



**CITY OF
TALLAHASSEE**

(External Applicants Apply Online Fluid)

City of Tallahassee

(PeopleSoft HCM 9.2 Fluid for Candidate Gateway for
External Applicants)

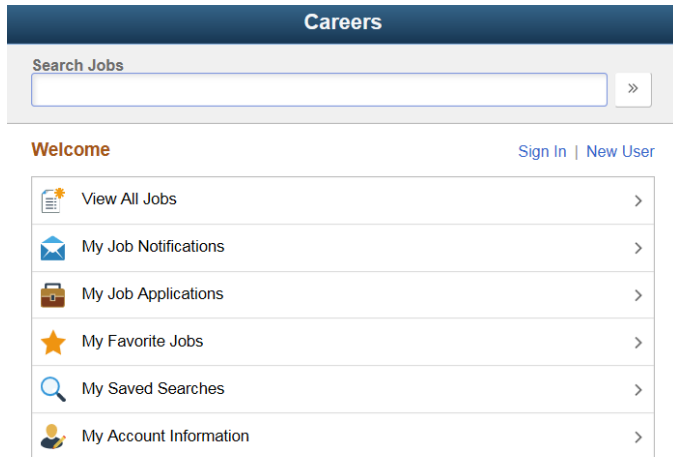
Table of Contents

Careers	3
View All Jobs	3
Save Search	3
Applying for Jobs (External Applicants)	4
Step 1 of 7: Start	5
Step 2 of 7: Resume'	5
Step 3 of 7: Attachments	6
Step 4 of 7: Preferences	7
Step 5 of 7: Education and Work Experience	7
Step 6 of 7: Other Information – Accomplishments	9
Step 7 of 7: Review and Submit	12
My Job Applications	13
New User Registration	14

Apply Online

This is the home page to apply online for external applicants.

Note: If error persists, please clear cache and cookies then try again.



Careers

Search Jobs

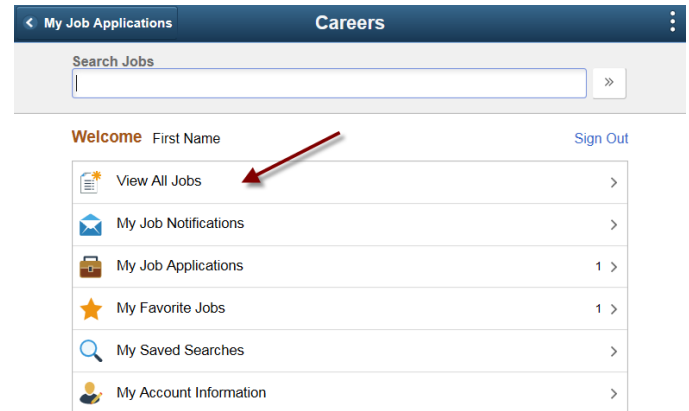
Welcome [Sign In](#) | [New User](#)

- View All Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

- **View All Jobs** – Views all external jobs posted for the CDA, Fire, Police and the City of Tallahassee.
- **My Job Notifications** – Applicants can receive several types of notifications regarding but not limited to: (automated job searches, scheduling of a job interview, adding of references to your application, receiving an invite to apply for a job or to fill out questionnaires.)
- **My Job Applications** – All of your Job applications. It will include applications in Draft, Submitted or Withdrawn statuses.
- **My Favorite Jobs** - Applicants can mark jobs as favorites to keep track of jobs that they are interested in.
- **My Saved Searches** – Displays a list of job postings that meet the applicant’s prior saved search criteria
- **My Account Information** - External applicants can view and update their name, preferred contact method, address, email, and phone information.

View All Jobs

To view all Job postings from the City of Tallahassee click on ‘View All Jobs’.



My Job Applications **Careers**

Search Jobs

Welcome [First Name](#) [Sign Out](#)

- View All Jobs
- My Job Notifications
- My Job Applications 1
- My Favorite Jobs 1
- My Saved Searches
- My Account Information

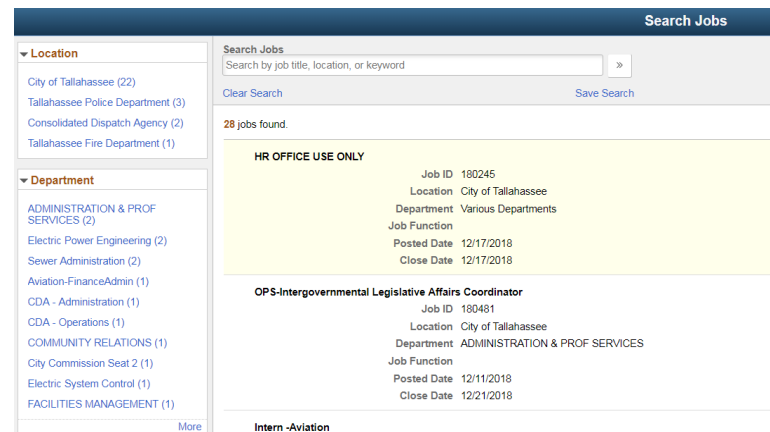
To filter Job advertisements, click on the side menu tab and click on any associated filter options.

Clear Search – Clears your filtered search

Save Search – Saves a filtered search, with the option of an Email when new jobs meet your search criteria.

Save Search

Save Searches allow emails to be sent to applicants based on Search Criteria. The system lets you filter on Location, Department, Job Posted In, etc.



Search Jobs

Search by job title, location, or keyword

Clear Search [Save Search](#)

28 jobs found.

HR OFFICE USE ONLY

Job ID	180245
Location	City of Tallahassee
Department	Various Departments
Job Function	
Posted Date	12/17/2018
Close Date	12/17/2018


OPS-Intergovernmental Legislative Affairs Coordinator

Job ID	180481
Location	City of Tallahassee
Department	ADMINISTRATION & PROF SERVICES
Job Function	
Posted Date	12/11/2018
Close Date	12/21/2018

Intern -Aviation

Click on the Blue Hyperlinked options to the left of the page to filter on Job Posting criteria.

