado.gov/>

Department

Department of Corrections

Address

1250 Academy Park Loop

Colorado Springs, Colorado, 80910

CDOC Human Resources Specialist V (Employee Benefits Manager) Supplemental Questionnaire

*QUESTION 1

If you are using college course work to meet the minimum qualifications for this position, a copy of your official (or unofficial) transcript noting degree type and date conferred/awarded is required by the application deadline. Have you attached/uploaded your transcripts?

- Yes, I have attached my transcripts.
- No, I am not using college course work to meet minimum requirements for this position.

*QUESTION 2

The assessment process for this position will consist primarily of a review of your application materials and responses to supplemental questions against minimum qualifications, preferred qualifications and required competencies. Your responses will also be evaluated on ability to follow instructions, clarity, conciseness, organization, grammar, spelling and word choice.

Do you acknowledge this?

- I so acknowledge this statement.

*QUESTION 3

Ensure the "Work Experience" section of your application is complete and contains all information needed to determine if you meet the minimum qualifications. Resumes and "see resume" statements will not be accepted in lieu of the "Work Experience" section of the application being completed. Do you acknowledge this?

- I so acknowledge.

*QUESTION 4

Describe your four (4) years of *professional experience in human resources functions to include one (1) year experience in employee benefits. (This is not a substitution for completing the work history section of your application.)

***QUESTION 5**

Based on the job description, required competencies and preferred qualifications in the job announcement, clearly describe why you are the best candidate for this position. Include how your accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc., make you a good fit for this position. (NOTE: this information does not substitute for the completion of the employment history of your on-line application or used to determine if you meet the minimum qualifications.)

***QUESTION 6**

Certification and Confidentiality Statement

I certify that:

--I understand that this, my completed Application, the attached Supplemental Questions, and my responses are confidential and that I have neither consulted with others nor received assistance in the preparation, writing, or editing of my responses and the information contained herein is in my own words and was prepared and completed solely by me and only me.

--All the information I have provided herein is true, complete and correct to the best of my knowledge and belief, and is made in good faith.

--I have not communicated the confidential information of this, my Application and the attached Supplemental Questions in any way to other candidates, potential candidates, subject matter experts, or any person.

--I understand that if the confidential information in this, my Application and the attached Supplemental Questions and/or my responses, are found to have been falsified, plagiarized, or shared in any way, I may be disqualified or removed from the position if appointed.

I agree to the terms and conditions of this Certification and Confidentiality Statement.

* Required Question



State of Colorado Veterans Affairs Liaison

SALARY	\$5,675.00 Monthly	LOCATION	Multiple Locations, CO
JOB TYPE	Full Time	JOB NUMBER	OBA00602
DEPARTMENT	Department of Military and Veterans Affairs	DIVISION	Veterans Affairs
OPENING DATE	08/22/2023	CLOSING DATE	8/31/2023 11:59 PM Mountain
PRIMARY PHYSICAL WORK ADDRESS	Department of Military and Veterans Affairs, Location within Colorado is flexible	HIRING PAY RATE	Transfers and promotions adhere to internal salary setting policies
FLSA STATUS	Exempt; position is not eligible for overtime compensation.		

Department Information

The Colorado Department of Military & Veterans Affairs (DMVA) has three major operational divisions: Colorado National Guard, Civil Air Patrol, and Veterans Affairs. These divisions utilize state and federal resources to provide our communities, state, and the nation with a ready military force for national defense and state emergency response as well as providing assistance to our Colorado veterans.

DMVA offers comprehensive benefit programs to its classified work force that includes paid holidays, annual leave, sick leave, medical, dental, life, disability plans, flexible spending accounts, and public retirement options. DMVA also strives to assist employees in achieving a healthy work/life balance by offering on-site fitness facilities, free parking, and a variety of training opportunities!

Description of Job

This position is a part of our Veterans Affairs division and works to build extensive relationships and coordination with all levels of government, veteran service organizations, non-profits, and private sector entities providing benefits or services to veterans and their families, facilitating access to benefits and entitlements through building and maintaining a Veteran Information Clearing House. Specific duties include, but are not limited to the following:

- developing comprehensive clearinghouse of relevant resources and benefits available for veterans, their families, and other eligible persons within the State of Colorado while training and communicating with departmental personnel, veterans, and service providers to provide the most comprehensive and extensive benefits available to our Colorado veterans;
- conduct regional outreach and partnership development to identify and resolve gaps in service and assistance for veterans by leveraging relationships to encourage and advance veterans services;
- coordinating events to educate stakeholders on current service gaps with up-to-date data and best practices;
- preparing, presenting, and prosecuting claims on behalf of claimants in accordance with 38 CFR when necessary;

- assisting claimants with submission of higher-level and supplemental reviews, and appeals representation; and
- obtaining and maintaining Veterans Service Officer certification /accreditation and proficiency with claims management systems (VectraSpec/VBMS) and appropriate claims forms.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

Education and Experience:

Six years of professional experience working with diverse groups across the state that included:

- One year in presenting technical information to diverse audiences;
- Two years in quickly coordinating outreach efforts with various groups, state, federal, and local government officials;
- One year of experience of working with community and state resources that affect Colorado Veterans; and
- Two years of demonstrated success in building collaborative relationships.

This position requires each of the following:

- be a Colorado resident at the time of application (future plans to move to Colorado cannot be accepted);
- be an honorably discharged veteran from the military forces of the United States and have a DD214 that must be submitted and attached to electronic applications;
- have five years professional experience working in a public relations, political, communications, or public liaison position;
- have six months' experience working in a professional capacity with Freedom of Information and the Health Insurance Portability, Privacy, and Accountability acts which included providing information assistance while protecting the interests of the claimant and their privacy;
- have six months' experience working in a professional capacity with U.S. Codes, Federal regulations, State statutes, court decisions, or legal research.
- be willing to undergo and successfully pass a comprehensive background check that allows access to federal Veterans Affairs files;
- possess and maintain a valid Colorado Driver's license with proof of insurance;
- must have outstanding public presentation capabilities and presence;
- be willing to occasionally have contact with and work with unpredictable, potentially disruptive clients;
- be computer literate;
- be able to make oral presentations before a large group;
- be able to travel within the state and occasionally outside the state;
- be able to work independently AND as part of a team;
- have the ability to change and adapt behavior and work methods in response to changing conditions or unexpected obstacles; and
- have excellent verbal and written communication skills.

Substitutions

- Graduated from an accredited college or university with a bachelor's degree in Social Services, Behavioral Science, Counseling, Social Work, Education, Business Administration, or very closely related field; AND
- Two years of professional experience working in a public relations, political, communications, or public liaison position. However, there is no substitution for the specific experience requirements or for being an honorably discharged veteran as listed above.

Application Requirements

All candidates must submit the following with their applications:

- complete and official on-line State of Colorado Application form (resumes in lieu of official on-line applications will not be considered at time of qualification review)
- DD214
- unofficial transcripts
- driver's license number and State in which the license is issued must be completed on application form (do not leave this section blank)

Appeal Rights:

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

DMVA Diversity Goals:

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

Accommodations:

The Department of Personnel & Administration is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Tamy Calahan at tamy.calahan@dmva.state.co.us or 720-250-1520.

Agency

State of Colorado

Department

Department of Military and Veterans Affairs

Address

6848 S. Revere Pkwy. #132

Centennial, Colorado, 80112

Phone

720-250-1520

Website

<http://www.dmva.state.co.us>



Job Descriptions

Parking

Parking attendants are expected to check the name of every single car that parks in the Switchbacks staff parking lot. A clipboard will be provided with the name, parking pass number, car type, and who they are working with for that match. Full time and part time employees are to have their parking passes displayed on their rearview mirrors at all times. External media will receive temporary parking passes that they are to display on their dashboard at all times. These temporary parking passes will have what match they are working and their names will be written across the bottom of the parking pass. The cars that do not have a staff parking pass or a temporary parking pass, will be subjected to being towed. Parking attendants are to assist with ADA parking spots and moving the cones out of the parking spots allowing those people to park.

Ushers

Ushers are expected to check tickets of every fan to ensure they are directed to the correct seating area. Ushers are not to leave their section unless another staff member relieves them or a supervisor approves it. Ushers are to pay more attention to the concourse and the fans rather than the match.

Lockers

Game day staff members that work lockers are to assist fans in a professional manner. Advising them of our bag policy (6.5"x4.5" or smaller) before entering the stadium. Lockers will cost \$10.00 and will be first come first serve. These lockers can be paid for using cash or card. Fans using a locker must fill out the contact information and be told they are to pick up their belongings after the conclusion of the match.

Checkpoint Personnel

Staff members working the stairs are to pay attention to each person walking up or down the stairs. Appropriate credentials and wristbands are updated each match and to be used as needed. Checking the wristband of each fan that walks to the McDivitt Club is a must to ensure the correct fans are in their respective space.

Club Check In/Club Attendant

Wristbands are changed each home match. There will be staff members stationed inside the McDivitt Club door on the first floor, Phil Long Club door on the first floor, and at the entrance of the Founders Club on the second floor that will be responsible for giving the correct fans the correct wristband. A clipboard will be provided with the names and number of tickets for each club. Fans are to enter the door corresponding to their club tickets (i.e. McDivitt Club, Phil long Club, Founders Club). The staff members in those club spaces are expected to watch for the

wrong wristband or no wristband fans. Only those with the correct wristband or the correct staff credential are allowed in those club spaces.

Smoking Section

The smoking section will be located in the dirt lane on the south end of the field, just off the concourse. The staff member working the smoking section is to be stationed there from the beginning of the match to the end. Drinks will not be allowed in the smoking section as it is off the property of the stadium. There will be high top tables positioned at the edge of the gate for fans to place their drinks onto.

Fan Engagement

Fan engagement staff members will be the first point of contact for the fans. These staff members are to help direct fans from outside the stadium to inside. These staff members will be placed sporadically around the outside of the stadium telling them which gates to go through, where the ADA entrances are if needed, and bag policies while they are still near their vehicles. These staff members must be able answer any questions that fans may have regarding entrances, how to get tickets, and any policies.

Ticket Scanners

Ticket scanners are to scan every ticket that enters the stadium. These staff members are responsible for checking that they are real tickets and not screenshots or duplicate tickets. When tickets are scanned, the phone scanner will have an alert of the ticket status (entrance or denied). In order to see the ticket statuses, no settings on the phone scanner are to be adjusted or changed including the sound and brightness of the screen. No other apps are to be opened on the phone scanners other than the ticket scanning app. Ticket scanners are not to leave the gates until replaced by another staff member or told to do so by a supervisor. Phone scanners are not to be taken from the gates unless they are being turned back in at the end of the shift. If you are having issues with scanning a ticket, you are expected to contact the box office for assistance and ask those fans with problems to step to the side while waiting for help. Ticket scanners need to be positioned in their lane at all times to maintain a steady flow of fans entering the stadium.

Gate Assistance

Ticket resolution staff members are to be stationed inside each gate and help direct fans to the apparel shops, concessions, and/or their sections. These staff members are not to leave the gates until told to do so by a supervisor. These staff members are not to help or crowd the ticket scanners to ensure the entrance remains accessible for all fans. Please be knowledgeable

ahead of the match of section numbers, locations of apparel, lost and found, concessions, and all policies to guarantee the correct information is being told to the fans.

Employee Check In

Employee check in will see all vendors and staff members working the match. They are expected to get the correct information regarding the worker and items being given. This information includes the name, time in, time out, credential number, radio number (if applicable), and shirt size. This staff member is responsible for receiving all items turned back in at the end of the match. Employee check in is to remain staffed at all times and not leave items unattended at the check in station.

Field Usher

Field ushers will have 4-5 staff members each match on the four corners of the pitch. These staff members are to watch the fans at all times and report any issues to the supervisors immediately. This includes inappropriate behavior, violation of fan conduct, fans jumping the railings, fans entering the field, etc. This staff member is to act professionally at all times being on the pitch near both the home and away team. Though the field usher is on the pitch, they are expected to keep their attention on the fans rather than the match going on.

Promotional Giveaway

Certain game days will include exclusive giveaways to the fans as they enter the stadium. Each fan gets one of those items when they enter the gate. All promotional items will be available while supplies last. Fans are not allowed to receive more than one promotional item nor go to another gate from inside the stadium to receive a promotional item. After all items run out, boxes are to be broken down and placed in recycling and tables are to be put away to clear the entrance of the gate. Promotional items are not allowed to be taken by staff members before or while gates are open.

To apply contact Ben Cole: bcole@switchbacksfc.com



The Geneva Foundation is Hiring!

MSEP Partner The Geneva Foundation is hiring at Fort Liberty/Fayetteville, North Carolina; Camp Lejeune, North Carolina; and Fort Carson, Colorado. Please see below for details:

Job Title	Job Type	Location	Application Link
Research Program Manager -Req No. 2023-3413	<i>Hybrid Remote, Full-time</i>	<i>Fayetteville/Fort Liberty, NC</i>	<u>Research Program Manager Link</u>
Research Coordinator- Req No. 2023-3386	<i>On-site, Part-time</i>	<i>Camp Lejeune, NC</i>	<u>Research Coordinator Link</u>
Research Assistant - Req No. 2023-3385	<i>On-site, Part-time</i>	<i>Fort Carson, CO</i>	<u>Research Assistant Link</u>
Technical Advisor- Req No. 2023-3470	<i>Hybrid Remote, Full-time</i>	<i>Fayetteville/Fort Liberty, NC</i>	<u>Technical Advisor Link</u>

Geneva is proud to have nearly 30 years of experience in delivering full-spectrum scientific, technical, and program management expertise in the areas of federal contracts, federal grants, and industry-sponsored clinical trials. As a leader in military medical research, at Geneva, our professionals develop critical solutions – and build rewarding careers. Our team of more than 400 employees across the world joins forces with some of the world’s leading researchers and innovators, who are committed to the advancement of military medicine worldwide.

For more information about The Geneva Foundation, please visit their website:

<https://genevausa.org/>



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

CU CAREERS



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[Job Opportunities](#)

Job Description

HR and Finance Professional - 31007

University Staff

Description

The Women's and Ethnic Studies and the Bachelor's of Innovation programs invites applicants to apply for the Finance and HR Professional at the University of Colorado Colorado Springs. The Finance & HR Professional will provide administrative, academic, financial, technical, and business-related services to the WEST and BI programs to support these two programs' teaching, research, and outreach activities by creating systems and efficiencies and internal controls in the accounting, budget, personnel, and office administration systems. Requires working on campus majority of time.

Who We Are:

The University of Colorado Colorado Springs (UCCS) is one of four campuses in the University of Colorado system and is home to over 9,000 undergraduate and 1,800 graduate students. We have a strong focus in fueling student success by creating, using, and maintaining a multitude of different offices and programs. Overall, UCCS is constantly focused of preparing our students to have success in the future, and we understand that every single employee on our campus has a significant effect on that focus. Find more information about working at UCCS [here](#).

The city, which was recently ranked as the number nine Best Places to Live by [U.S. News & World Report in 2023](#), known as Olympic City USA, rests at the base of Pikes Peak, the inspiration for the song "America the Beautiful" and a must-see for residents and visitors alike. With a mild climate and 247 days of sunshine each year, the Springs boasts some of the state's best recreation opportunities. Find out more about living in Colorado Springs through the [Visit Colorado Springs page](#):

Job Duties:



The duties and responsibilities of the position include, but are not limited to:

- Accounting, financial planning, and reporting-program fiscal manager.
- Relieving the chair of technical budget processes, purchasing, and requisitions on behalf of and in support of the program by forecasting and anticipating budget and operational needs; serving as the program fiscal manager in preparing budgets, purchases, and requisition documents; overseeing compliance and budget and procurement rules and guidelines, recommending adjustments to remain within overall budget limitations, and interpreting budget materials, guidelines, and processes; overseeing, interpreting, and adjusting, by journal entry program journals, on a monthly basis, for general funds, start-up, revenue, and Sponsored Programs (fellowships, awards, stipends, and internal/external funding such as grants-federal, private, public, and university) and performing fiscal year-end close of the WEST and BI budgets.
- Awareness of the responsibilities, expectations, and understanding of the often-times minute, inter-relational aspects of the administrative functions of the program(s), college, campus, and university processes, which keep these institutions functioning in a healthy, orderly, legal, and effective manner.
- Understanding fund and business accounting principles and the tools, processes and procedures, and personnel to maintain a fiscally healthy university, college, and program unit.
- Maintain and support the WEST and BI programs by providing a front desk presence, to assist, support, and provide first contact for/to the university, college, administration, faculty, students, staff and the general public, and any other area of the university or campus, while creating, organizing, managing and processing administrative documents to support all areas of assigned university, college, program, staff, faculty and student responsibilities.
- Program office management.
- Program administrative liaison to the university and the College of Letters, Arts, & Sciences.
- Human Resources and Student Employment Liaison-PPL.
- Responsible for all aspects of hiring-processing contracts; monthly, bi-weekly, and hourly pay; FTE vs. Percentage of Time vs. Standard Hours; creating a position, funding a position, payroll-tracking, work hours-general payroll, and grant fund-restricted; academic year, Weekend University, credits vs. contact Hours; earning codes and pay groups; speedtypes; faculty offloads; overloads vs. additional pay; hiring, processing, and tracking varieties of instructor overloads; lecturers, student employees, GTAs, volunteers, and POIs; reporting-PAM reports; maintenance of records, audits, logs; late pay; terminations; Job List; Cherwell; HCM; ever-changing processes, policies, requirements, and expectations; tracking processes is critical (create multiple tracking logs and keep them as up-to-date as possible).
- Making hiring, evaluation, student, and faculty-support decisions, with regards to payment processes and procedures, specific to the particular source or sources of the payroll funding, grants-federal, state or campus awards, scholarships, stipends with regard to speedtype and account selections, funding and spending limits, and hiring restriction.