Location

- City of Tallahassee (22) 
- Tallahassee Police Department (3)
- Consolidated Dispatch Agency (2)
- Tallahassee Fire Department (1)

Department

- ADMINISTRATION & PROF SERVICES (2)
- Electric Power Engineering (2)
- Sewer Administration (2)
- Aviation-FinanceAdmin (1)
- CDA - Administration (1)
- CDA - Operations (1)
- COMMUNITY RELATIONS (1)
- City Commission Seat 2 (1)
- Electric System Control (1)
- FACILITIES MANAGEMENT (1)

[More](#)

Department: City of Tallahassee

Save Search

*Search Name: ONLY COT JOBS

Email me when new jobs meet my criteria

*Email To: _____


[Cancel](#) [Save](#)

To find previously saved searches. Go to the Careers Homepage and look for "My Saved Searches"

Home Careers

Search Jobs

Welcome Justin

- View All Jobs
- My Job Notifications
- My Job Applications 15 >
- My Favorite Jobs
- My Saved Searches 2 > 
- My Contact Information

My Saved Searches

The Search button performs the search and shows your results on the Search Jobs page.

Search Name	Created On	Notifications Email	Notification Expires On
CITY OF TALLAHASSEE	07/11/2018	No notifications will be sent	
ONLY COT JOBS	08/07/2018	Your.Email@Domain.com	11/14/2018

For this example I am filtering on the location 'City of Tallahassee' once the filter is applied click 'Save Search'

NOTE: If you 'Save Search' with no filters applied It will send ALL jobs that are posted for external applicants.

Search Jobs

City of Tallahassee (12)


12 jobs found.

HR OFFICE USE ONLY

Job ID 180245
 Location City of Tallahassee
 Department Various Departments
 Job Function
 Posted Date 08/07/2018
 Close Date 08/07/2018

Database Analyst

Job ID 180343

[Save Search](#) 

Applying for Jobs (External Applicants)

Click on a job that you are interested in applying for. Review the job description. Then click "Apply for Job"
 NOTE: The application process for Fire, Police, and CDA are slightly different than General City of Tallahassee Employees. Please ensure that you have attached all necessary documents to be considered for the job.


Foreman-GolfCourseMaintenance (Customer Service employees only)

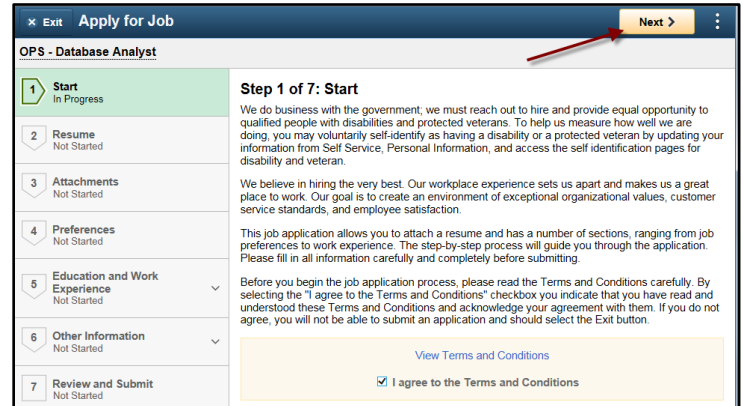
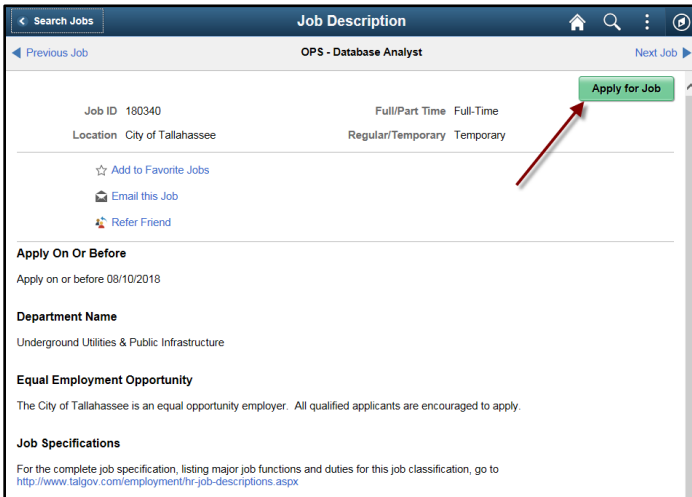
Job ID 180337
 Location City of Tallahassee
 Department UtiliBus-Hilaman Maintenance
 Job Function
 Posted Date 07/28/2018
 Close Date 08/03/2018

OPS - Database Analyst

Job ID 180340
 Location City of Tallahassee
 Department Water Supply
 Job Function
 Posted Date 07/28/2018
 Close Date 08/10/2018

OPS-Meter Service Technician -Re-Advertisement (Customer Services Employee Only)