- Respond to requests for assistance (such as making room reservations for, and note-taking at program meetings, scanning, ordering exam copies, printing out research or course materials, setting up virtual meetings, etc.), supplies, orientation, hiring, and information for all above, as presented; purchases-using the specific form of purchasing mechanism, inventory and make available program instructional, testing and support supplies, and equipment; trouble-shoot and maintain office equipment: Xerox copier/scanner, fax, and telephones as needed or requested; provide a variety of clerical support such as facilities, building, and program, and OIT work requests; cash control; create and submit all administrative purchase orders and Bursar's transactions; set up speedtypes, travel arrangements, and reimbursements; emailing students,; maintain all employee, instructor, and ST files; manage building and program key access.
- All the above require timely preparation, response, judgment, follow-through, and knowledge of policies, processes, procedures, and resources.
- Accomplish shared tasks and understand the resources available to complete the connected requirements and tasks.
- Other duties as assigned.

Job Competencies:

While this position is largely process-focused, it requires critical thinking skills, analytical skills and application, discretion, judgment, knowledge, ingenuity, drive, focus, and sheer determination to complete the job and keep the college, program, faculty, students, and staff records and processes up to date and accurate on an on-going basis and to achieve the university, college, and program's objectives. Additionally, to be successful in this position, the employee will need the following:

- Advanced interpersonal, organizational, and creative problem-solving skills
- Advanced oral and written communication skills
- Accounting, financial management, spreadsheets, ability to generate financial reports
- Knowledge of recruitment efforts and other human-resource related activities
- Technologically literate and proficient with Microsoft Office Suite and standard social media platforms
- Ability to learn quickly and build upon knowledge acquired in training
- Ability to represent the program in person and virtually in a professional, welcoming manner when communicating with potential and existing faculty, staff, students, and community members
- Ability to adapt to changing work priorities based on the needs of the unit
- Ability to plan and organize events
- Ability to design and update marketing materials like flyers and newsletters
- Ability to maintain strict confidentiality and exercise discretion
- Ability to meet deadlines and manage multiple concurrent projects
- Ability to develop and implement effective business processes and solutions
- Ability to work independently with attention to detail
- Ability to work collaboratively and collegially with others in a multi-cultured environment
- Ability to work independently and efficiently process exceptions to standard procedures
- Ability to keep pace in an active and highly regulated environment

Work Location: Typically, on-site; position may be partially remote, based on the semester-to-semester need of the department, as determined by the supervisor.

Remote work will be available for emergency events. This will be offered based on the emergency and allowance will come from leadership and the guidelines provided at the time of the emergency.

This position has been determined to be exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

What We Offer:

Generally from \$40,188-\$51,856 The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training.

The University of Colorado Colorado Springs offers excellent benefits, some of which include:

- Medical insurance, with the lowest cost option being \$0 to the employee
- Dental, Vision, Life and Disability insurance
- Mandatory retirement plans. Employees contribute 5% of their annual compensation. CU doubles that and contributes 10%
- Tuition Assistant Benefit available to you or a dependent
- Paid Parental Leave after 12 months of employment
- Faculty Housing Assistance Program

CU Advantages Tentative Search Timeline:

- Priority will be given to applications submitted by **September 12th, 2023 by 5pm MST**. However, this posting will remain open until filled.
- The potential dates for first round interviews will be the week of **September 18th, 2023**.
- The potential employee start date is **October 1st, 2023**.

The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.

Applicants with disabilities: If you have a mental or physical impairment, which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the appointing authority or Human Resources.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

Qualifications

Please note that while the position details both required qualifications as well as preferred qualifications below, we want applicants to be aware that they do not need to have all of the desired skills and experience to be considered for this position. If you meet the minimum qualifications, have passion for the work, along with experience in a related field, you are encouraged to apply. We encourage on-the-job training for any additional skills or knowledge that become relevant to the position.

Minimum Qualifications:

Applicants must meet minimum qualifications at the time of hire.

- A Bachelor's degree and one year of business experience
- Progressive professional experience can substitute for a bachelor's degree on a year-for-year basis

Preferred Qualifications:

- Experience in establishing internal controls for financial and human resource activities
- Financial tracking and reporting, and processing human resource actions
- Experience with website management and updating
- Experience working in higher education
- Peoplesoft Financial and Human Resource Management experience
- Experience designing/updating marketing materials/social media

Physical Requirements:

Employee must be able to work in person, communicate with students, faculty, and staff and conduct daily operations.

UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs. Alternative formats of this ad can be provided upon request for individuals with disabilities by contacting the Office of Human Resources at (719) [255-3372](tel:7192553372).

To perform this job successfully, an individual must be able to perform each of the established essential functions and meet the physical and environment demands described satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, physical and environmental demands.

Special Instructions to Applicants: • Applications submitted by September 12th, 2023 by 5pm MST will receive full consideration. • Applications submitted through email or surface mail will not be considered. Please apply at cu.edu/cu-careers (job #: 31007). • Official transcripts will be required upon hire. • Upon request, please be prepared to provide five professional references (at least two previous/current supervisors), including their email contact information.

If you have technical difficulties with your application, please contact the CU Careers help desk at 303-860-4200 #5 or cucareershelp@cu.edu. Job related inquiries should be directed to the posting contact Benjamin Kwitek (bkwitek@uccs.edu). The University of Colorado Colorado Springs will not sponsor work visas or permanent resident applications for this position.

Application Materials Required: Cover Letter, Resume/CV

Application Materials Instructions: To apply, please submit the following application materials to this posting. 1. A current resume. Must include date ranges to include month and year (mm/yyyy) and whether the position was full time or part time. 2. A cover letter that specifically addresses the job requirements and outlines qualifications. When submitting the materials, check the Job Specific Attachments box next to each document in order for the search committee members to see your materials.

Job Category Business Services

Primary Location Colorado Springs

Department: C0001 -- Colorado Springs Campus - 40080 - LAS-Women's & Ethnic Studies

Schedule Full-time

Posting Date Aug 29, 2023, 9:59:02 AM

Unposting Date Ongoing

Posting Contact Name: Benjamin Kwitek

Posting Contact Email: bkwitek@uccs.edu

Position Number: 00400614

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. For COVID-19 information or vaccination requirements, please refer to the campus specific vaccination [webpage](#).

[How to Apply](#)

[Title IX Policy](#)

[Regent Policy](#)

The University of Colorado participates in and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. [E-Verify](#)



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Job Description

Materials, Acquisition, and Distribution Manager - 30929

University Staff

Description

Envision yourself in a collaborative, inclusive, and innovative work environment that has a deep commitment to position our graduates for success in their professional and personal lives. Visualize applying your energy and skills for an organization that respects and cares about its employees enough to offer some of the best benefits of the industry while encouraging every team member to grow, collaborate, and provide input on how to consistently make the workplace a place people love to work. Imagine working at a college that welcomes everyone — students, faculty, staff, and community members — regardless of their backgrounds, beliefs, or traditions. If what was just described is what you look for in a workplace, welcome to the University of Colorado Colorado Springs (UCCS)!

The Facilities Services department is searching for a highly motivated individual to manage, coordinate, and participate in the acquisition, distribution, and liquidation of supplies, furniture, and materials necessary to operate a cost effective and efficient campus operation. This position is also responsible for leading the Mail and Shipping Services department to ensure quality, efficient, timely and secure preparation, processing, delivery, and shipping of mail and parcels. Assesses current department operating systems for areas managed and recommends mission critical system improvements or changes in order to meet campus growth demands. Effectively manage and measure business performance utilizing the WebTMA computerized maintenance management system (CMMS). Work with the University of Colorado Procurement Service Center office to ensure processes and “best buy” practices are followed. Integrates distribution processes with facilities operations work management and university financial systems. Plans and manages services and activities of the university mail and shipping department and is responsible for the procurement

of supplies, materials, equipment, and service delivery for the Facilities Services work groups. Works with the Facilities Services and Auxiliary Operations shops to determine vendor sources, product requirements and product availability. Ensures adequate inventory of materials and products are in accordance with inventory cycles and shop requirements. Ensures surplus material is liquidated and accounted for according to department, university and state policies and practices. Develops and maintains positive customer relationships with campus user groups and vendors. Assist in establishing and managing the yearly work group's budgets including appropriate chargebacks. Tracks and captures financial data for proper reconciliation and creates reports, which assist department leadership in effective stewardship. Works within department, university and state financial regulations and processes to meet yearly outcomes. Monitors operational financial performance and effectiveness monthly using the department specific and university reporting methods. This position reports to the Assistant Director of Custodial and Environmental Services. The position oversees five FTE as well as temporary and / or student employees. Trains and develops staff in inventory management, purchasing procedures, delivery methods, mail and shipping services, and liquidation processes. Conducts monthly and annual inventory audits. As essential personnel, this position will be required to remove snow and ice when seasonal conditions require it and respond to other campus emergencies if needed /required.

Who We Are:

The University of Colorado Colorado Springs (UCCS) is one of four campuses in the University of Colorado system and is home to over 9,000 undergraduate and 1,800 graduate students. We have a strong focus in fueling student success by creating, using, and maintaining a multitude of different offices and programs. Overall, UCCS is constantly focused of preparing our students to have success in the future, and we understand that every single employee on our campus has a significant effect on that focus. Find more information about working at UCCS here: <https://hr.uccs.edu/work-at-uccs>.

The city, which was recently ranked as the number nine Best Places to Live by U.S. News & World Report in 2023, known as Olympic City USA, rests at the base of Pikes Peak, the inspiration for the song "America the Beautiful" and a must-see for residents and visitors alike. With a mild climate and 247 days of sunshine each year, the Springs boasts some of the state's best recreation opportunities. Find out more about living in Colorado Springs through the Visit Colorado Springs page: <https://www.visitcos.com/>.

Job Duties:

- Strategic Direction – 5%
 - Establishes and maintains effective and cooperative working relationships with all levels of personnel, the campus community, vendors, other agencies, and organizations. Manages and directs the development and implementation of yearly operational and strategic plans, goals, and objectives within the assigned Facilities Services areas to ensure effective, efficient, and cost effective delivery of services. Effectively utilize WebTMA computerized maintenance management system (CMMS) in support of receiving and storing of inventory, surplus property, and distribution service integrity. Documents work requests / work orders, runs reports, and collects and maintains data in WebTMA. Plans strategies to assess needs for future system development or system changes. Coordinates efforts with other members of Facilities Services to optimize operational effectiveness and efficiencies. Conducts regular process analyses to continually evaluate and improve system performance. Creates storeroom and surplus process documents for internal and external users. Posts surplus, mail, and

- shipping “how to” documents on the Facilities Services and Mail and Shipping Services websites.
- Budget Management – 5%
 - Purchase materials and supplies using just-in-time delivery, CU Marketplace, SPO’s, PO’s and A-Cards. Monitors operational financial performance and effectiveness monthly using department specific and university reporting methods. Reviews budget reports monthly validating purchases and work group allocations are correct. Makes adjustments as identified. Ensures purchase requests and expenditures by operational staff meet department stewardship practices and controls. Liquidates surplus material using various approved methods with the goal of obtaining a financial return. Identifies equipment requirements, facilitates the RFP process, and recommends the acquisition of equipment for managed areas. Performs contract administration, such as managing Mail Services equipment lease contracts.
 - Supervision – 15%
 - In accordance with human resources rules, policies, and guidelines, manages and develops assigned personnel. Participates in the hiring process, including position postings and interviews. Coaches staff to meet performance goals and core competencies. As needed, corrects staff behavior within work unit in a timely fashion. Complies with state, university, and department directed performance management practices, rules, and regulations. Provides input to the appointing authority regarding issues that may require corrective or disciplinary action. Oversees classified, temporary, and / or student employees. Coordinates and leads safety training
 - Operations – 70%
 - Manages the storeroom and warehouse surplus area so that items can be inventoried, tracked and stored using acceptable warehouse practices including storage bins, designated floor space, shelving, card readers, and electronic inventory systems. Provides effective project material supply and delivery. Provides procurement services to Facilities Services, Auxiliary Operations, Planning, Design & Construction and Office of Sustainability in support of technology, equipment and supplies necessary to operate an effective work group. Manage and assist with the moving and delivery of furniture, fixtures, and equipment to / from / within University owned / leased buildings. The position analyzes business processes and develops improved inventory methods, material controls, product / material / furniture / fixtures / equipment moving and delivery methods, storage, and liquidation processes. Mail and Shipping Services operations include processing and delivery of incoming USPS and inter- and intra-campus mail, business mail for departments, faculty, and staff, processing of outgoing USPS and private carrier mail, parcels, and campus courier service. Stays abreast of USPS regulations, export control regulations, and current mail and shipping services technology making recommendations as necessary for maximum efficiency and optimization. Ensure timely, accurate and secure ordering, shipping and distribution of parts, supplies, equipment, mail, parcels, and packages. Provides departments with material surplus liquidation and /or storage policies, procedures and system use education. Operates service and utility vehicles necessary to provide product purchases, delivery, material storage, and liquidation. Ensures vehicles are maintained and functioning according to specifications, policies, and procedures. As essential personnel responds to the campus during inclement weather to assist with removal of snow and ice from pedestrian and traffic routes and responds to emergencies on campus related to loss of power, fire, flooding, HVAC breakdowns

or safety and security actions as required and may lead a team during essential personnel and emergency response process. Participates in the Facilities Services emergency preparedness response plan and related duties. Is knowledgeable of sustainable practices and implements these practices in coordination with the Office of Sustainability / campus mission, state objectives, and other external agencies. Collaborates with the Office of Sustainability staff members to organize and support the work of resource conservation of the campus buildings.

- Special Projects – 5%
 - Manages special projects and assignments as directed by the Assistant Director of Custodial and Environmental Services.

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

Job Competencies:

- Understands inventory management systems and methods.
- Able to use technology to plan work, communicate efficiently, gather data, create spreadsheets, create project documents, and present information.
- Understands purchasing procedures, financial controls, and budget planning / management. Has working knowledge of vendor / supplier contracts.
- Excellent written and oral communication skills.
- Demonstrated commitment to and ability to work within a collaborative, multi-cultural, diverse, University environment.
- Must be willing and able to respond to UCCS emergencies, including snow removal, within 30 minutes.
- Knowledge of or ability to learn University of Colorado and UCCS policies, rules, and regulations.
- Demonstrated ability to lead, recruit, manage, and support a diverse workforce.
- Demonstrated ability to work independently and produce completed staff work.
- Ability to manage multiple issues with multiple priorities within varied timelines.
- Successfully pass a background check
- Pre-employment Physical: Must be able to push, pull, lift, carry up to 50lbs.
- Pre-employment Drug Testing
- Drug Free Workplace
- Ongoing Functional Capacity Testing
- Driver's License Requirement
- Essential Services Designation
- Required to report without delay or interruption to provide essential or emergency services to ensure health, safety, and welfare
- Employee may be expected to work various shifts to include nights, weekends and holidays, depending on the needs of the building or workgroup
- Use, Handling, or Exposure to hazardous materials

Work Location: On-Site

This position has been determined to be exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

What We Offer:

Salary Range: Generally starting at \$60,651 - \$80,868 per year

The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training.

The University of Colorado Colorado Springs offers excellent benefits, some of which include:

- Medical insurance, with the lowest cost option being \$0 to the employee
- Dental, Vision, Life and Disability insurance
- Generous paid vacation and sick time accruals (14.67 hours of vacation and 10 hours of sick accrued per month, prorated if part-time)
- Mandatory retirement plans. Employees contribute 5% of their annual compensation. CU doubles that and contributes 10%
- Tuition Assistant Benefit available to you or a dependent
- Paid Parental Leave after 12 months of employment
- Off Campus Housing Resources

Tentative Search Timeline:

- Priority will be given to applications submitted by **September 19, 2023**. However, this posting will remain open until filled.
- The potential dates for interviews with the search committee will be the weeks of **September 19th & 25th, 2023**.
- The potential dates for interviews with the supervisor and appointing authority will be the week of **September 25th, 2023**.
- The potential employee start date is **October 15th**.