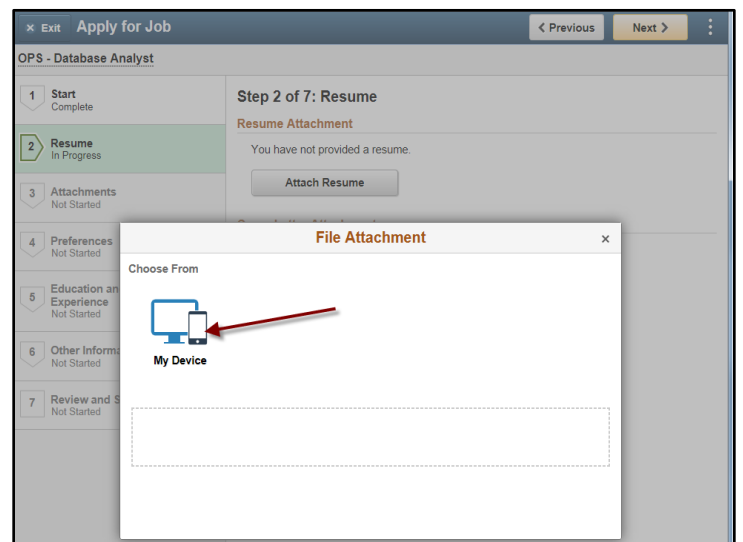
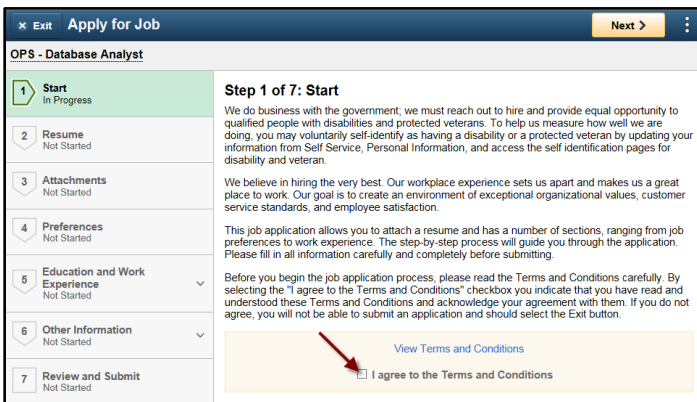
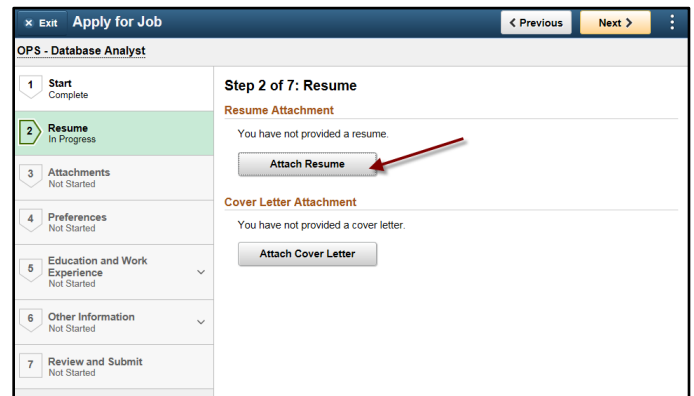


Step 2 of 7: Resume'

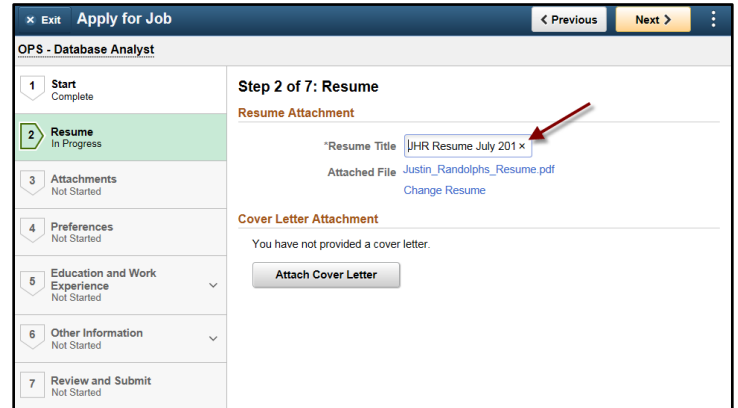
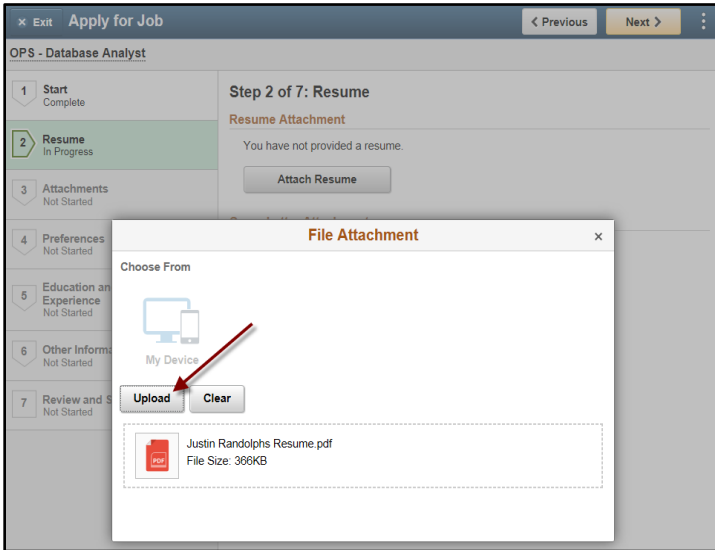
NOTE: An attached resume' is not accepted in lieu of work experience for the application.

Step 1 of 7: Start

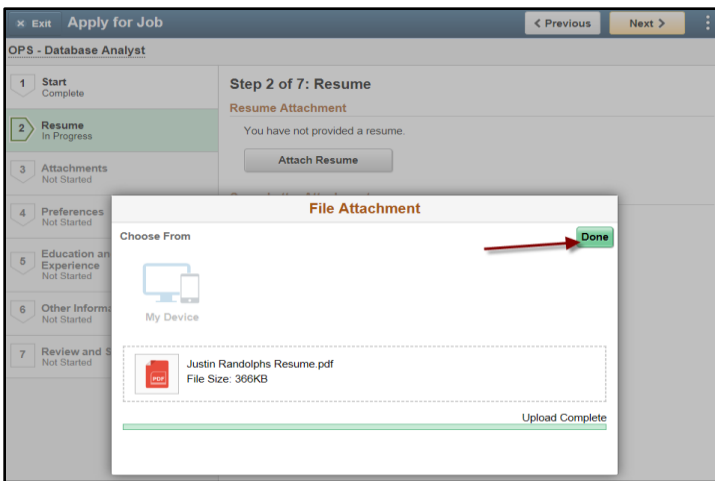
Check the "I agree to the Terms and Conditions" checkbox.



After agreeing to the "Terms and Conditions" click on "Next >" on the top right of the page to continue to the "Resume" section of the application.



Click “Next >” on the top right of the page to continue your application to the “Attachments” section of the application.



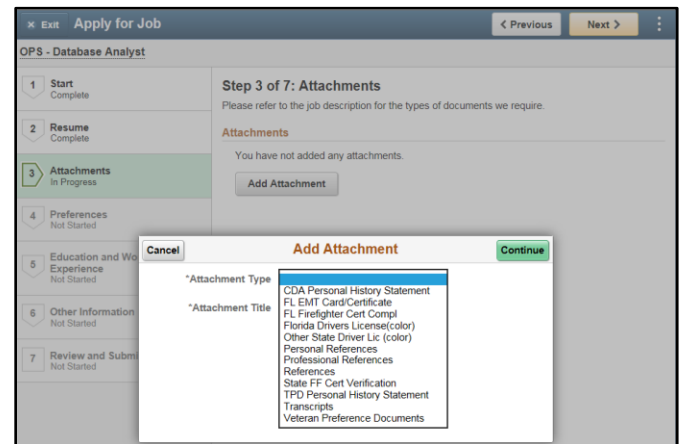
Step 3 of 7: Attachments

If applying for a job with the CDA, Police or Fire Departments, please confirm and verify that you have uploaded all necessary attachments in your application. The application will not be considered if this requirement is not met! Please contact the Human Resources department if there are any questions at (850)891-8214

NOTE: Attachment Title and the Attachment Type is required and will require input.