The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.

UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs. Alternative formats of this ad can be provided upon request for individuals with disabilities by contacting the Office of Human Resources at (719) 255-3372.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

Qualifications

Please note that while the position details both required qualifications as well as preferred qualifications below, we want applicants to be aware that they do not need to have all of the preferred qualifications to be considered for this position. If you meet the minimum qualifications, have passion for the work, along with experience in a related field, you are encouraged to apply. We encourage on-

the-job training for any additional skills or knowledge that become relevant to the position.

Minimum Qualifications:

- Bachelor's degree, Associate degree with at least two years of professional experience, OR substitution of (4) Four years professional experience related to the job duties.
- Experience in a related field, one of which demonstrates leadership experience at a supervisory level managing inventory and business processes of a warehouse, distribution center, or similar operation.
- Demonstrated experience in creating, maintaining, and evaluating vendor business partnerships.
- Proficient in technology related to warehouse and distribution product tracking, purchasing and liquidation.
- Must possess and maintain a valid State of Colorado driver's license.

Preferred Qualifications:

- Master's degree from an accredited institution of higher education in a related field.
- Five years of experience in the operations of materials management to include mail and shipping services, demonstrating leadership progression resulting in three years' experience at the management level managing all department related supply chain business processes and customer service requirements.
- Strong ability with Microsoft Word and Excel. Very good understanding of accounting principles and related skills.
- Experience with a Facilities Services work request / work order software system to manage and account for product delivery.
- Familiarity with the State of Colorado procurement codes / policies and / or the University of Colorado procurement policies.
- Strong organizational and leadership skills.
- Demonstrated ability to identify, monitor, and gain compliance with federal law, state law and policy, and university policy.

Physical Requirement:

This position Lifts, carries, pushes, or pulls objects, equipment and supplies weighing up to 50 Pounds. Frequently stands and walks for prolonged periods of time to observe service areas and perform daily functions and inspections. Performs minor labor work, such as equipment inspections, sustainability projects with waste removal, room inspections, etc. Uses manual dexterity to manipulate supplies, tools, and equipment. Uses visual acuity to safely operate a vehicle and equipment, identify hazards, and perform daily functions. Frequently performs activities requiring a full range of body movements including sitting, bending, stooping, kneeling, squatting, crawling, twisting, and balancing. Exposure to weather - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.

To perform this job successfully, an individual must be able to perform each of the established essential functions and meet the physical and environment

demands described satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, physical and environmental demands.

Applicants with disabilities: If you have a mental or physical impairment, which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the appointing authority or Human Resources.

Special Instructions to Applicants: · Applications submitted by 9/19/2023 will receive full consideration. · Applications submitted through email or surface mail will not be considered. Please apply at cu.edu/cu-careers (job #: 30929). · Official transcripts will be required upon hire. · Upon request, please be prepared to provide five professional references (at least two previous/current supervisors), including their email contact information

If you have technical difficulties with your application, please contact the CU Careers help desk at 303-860-4200 #5 or cucareershelp@cu.edu. Job related inquiries should be directed to the posting contact. The University of Colorado Colorado Springs will not sponsor work visas or permanent resident applications for this position.

Application Materials Required: Resume/CV

Application Materials Instructions: Please identify the job specific minimum qualifications you possess in your cover letter and be sure your resume includes any and all relevant experience to be accurately assessed against the qualifications listed in the posting. To apply, please submit the following application materials to this posting. 1. A current resume. Must include date ranges to include month and year (mm/yyyy) and whether the position was full time or part time. When submitting the materials, check the Job Specific Attachments box next to each document in order for the search committee members to see your materials

Job Category Facilities/Labor, Trades & Crafts

Primary Location Colorado Springs

Department: C0001 -- Colorado Springs Campus - 40095 - VCAF-FAC-ADMIN OP

Schedule Full-time

Posting Date Sep 5, 2023, 2:48:56 PM

Unposting Date Ongoing

Posting Contact Name: Tony Rago

Posting Contact Email: arago@uccs.edu

Position Number: 00002562

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. For COVID-19 information or vaccination requirements, please refer to the campus specific [vaccination webpage](#).

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CU CAREERS



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Job Description

Program Director DEI Programs and Resources - 31048

University Staff

Description

Envision yourself in a collaborative, inclusive, and innovative work environment that has a deep commitment to position our graduates for success in their professional and personal lives. Visualize applying your energy and skills for an organization that respects and cares about its employees enough to offer some of the best benefits of the industry while encouraging every team member to grow, collaborate, and provide input on how to consistently make the workplace a place people love to work. Imagine working at a college that welcomes everyone — students, faculty, staff, and community members — regardless of their backgrounds, beliefs, or traditions. If what was just described is what you look for in a workplace, welcome to the [University of Colorado Colorado Springs \(UCCS\)](#)!

Reporting to the Director of DEI Education and Outreach, the Program Director of DEI Programming & Resources will develop and access DEI education programs, initiatives, workshops, and resources to help develop organizational capacity, agency, and engagement around DEI at UCCS and the Colorado Springs community. This role will also work in partnership with the Division of DEI departments in the creation of campus wide communication; in the forms of newsletters, webpage management, and program marketing materials.

Who We Are:

The Division of Diversity, Equity and Inclusion (DEI) aspires to strengthen DEI innovation, impacts, and practices as integral components of inclusive and academic excellence. We are committed to fostering an inclusive learning and work environment where all at UCCS feel a sense of belonging and can thrive. The Division of DEI promotes the principles of inclusive excellence, multicultural

education, and social justice that both enhance the University's service to the public and contributes directly to the work environment and the quality of learning for all who participate. Additionally, we seek to elevate the impact UCCS has as a regional and national leader in preparing students for success in a diverse global society and workforce.

The Office of DEI Education and Outreach is responsible for the development of culturally responsive training programs, coordinating events and programs to highlight critical DEI topics across campus for staff, faculty, and students. Along with creating DEI partnerships, collaborations, and communications for faculty, staff, students, and the Colorado Springs community.

The University of Colorado Colorado Springs (UCCS) is one of four campuses in the University of Colorado system and is home to over 9,000 undergraduate and 1,800 graduate students. We have a strong focus in fueling student success by creating, using, and maintaining a multitude of different offices and programs. Overall, UCCS is constantly focused of preparing our students to have success in the future, and we understand that every single employee on our campus has a significant effect on that focus. Find more information about working at UCCS here: <https://hr.uccs.edu/work-at-uccs>.

The city, which was recently ranked as the number nine Best Places to Live by U.S. News & World Report in 2023, known as Olympic City USA, rests at the base of Pikes Peak, the inspiration for the song "America the Beautiful" and a must-see for residents and visitors alike. With a mild climate and 247 days of sunshine each year, the Springs boasts some of the state's best recreation opportunities. Find out more about living in Colorado Springs through the Visit Colorado Springs page: <https://www.visitcos.com/>.

Job Duties:

- Facilitation of DEI and culturally responsive educational training programs and workshops for faculty, and staff that will enhance DEI learning and engagement to foster a more inclusive campus climate and culture.
- Establish a process to create and maintain a calendar of all campus wide DEI activities and programs.
- Development and coordination of DEI events and programs for the campus community in the form of guest lectures/speakers, panels discussions, etc. that spotlight critical DEI topics and intersectional identities.
- Assess and evaluate program metrics and impact as well as provide semester report on these efforts and related activities to the Director of DEI Education & Outreach.
- Curate web resources on numerous intersectional DEI topics in collaboration with campus and community partners/stakeholders.
- Develop electronic and printed marketing materials for campus wide DEI programs, workshops, and events.
- Build, edit, and deliver timely and accurate communications in support of UCCS DEI efforts, including but not limited to newsletters, event invitations, and special announcements.
- Work with the UCCS eComm team to identify and create a robust email marketing strategy based on best practices and ongoing data review.
- Practice a strategic approach to constituent engagement including identifying target audiences and outreach strategies.
- Provide oversight and supervision of student staff members.
- Developing and maintaining social media and/or internal communication channels to enhance awareness, outreach, and visibility of Division of the VCDEI and co-sponsored programs, events, and initiatives.
- Additional tasks and responsibilities as assigned by the Director of DEI Education and Outreach.

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

Job Competencies:

- Knowledge of promoting practices for advancing diversity, equity, and inclusion in a large university setting.
- Command of modern DEI concepts, their impact on individuals and systems, and their application in higher education.
- Ability to comprehend complex matters and make decisions exercising good judgment as it pertains to existing policies.
- Experience coordinating major programs and events, preferably in a higher education setting.
- Demonstrates a high degree of diplomacy, personal integrity, ethics and sound judgement.
- Knowledge and understanding of program design, execution, coordination, organization, facilitation, data collection, report analysis, writing, social media, and promotion/outreach.
- Experience writing and disseminating information to keep university updated on DEI programs and educational opportunities.
- Understanding of web-based platforms and marketing platforms.
- Ability to create large audience communications such as a newsletter.
- Program management, support, and organization of DEI innovation grant program on campus designed to advance DEI; this includes maintaining a database of proposals, developing the proposal review process, outreach, and guidance in marketing, and communicating their program, and follow-up on communication of results.

Work Location: Hybrid (20% remote, 80% on-site)

This position has been determined to be exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

What We Offer:

Salary Range: Generally starting at \$56,062 - \$77,327 per year

The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training.

The University of Colorado Colorado Springs offers excellent [benefits](#), some of which include:

- Medical insurance, with the lowest cost option being \$0 to the employee
- Dental, Vision, Life and Disability insurance
- Generous paid vacation and sick time accruals (14.67 hours of vacation and 10 hours of sick accrued per month, prorated if part-time)
- Mandatory retirement plans. Employees contribute 5% of their annual compensation. CU doubles that and contributes 10%
- Tuition Assistant Benefit available to you or a dependent
- Paid Parental Leave after 12 months of employment
- [Off Campus Housing Resources](#)

Tentative Search Timeline:

- Priority will be given to applications submitted by **9/21/2023**. However, this posting will remain open until filled.

- The potential dates for interviews with the search committee will be the week of **10/9/2023**.
- The potential dates for interviews with the supervisor and appointing authority will be the week of **10/16/2023**.
- The potential employee start date is **11/1/2023**.

The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.

UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs. Alternative formats of this ad can be provided upon request for individuals with disabilities by contacting the Office of Human Resources at (719) 255-3372.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

Qualifications

Please note that while the position details both required qualifications as well as preferred qualifications below, we want applicants to be aware that they do not need to have all of the preferred qualifications to be considered for this position. If you meet the minimum qualifications, have passion for the work, along with experience in a related field, you are encouraged to apply. We encourage on-the-job training for any additional skills or knowledge that become relevant to the position.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university.
- Four years of experience developing, coordinating, facilitating, and executing DEI programs and educational opportunities in a higher education setting.
- Four years of training, facilitation, or public speaking experience.
- Two years of communication materials development or marketing experience.
- Two years of supervisory experience (Student and/or Professional).

Preferred Qualifications:

- Master's degree from an accredited college or university.
- Experience in project planning and project management skills.
- Experience collecting and analyzing data for program development and evaluation.
- Exceptional oral and written communication and interpersonal skills.
- Experience in website development.
- Experience using electronic communication

Physical Requirements:

Exert up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly lift, carry, push, pull or otherwise move objects, including the human body. Involves sitting most of the time but may involve walking or standing for brief periods of time.

To perform this job successfully, an individual must be able to perform each of the established essential functions and meet the physical and environment demands described satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, physical and environmental demands.

Applicants with disabilities: If you have a mental or physical impairment, which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the appointing authority or Human Resources.

Special Instructions to Applicants: · Applications submitted by 9/21/2023 will receive full consideration however this position is open until filled. · Applications submitted through email or surface mail will not be considered. Please apply at cu.edu/cu-careers (job #: 31048). · Official transcripts will be required upon hire. · Upon request, please be prepared to provide five professional references (at least two previous/current supervisors), including their email contact information

If you have technical difficulties with your application, please contact the CU Careers help desk at 303-860-4200 #5 or cucareershelp@cu.edu. Job related inquiries should be directed to the posting contact. The University of Colorado Colorado Springs will not sponsor work visas or permanent resident applications for this position.

Application Materials Required: Cover Letter, Resume/CV, Unofficial transcript(s)

Application Materials Instructions: Please identify the job specific minimum qualifications you possess in your cover letter and be sure your resume includes any and all relevant experience to be accurately assessed against the qualifications listed in the posting. To apply, please submit the following application materials to this posting. 1. A current resume. Must include date ranges to include month and year (mm/yyyy) and whether the position was full time or part time. 2. A cover letter that specifically addresses the job requirements and outlines qualifications. 3. Unofficial transcripts (up to committee to require with application) When submitting the materials, check the Job Specific Attachments box next to each document in order for the search committee members to see your materials

Job Category Business Services

Primary Location Colorado Springs

Department: C0001 -- Colorado Springs Campus - 40024 - VCDEI-Admin



Schedule Full-time

Posting Date Sep 6, 2023, 4:46:24 PM

Unposting Date Ongoing

Posting Contact Name: Ryan Achor

Posting Contact Email: rachor@uccs.edu

Position Number: 00815124

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. For COVID-19 information or vaccination requirements, please refer to the campus specific [vaccination webpage](#).

[How to Apply](#)

[Title IX Policy](#)

[Regent Policy](#)

The University of Colorado participates in and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. [E-Verify](#)

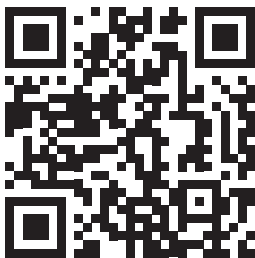


We're hiring

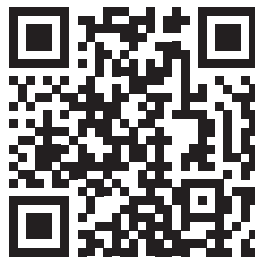
Forest Supervisor
Deputy Forest Supervisor

The USDA Forest Service is hiring vital forest leadership positions across the country. Applications will be accepted on www.usajobs.gov Sept 1-14, 2023.

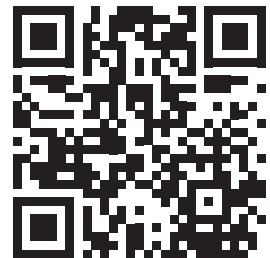
We're hiring Forest Supervisors and Deputy Forest Supervisors across the nation. Pay ranges from GS-13 to GS-15. The positions are open to government employees or individuals with special hiring authorities (veteran, Schedule A, etc). Some positions may qualify for relocation incentives. For a full description of qualifications and responsibilities, please click or scan the job announcements at the links below.



[Forest Supervisor](#)



**[Forest Supervisor](#)
[\(open to the public\)](#)**



[Deputy Forest Supervisor](#)



UPPER COLORADO RIVER

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BLM-UPPER COLORADO RIVER DISTRICT

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R2 – White River National Forest 2024 Permanent Fire Hire – Phase 1 Known Vacancies Outreach



The White River National Forest is seeking to fill several exciting opportunities in the heart of the Rocky Mountains and the beautiful Western Slope!

The Upper Colorado River Interagency Fire Management Unit (UCR), White River National Forest is outreaching for GS-9 and below permanent positions. All duty locations and positions will be announced, with vacancies being filled throughout the hiring event in the fall of 2023 across the Forest. Please apply for any positions you are interested in, even if a current vacancy is not listed below as backfill opportunities may arise!



UPPER COLORADO RIVER

FIRE MANAGEMENT UNIT

BLM-UPPER COLORADO RIVER DISTRICT

USFS-WHITE RIVER NATIONAL FOREST



These position announcements are expected to be open from August 31st, 2023, through September 29th, 2023.

Outreach Position	Duty Station	Contact
Dispatch Assistant Center Manager <i>GS-0462-8/9</i> <i>24-FIRE-P1GVA-IADISP-89DH</i> https://www.usajobs.gov/job/745630300	Grand Junction, CO	Tommy Hayes, UCR Unit FMO thayes@blm.gov OR Jim Genung, FAFMO James.genung@usda.gov
Fuels Technician <i>GS-0462-8</i> <i>24-FIRE-PIR2-FFUELS-8DH</i> https://www.usajobs.gov/job/746432900	Eagle, CO Rifle, CO	John Markalunas, Forest Fuels Program Manager John.markalunas@usda.gov
Fuels Crew Lead (Supv. Forestry Tech) <i>GS-0462-7/8</i> <i>24-FIRE-P1GVA-HCRWT2-78D</i> https://www.usajobs.gov/job/745718500	Silverthorne, CO	John Markalunas, Forest Fuels Program Manager John.markalunas@usda.gov
Assistant Engine Captain (FEO) <i>GS-0462-6/7</i> <i>24-FIRE-PIR2389-FEOH-67DH</i> https://www.usajobs.gov/job/745725000	Silverthorne, CO	Justin Conrad Justin.conrad@usda.gov
Dispatch, IA Dispatcher <i>3 Positions to be filled using:</i> <i>IA Dispatcher, GS-0462-4/5/6/7</i> <i>24-FIRE-P1GVA-IADIS-4567DH</i> https://www.usajobs.gov/job/745724000	Grand Junction, CO	Tommy Hayes, UCR Unit FMO thayes@blm.gov OR Jim Genung, FAFMO James.genung@usda.gov
Assistant Fire Engine Operator (AFEO) <i>GS-0462-5/6</i> <i>24-FIRE-PIR2389-AFEO-56DH</i> https://www.usajobs.gov/job/745724500	Rifle, CO Silverthorne, CO	Mike Ottosen (Rifle), Captain Michael.ottosen@usda.gov OR Justin Conrad (Sthorne), ZFMO Justin.conrad@usda.gov
Helitack Senior Firefighter <i>GS-0462-4/5</i> <i>24-FIRE-P1GVA-HTKSRFF-45DH</i> https://www.usajobs.gov/job/746516500	Rifle, CO	Travis Nichols, HLTK Manager atnichols@blm.gov OR Alex Voshell, Assistant Alexander.voshell@usda.gov

Incentives will be offered to all qualifying selectees. Come join us and move up in life!