NOTE: The resume’ title is required, and it cannot be the same as previous “Resume’ Titles” attached to submitted applications. Resume’s and cover letters are optional and are not accepted in lieu of providing “work experience” on the application.

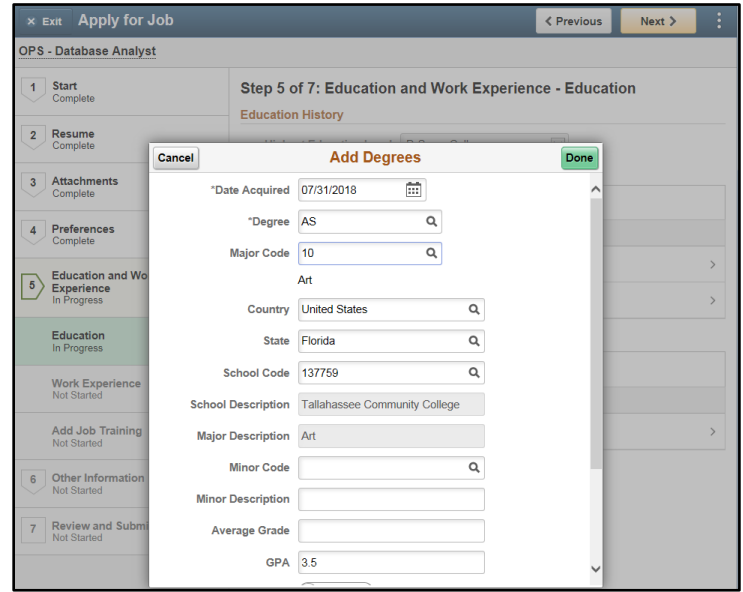
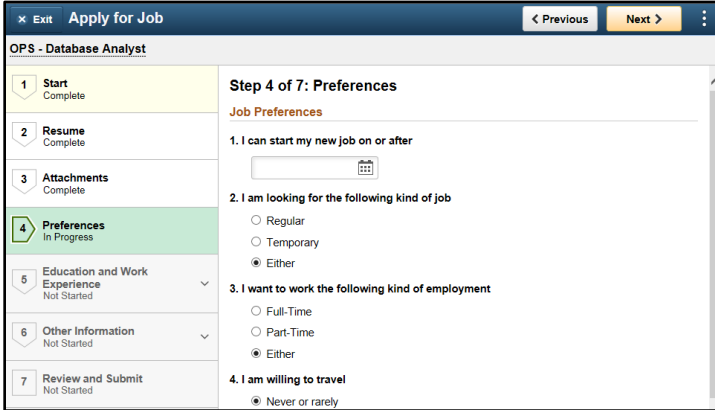
If you have uploaded the wrong resume’, then please click “change resume” and it will allow you to upload a different resume’. Deleting the previously uploaded version.



After uploading the necessary attachments click “Next>” on the top right of the page to continue your application to the “Preferences” section of the application.

Step 4 of 7: Preferences

An applicant can add “Preferences” on the application for the hiring manager to review. This section is optional.

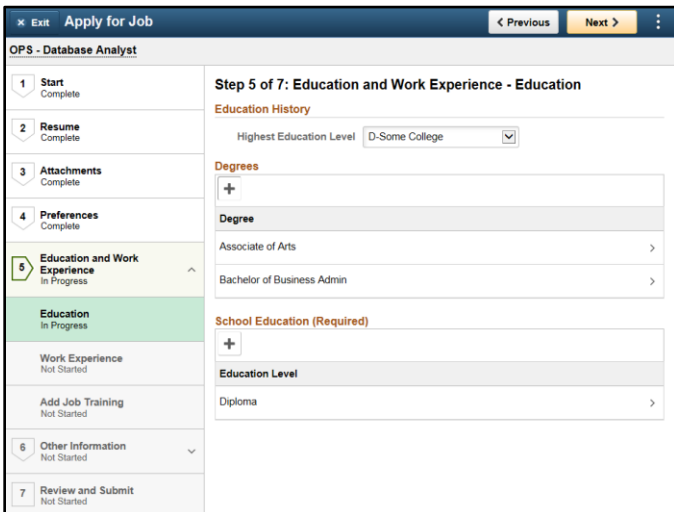


After optionally filling out the “Preferences” section. Please click “Next >” to continue to the “Education and Work Experience” section.

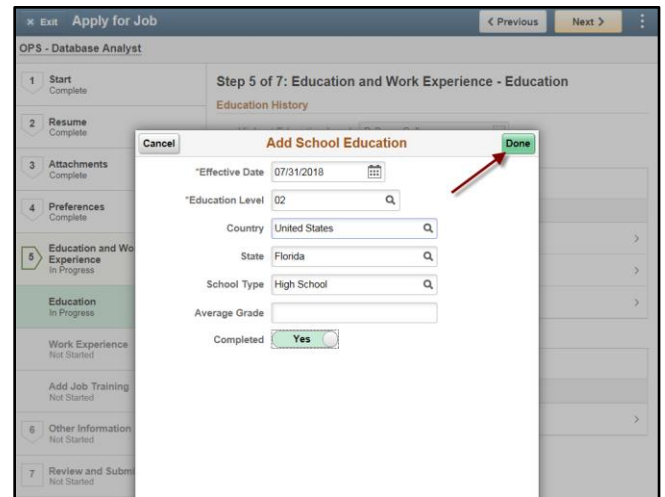
Step 5 of 7: Education and Work Experience

Click on the “+” to add any new/additional information to your application.

a) Education – Degree



b) Education - School Education (*required)



Click “Next >” when finished adding Education information to continue to the “Work Experience” section of the application.

c) Work Experience (*required)

Work experience is required and a “Resume” will not be accepted in lieu of completing this work experience section.