UPPER COLORADO RIVER

FIRE MANAGEMENT UNIT

BLM-UPPER COLORADO RIVER DISTRICT

USFS-WHITE RIVER NATIONAL FOREST



Upper Colorado River Interagency Fire Management

The UCR is a “Service First” organization made up of Forest Service and BLM employees; responsible for fire management program implementation and incident response for approximately seven million acres of federal, state, county and private lands that spans from the Utah border to the Continental Divide along the I-70 corridor.

Why Join the White River/UCR Team?

Work on the White River National Forest and UCR is diverse, challenging and rewarding. Wildfire suppression and prescribed fire in extensive Wildland Urban Interface; cross-boundary fuels treatment projects; interagency training; and seamless integration between federal agencies, cooperating fire protection districts, local district personnel and a highly engaged public provide but a few of the challenges to be encountered and overcome which will leave the employee feeling accomplished and fulfilled. We believe strongly in learning, mentorship, and employee development and actively encourage and support classroom and field trainings at home and abroad. Opportunities to work on task books in pursuit of professional and personal development abound.

When the time comes to unplug from work, a leadership structure that fully embraces the work-life balance of their employees will support your experiencing all that beautiful Western Colorado has to offer. World-class skiing at resorts too numerous to fully list such as Aspen, Vail, and Breckenridge, miles upon miles of mountain biking, hiking and cross-country ski trails, pristine rivers and lakes, bountiful hunting grounds, and countless developed and dispersed campsites can be found all across the White River National Forest and will help you get away from it all to recharge and refresh.

All of our duty station locations and many of the surrounding towns offer multiple dining options, a variety of shopping, health care and educational facilities. Many towns in and around the WRNF also host farmer’s markets, art exhibits, concerts and festivals, rodeos, and even an annual weekend-long block party! There truly is something for everyone here.

What we are looking for in a candidate

The UCR is looking for enthusiastic, self-motivated, outdoor-oriented people to join our team. The physical setting is stunning, and the work is diverse and challenging. To be successful in this job you must be a self-starter and have a demonstrated track record of leading people in an ever-changing environment. You must be willing to take on challenges and provide innovative solutions to complex problems. Successful candidates must have excellent communication skills and be able to work collaboratively with external partners. We are looking for candidates who can lead a team of dynamic and creative leaders. Applicants should be willing to invest in the coaching, mentoring and development of our employees.



UPPER COLORADO RIVER

FIRE MANAGEMENT UNIT

BLM-UPPER COLORADO RIVER DISTRICT

USFS-WHITE RIVER NATIONAL FOREST



The Program

The UCR is comprised of three zones. The East Zone covers the Eagle/Holy Cross and Dillon Ranger Districts of the White River NF, along with the eastern half of the BLM-Colorado River Valley Field Office. The Central Zone includes the Aspen/Sopris, Blanco, and the Rifle Ranger Districts of the White River NF and the western half of the BLM-Colorado River Valley Field Office. The West Zone has suppression responsibilities for the BLM- Grand Junction Field Office as well as the Colorado National Monument.

In total, the UCR staffs eight engines, two wildland fire modules, one Type 1 helicopter, and one Type 3 helicopter with helitack crew. An air tanker base is located in Grand Junction, and a SEAT reload base is located in Rifle. The Unit regularly hosts 12 smokejumpers in Grand Junction. The UCR responds to about 255 wildfires per year. The Unit exercises the total mobility concept; initial attack resources regularly cross zone boundaries as required to conduct IA operations. During periods of low fire activity, the UCR sends resources and overhead off-unit to wherever they are needed.

The UCR fuels and topography are diverse. At the Utah Border the fuels are desert type, Pinon-Juniper, Sage-Grass. Topography is canyonlands, mesa, basin and range. Moving to the east with increasing elevation the fuels change to mixed conifer, gambel oak, and aspen vegetation communities, climaxing with mixed conifer to the Continental Divide, topography is steep dissected valleys, heavily vegetated depending on aspect. On active years with severe burning conditions, the unit has experienced multiple Type I & 2 incidents, these historically associated with drought conditions. The fire ground is emerging in complexity with an increase in urban interface/resort communities, Bark Beetle/Aspen mortality and Oil & Gas Industry infrastructure. Prescribed Fire /Fuels projects vary by year, prior to and following the wildland fire season. Grand Junction Dispatch typically hosts for over 1000 overhead resources and 300 pieces of apparatus annually.

Dillon and Surrounding Community Information

Summit County has a permanent population of approximately 30,000. The larger towns within the county are Breckenridge, Dillon, Frisco, and Silverthorne – home of the Dillon Ranger District. Smaller towns include Keystone, Blue River, Heeney, and Montezuma. All are within commuting distance of the office. All the larger towns are full-service communities.

State-of-the-art medical and surgical services are found at the Summit Medical Center in Frisco. Clinics in the towns also provide a full staff of physicians and family practitioners. Summit County has six elementary schools, a middle school, two high schools, an independent school (grades 6-12), as well as the Summit campus of Colorado Mountain College.

Real Estate in Summit County is very expensive as is the cost of living. However, the quality of life among the high peaks of the Colorado Rockies is excellent with enormous opportunities to enjoy the natural and cultural environment. Government bunkhouse or trailer pad may be available and is offered for reasonable rates at a first-come first-served basis. For more information about the area, visit: <http://www.co.summit.co.us/> and



UPPER COLORADO RIVER

FIRE MANAGEMENT UNIT

BLM-UPPER COLORADO RIVER DISTRICT

USFS-WHITE RIVER NATIONAL FOREST

INTERAGENCY



[http://www.fs.fed.us/r2/whiteriver/.](http://www.fs.fed.us/r2/whiteriver/)

Eagle and Surrounding Community Information

Several small communities are located within the commuting area and include Minturn, Vail, Eagle-Vail, Edwards, Eagle, Gypsum, and Leadville in adjacent Lake County. Housing and real estate prices are high. Family homes in the area start at more than \$500,000 with a median price of around \$700,000. Comparable homes in Leadville (35 miles) start at approximately \$300,000. Because of high real estate prices in the immediate Vail-Minturn area, many employees on the district commute to work from more than 30 miles away. Government bunkhouse, “shared family” homes, or trailer pads may be available for rent at reasonable rates.

Rifle and Surrounding Community Information

The City of Rifle is a Home Rule Municipality in Garfield County, Colorado. The population was 9,172 at the 2010 census. Rifle is a regional center of the cattle ranching industry located along Interstate 70 and the Colorado River just east of the Roan Plateau, which dominates the western skyline of the town. Rifle sits at an elevation of 5400 feet but climbs to 9,000 feet in a short distance. It is a full-service community with all the conveniences.

Rifle, Colorado was ranked number 17 out of 200 towns “for the Sportsman,” according to the April 2008 edition of Outdoor Life magazine. Locally around Rifle there is world class climbing, hiking, biking, hunting, fishing, rafting, and skiing.

Grand Junction is located 60 miles to the west and is home to Colorado State University; Vail is approximately 90 miles to the east, both on Interstate 70. Aspen is approximately a 90-minute drive south on CO Hwy 182.

Real estate in the Rifle area tends to be slightly above the Colorado average. Two-bedroom apartments start at around \$1100/month, and three-bedroom home rentals are in the \$1300-\$1600/month range. A median 3-bedroom home starts at about \$275,000. Other options are available in the commuting area, with prices generally increasing to the east, while prices tend to decrease slightly as you move west.