OPS - Database Analyst

Step 5 of 7: Education and Work Experience - Work Experience

Work Experience (Required)

Employer	Job Title	Start Date	End Date
Kentucky Fried Chicken	Cook/Cashier	10/15/2013	10/21/2014
Amazon, PRIMETIMEBUYING	CEO	06/15/2014	08/11/2016
ISNCORP	Undercover Operative	09/15/2014	01/18/2015
UTi Transport	VP of Sales	01/15/2015	06/01/2015
Bella Landscape and Design	Laborer	12/15/2015	08/11/2016
Tallahassee Community College	Lab Assistant	04/17/2016	08/11/2016
City of Tallahassee	TI Helpdesk Intern	08/14/2016	10/03/2016
City of Tallahassee	Technical Support Intern	10/03/2017	12/08/2017

Click “Next >” when finished adding “Work Experience” information to continue to the “Add Job Training” section of the application.

d) Job Training

Include any pertinent job training here.

OPS - Database Analyst

Step 5 of 7: Education and Work Experience - Add Job Training

Job Training

Course Title	School Name	Start Date
Workcenters	Oracle	07/22/2018
Ethics		12/07/2017
Gideon Taylor Training	Gideon Taylor	10/09/2017
Ethics (Online Refresher)		10/01/2017
Oracle UPK (User Productivit		08/23/2017
Microsoft Office Suite	Technology & Innovations	05/08/2017
Query Manager/SQL		04/03/2017
Ethics		03/23/2017
Ethics		03/23/2017
SharePoint Administration		10/24/2016
CNC LVL 1 + 2	Tallahassee Community College	01/11/2016
New Employee Orientation	Gideon Taylor	01/01/1900

OPS - Database Analyst

Step 5 of 7: Education and Work Experience - Work Experience

Work Experience (Required)

Add Work Experience

*Start Date: 07/01/2018
 End Date: 07/31/2018
 *Employer: City of Tallahassee
 *Ending Job Title: ERP Systems Analyst
 Supervisor: Joe Scarano
 Supervisor Email: Joe.Scarano@talgov.com
 Supervisor Phone: 850/555-1212
 OK to contact?: Yes
 Description: Analysis of ERP systems
 Country: United States
 Address 1: 300 S Adams Street

OPS - Database Analyst

Step 5 of 7: Education and Work Experience - Add Job Training

Job Training

Add Job Training

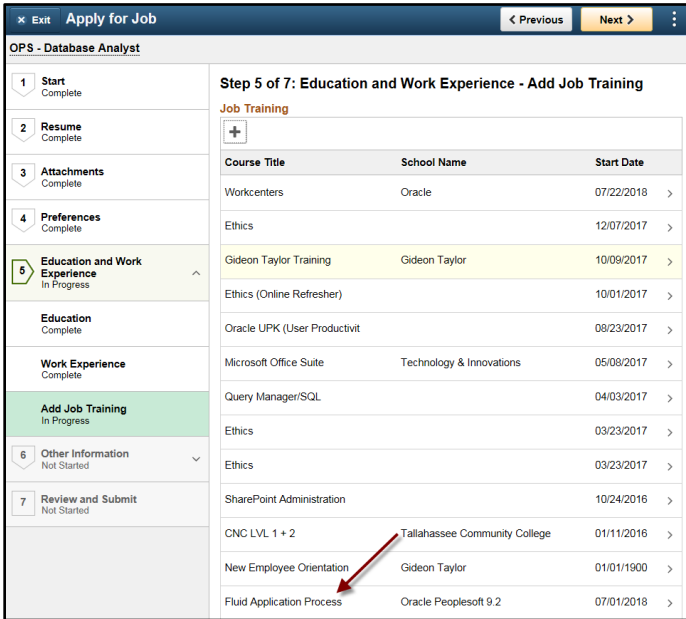
*Course Title: Fluid Application Process
 School Name: Oracle Peoplesoft 9.2
 *Course Start Date: 07/01/2018

OPS - Database Analyst

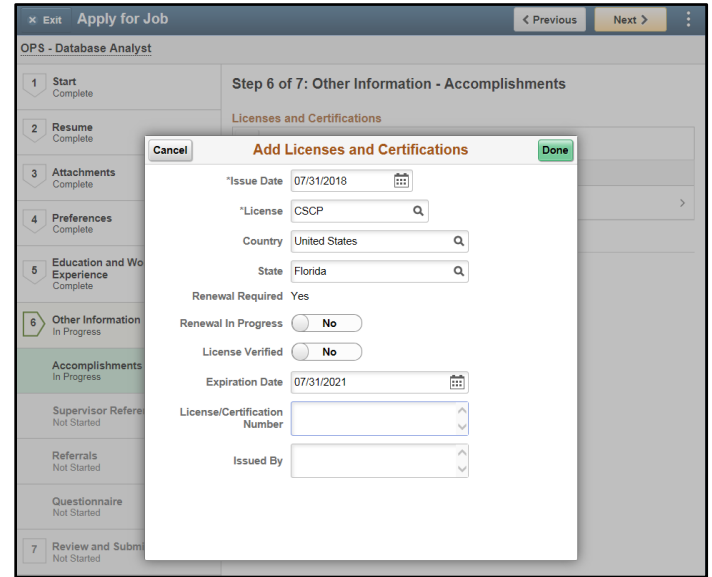
Step 5 of 7: Education and Work Experience - Work Experience

Work Experience (Required)

Employer	Job Title	Start Date	End Date
Kentucky Fried Chicken	Cook/Cashier	10/15/2013	10/21/2014
Amazon, PRIMETIMEBUYING	CEO	06/15/2014	08/11/2016
ISNCORP	Undercover Operative	09/15/2014	01/18/2015
UTi Transport	VP of Sales	01/15/2015	06/01/2015
Bella Landscape and Design	Laborer	12/15/2015	08/11/2016
Tallahassee Community College	Lab Assistant	04/17/2016	08/11/2016
City of Tallahassee	TI Helpdesk Intern	08/14/2016	10/03/2016
City of Tallahassee	Technical Support Intern	10/03/2017	12/08/2017
City of Tallahassee	ERP Systems Analyst	07/01/2018	07/31/2018



Course Title	School Name	Start Date
Workcenters	Oracle	07/22/2018
Ethics		12/07/2017
Gideon Taylor Training	Gideon Taylor	10/09/2017
Ethics (Online Refresher)		10/01/2017
Oracle UPK (User Productivt		08/23/2017
Microsoft Office Suite	Technology & Innovations	05/08/2017
Query Manager/SQL		04/03/2017
Ethics		03/23/2017
Ethics		03/23/2017
SharePoint Administration		10/24/2016
CNC LVL 1 + 2	Tallahassee Community College	01/11/2016
New Employee Orientation	Gideon Taylor	01/01/1900
Fluid Application Process	Oracle Peoplesoft 9.2	07/01/2018



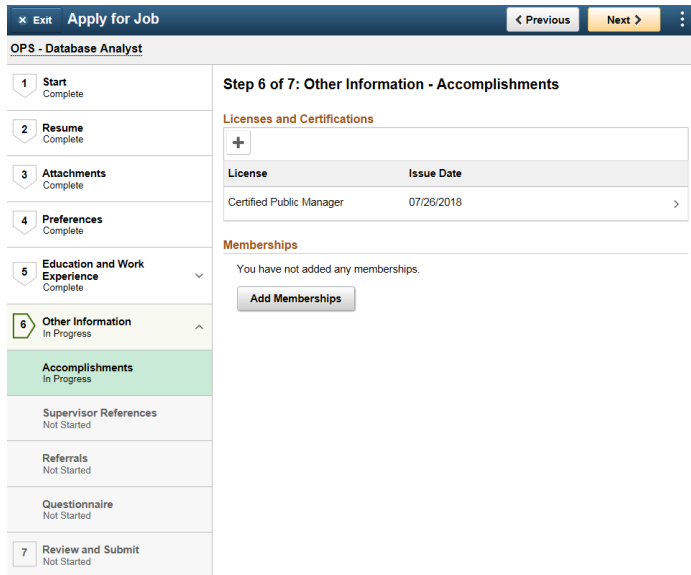
b) Memberships

If you hold a membership in an organization that is not listed on our application. Please contact Human Resources so we can add it to the system!

Click "Next >" when finished adding "Add Job Training" information to continue to the "Other Information" section of the application.

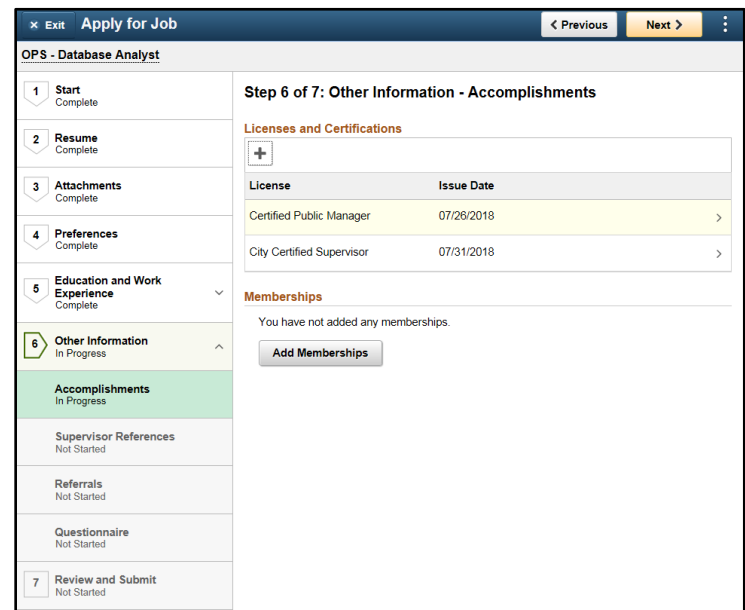
Step 6 of 7: Other Information – Accomplishments

a) Licenses and Certifications



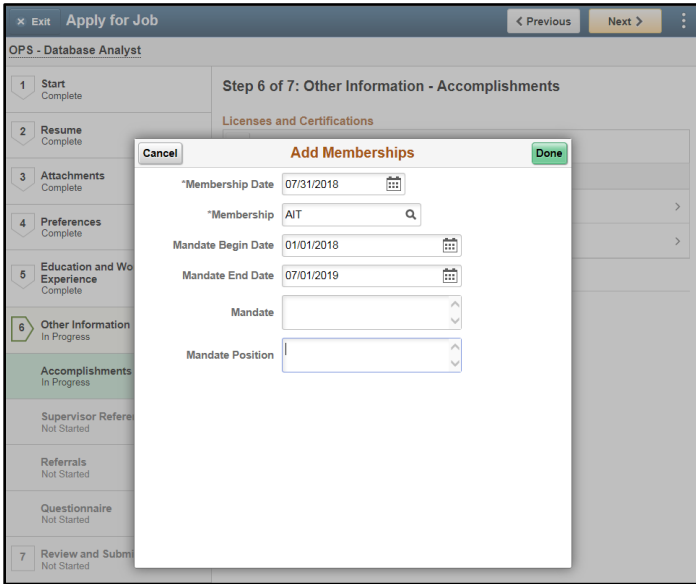
License	Issue Date
Certified Public Manager	07/26/2018

Memberships
You have not added any memberships.
[Add Memberships](#)



License	Issue Date
Certified Public Manager	07/28/2018
City Certified Supervisor	07/31/2018

Memberships
You have not added any memberships.
[Add Memberships](#)