Government owned bunkhouse style housing and trailer pads will be available for rent.

For additional information on Rifle, you can visit: <http://www.rifleco.org/> and <http://riflechamber.com/>

Grand Junction Community Information

Grand Junction is the largest Community in Mesa County. It’s located at the junction of the Gunnison and the Colorado rivers. Grand Junction is home to approximately 56,446 residents, and Mesa County has a population of approximately 147,522. Mesa County has about 3,313 square miles of land and



UPPER COLORADO RIVER

FIRE MANAGEMENT UNIT

BLM-UPPER COLORADO RIVER DISTRICT

USFS-WHITE RIVER NATIONAL FOREST

INTERAGENCY



Grand Junction is on 27 of those square miles. Two-thirds of the land is owned by the Federal Government and offers a great variety of outdoor recreation and entertainment.

Grand Junction is a wonderful place to visit and even a better place to live. With more than two thirds of the surrounding county owned by the federal government, outdoor recreation and enjoyment is a favorite pastime of local residents during the daytime. Evenings bring a variety of entertainment venues in several commercial regions of the city, including our award-winning downtown area.

There are 4 hospitals, with the Grand Junction VA Hospital being one of them. There is also an airport that offers many different flights to accommodate for easy traveling. For additional information on Grand Junction and the surrounding areas, please visit the Chamber of Commerce website at <http://www.gjchamber.org/index.asp> You may also want to visit <http://grandjunction.org/> or www.colorado.com/cities-and-towns/grand-junction.

Application Information

The positions listed above will be filled through a centralized fire hire event using the Direct Hire Authority, with announcements opening in USA Jobs on **August 31, 2023** and closing on **September 29, 2023**. Selections for these positions will likely be made on or before December 13, 2023 and start dates for selected candidates will vary. USA Jobs Vacancy Announcement Numbers will be added when they become available.

Incentives will be offered to all who qualify upon acceptance of the position. Incentive amounts are based on current base salary and vary based on length of service agreements (1-2 years is typical). We strive to offer a 25% incentive to all.

For more information on any of the advertised jobs, to express interest or request announcement numbers (when available), or on how to apply, please contact Eric White, White River National Forest Fire Training Officer at 970-328-5867 or eric.white@usda.gov



Lead Security Guard

Closes 9/11/2023

Management Analyst

Closes 9/14/2023

Maintenance Administrative and Supply Technician

Closes 9/11/2023

Legal Assistant Office Automation

Closes 9/14/2023

Transportation Assistant - Personal Property

Closes 9/11/2023

Senior Exercise and Wargaming Planner

Closes 9/14/2023

Aircraft Electrician

Closes 9/12/2023

Education and Training Technician

Closes 9/14/2023

Unit Program Coordinator

Closes 6/12/2023

Director of Mission Support

Closes 9/14/2023

Computer Assistant

Closes 9/12/2023

Precision Measurement Equipment Calibrator

Closes 9/15/2023

Engineering Technician Civil

Closes 9/12/2023

Examination Technician-Office Automation

12-Month Roster/Register

Closes 9/18/2023

Budget Analyst

Closes 9/13/2023

Store Worker

Closes 9/18/2023

Security Specialist - Insider Threat

Closes 9/14/2023

Army Reserve Administrator

Closes 9/19/2023

Supervisory Human Resource Specialist -Military

Closes 9/14/2023

Material Handler (FLO/MVO)

Closes 9/19/2023

Administrative Support Assistant (OA)

Closes 9/14/2023

Civil Engineer

Closes 9/20/2023

Click on the job title to access the announcement.

Search results link for local positions.



Remote Vacancies

Human Resources Specialist (Classification)

Closes 9/11/2023

IT Specialist

Closes 9/11/2023

IT Project Manager

Closes 9/11/2023

Human Resources Specialist

Closes 9/11/2023

Resource Management Specialist

Closes 9/11/2023

Health Scientist (Policy)

Closes 9/11/2023

Program Analyst

Closes 9/11/2023

Contract Specialist

Closes 9/12/2023

Supervisory Financial Management Specialist

Closes 9/12/2023

Supervisory Financial Management Specialist

Closes 9/12/2023

Human Resources Specialist (HR Development)

Closes 9/12/2023

Government Information Specialist

Closes 9/13/2023

Program Analyst

Closes 9/13/2023

Computer Scientist (Informatics)

Closes 9/14/2023

Systems & Procedures Analyst

Closes 9/15/2023

Paralegal Specialist

Closes 9/15/2023

Human Resources Specialist (Compliance)

Closes 9/15/2023

Accountant

Closes 9/19/2023

Administrative Support Specialist

Closes 9/20/2023

Contract Officer Representative

Closes 9/22/2023

Program Analyst

Human Capital Management

Closes 9/22/2023

Click on the job title to access the announcement.
Search results link for remote positions.

Employment Specialist

Veteran Employment Services – Fort Collins, CO

Contact: Skee Tenneson – 406-439-1003

Job description

About us

Veteran Employment Services (VES) is a new firm operating a Federal grant with a service base of Larimer, Boulder and Weld Counties. Our company employees will be working in a highly rewarding, collaborative and professional atmosphere. VES provides employment and training services for veterans.

Our work environment includes:

- Relaxed atmosphere
- Flexible working hours
- On-the-job training
- Veteran outreach events

The Employment Specialist is responsible for assisting veterans in transitioning to civilian employment and will work closely with Veterans to ensure the service reflects their needs, abilities, and employment goals to gain meaningful and long-term employment. They will coach, support, and assist Veterans in the initial stages of employment and maintain relations with employers. The Employment Specialist team will have defined performance goals aligned with the outcome requirements of the grant. VES will train new recruits with the necessary skills needed to perform their job duties.

Responsibilities:

- Case Management
- Securing Employment for Clients
- Case Note Writing
- Resume Writing
- Outreach
- Coach and Prepare Candidate for Interviews
- IEP Interview and assessment.

- Research Job Openings
- Provide job search assistance and strategies.
- Interview techniques

Minimum Required Qualifications:

- Associate degree
- Must be able to work independently and as a team member.
- Good writing and communication skills.
- Driver's License
- Business skills to conduct job searches.
- Microsoft Office: Word, Excel, Adobe PDF
- Ability to travel within 3 County service area.

Other Valuable Experience:

- Social services, Case Management, Jobs Development or Counseling experience.
- Veteran
- Military
- Veteran Services
- Case Management

Job Type: Full-time

Salary: \$18.00 - \$20.00 per hour

Benefits:

- Retirement plan
- Flexible schedule
- Paid Vacation
- Paid Holidays
- Sick leave

Schedule:

- 8-hour shift, 5 days a week.

License/Certification:

- Driver's License (Required)

Shift availability: Day Shift (Required)

Work Location: In person



Earn a \$300 new driver partner promotion driving on the Via platform!

Via is working with El Paso County to provide a youth and adult transportation service in Colorado Springs.

*Sign Up
Today at
<https://bit.ly/epcvia1>*





NOW HIRING

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- Excellent benefits package
- 100% tuition for you & eligible dependents

wm.com/careers



Req ID	City	State	Openings
2310171	Ault	CO	Diesel Mechanic - \$5k Sign-on Bonus
2310178	Phoenix	AZ	Diesel Mechanic
2310180	Atwater	CA	Welder
2310188	Denver	CO	Plant Maintenance Technician
2310198	Newark	NJ	Accountant II
2310096	Windsor	CT	Customer Service Representative
2310103	Hampton	VA	Heavy Equipment Technician
2310106	Morrisville	PA	Environmental Compliance Supervisor
2310107	Chesapeake	VA	Diesel Mechanic - \$2500 Sign-on Bonus
2310126	Pittsburgh	PA	Transportation Manager Trainee
2310132	Sterling	VA	Transportation Manager Trainee
2310134	Livermore	CA	Industrial Account Manager – Hybrid
2310151	Kansas City	KS	CDL Truck Driver
2310157	Goodyear	AZ	District Manager I
2310168	Milledgeville	GA	District Manager I
2310161	Rochester	NY	CDL Truck Driver - \$3000 Sign-on Bonus
2310049	Hardeeville	SC	Diesel Mechanic
2310079	Theodore	AL	Senior Route Manager
2310087	Nashville	TN	District Operations Manager
2309973	Cranston	RI	Diesel Mechanic - \$5k Sign-on Bonus
2309992	Marquette	MI	Fleet Service Manager
2309920	Orla	TX	Manager Equipment Maintenance Landfill

As an EEO/Affirmative Action Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status.