Add Memberships

*Membership Date: 07/31/2018

*Membership: AIT

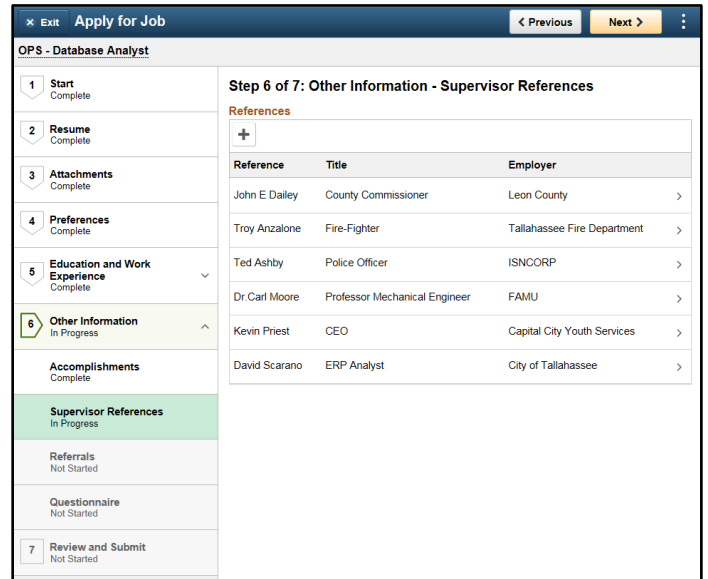
Mandate Begin Date: 01/01/2018

Mandate End Date: 07/01/2019

Mandate: [Dropdown]

Mandate Position: [Dropdown]

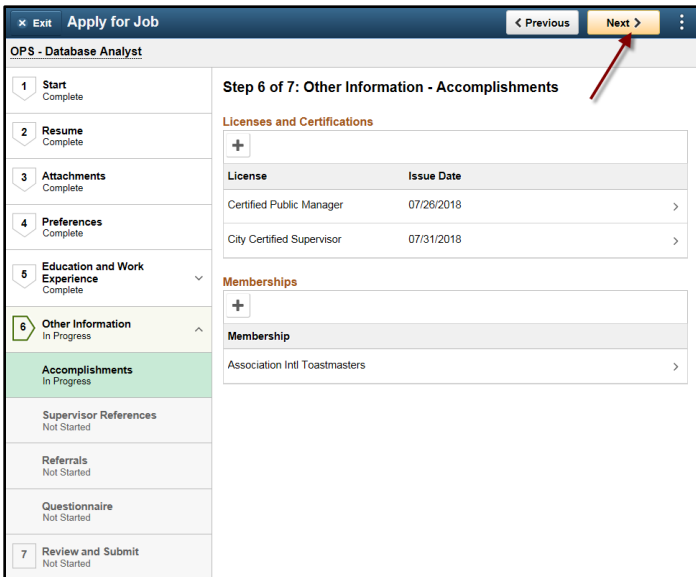
c) Supervisor References



Step 6 of 7: Other Information - Supervisor References

References

Reference	Title	Employer
John E Dailey	County Commissioner	Leon County
Troy Anzalone	Fire-Fighter	Tallahassee Fire Department
Ted Ashby	Police Officer	ISNCORP
Dr. Carl Moore	Professor Mechanical Engineer	FAMU
Kevin Priest	CEO	Capital City Youth Services
David Scarano	ERP Analyst	City of Tallahassee



Step 6 of 7: Other Information - Accomplishments

Licenses and Certifications

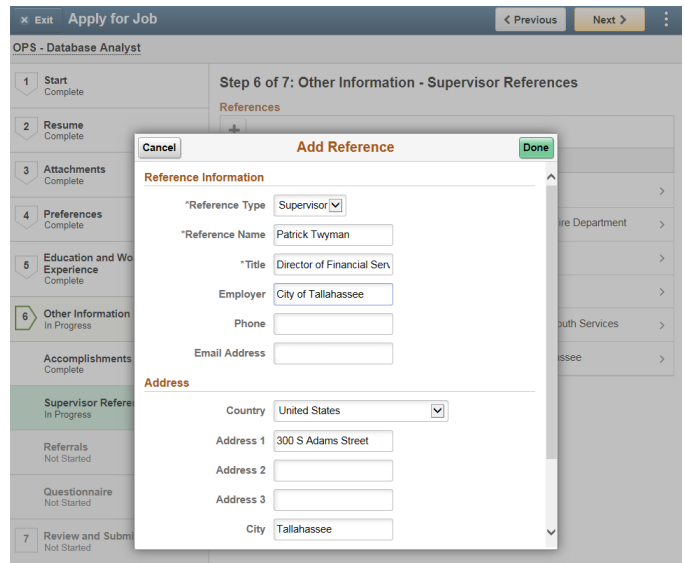
License	Issue Date
Certified Public Manager	07/26/2018
City Certified Supervisor	07/31/2018

Memberships

Membership
Association Intl Toastmasters

Next >

Click the “+” to add references to your application.



Add Reference

Reference Information

*Reference Type: Supervisor

*Reference Name: Patrick Twyman

*Title: Director of Financial Serv

Employer: City of Tallahassee

Phone: [Text Box]

Email Address: [Text Box]

Address

Country: United States

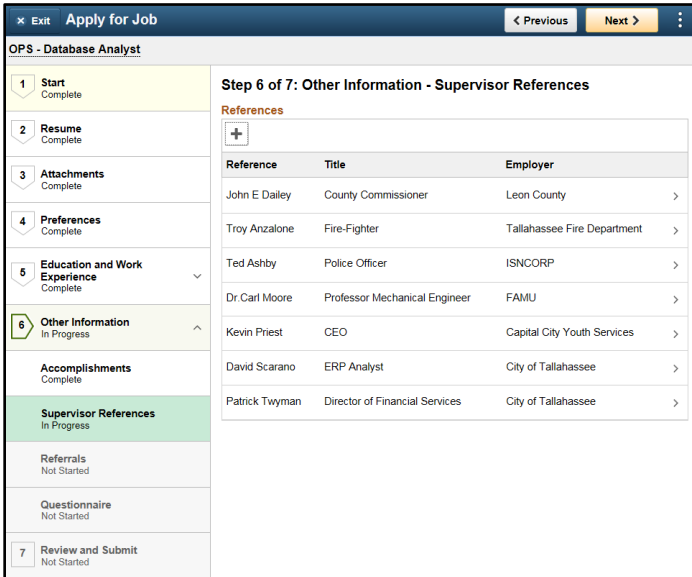
Address 1: 300 S Adams Street

Address 2: [Text Box]

Address 3: [Text Box]

City: Tallahassee

Click “Next >” when finished adding “Accomplishments” information to continue to the “Supervisor References” section of the application.



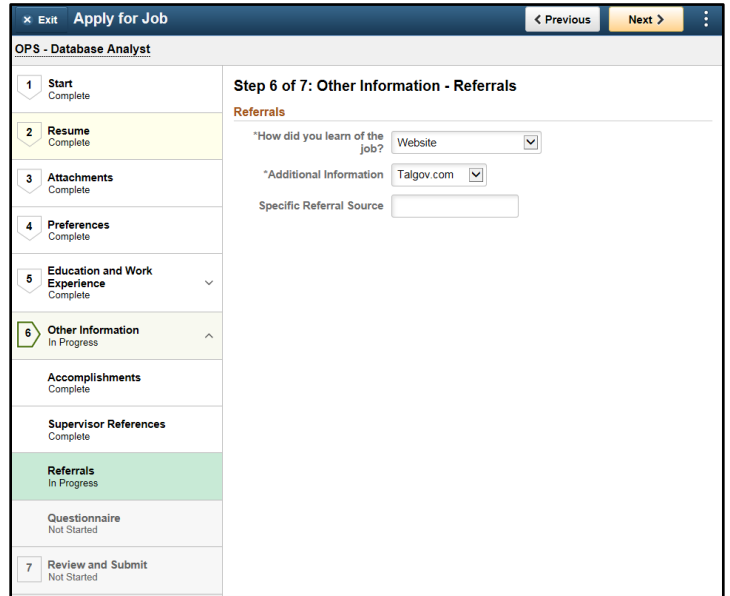
OPS - Database Analyst

Step 6 of 7: Other Information - Supervisor References

References

Reference	Title	Employer
John E Dailey	County Commissioner	Leon County
Troy Anzalone	Fire-Fighter	Tallahassee Fire Department
Ted Ashby	Police Officer	ISNCORP
Dr. Carl Moore	Professor Mechanical Engineer	FAMU
Kevin Priest	CEO	Capital City Youth Services
David Scarano	ERP Analyst	City of Tallahassee
Patrick Twyman	Director of Financial Services	City of Tallahassee

Progress bar: 1 Start Complete, 2 Resume Complete, 3 Attachments Complete, 4 Preferences Complete, 5 Education and Work Experience Complete, 6 Other Information In Progress, 7 Review and Submit Not Started.



OPS - Database Analyst

Step 6 of 7: Other Information - Referrals

Referrals

*How did you learn of the job? Website

*Additional Information Talgov.com

Specific Referral Source

Progress bar: 1 Start Complete, 2 Resume Complete, 3 Attachments Complete, 4 Preferences Complete, 5 Education and Work Experience Complete, 6 Other Information In Progress, 7 Review and Submit Not Started.

Click “Next >” when finished adding “Supervisor References” information to continue to the “Referrals” section of the application.

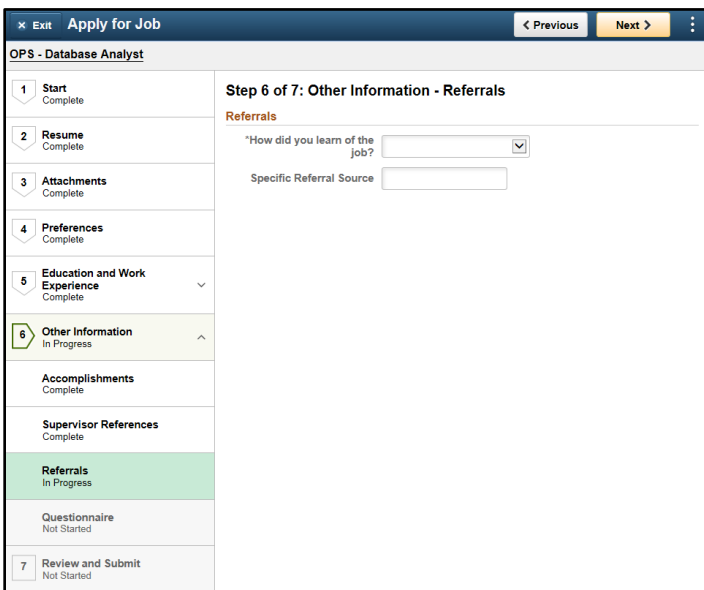
d) Referrals (*required)

Please provide how you learned about the job. If you were referred by an employee, website or recruiter please fill out this section of the application.

Click “Next >” when finished adding “Referrals” to the application to continue to the “Questionnaire” section of the application.

e) Questionnaire

Please answer all questions in the questionnaire.



OPS - Database Analyst

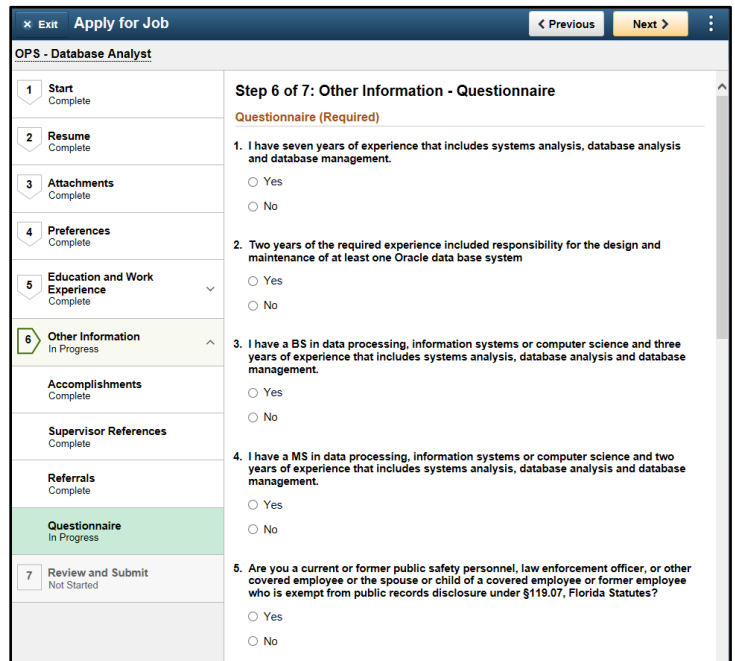
Step 6 of 7: Other Information - Referrals

Referrals

*How did you learn of the job?

Specific Referral Source

Progress bar: 1 Start Complete, 2 Resume Complete, 3 Attachments Complete, 4 Preferences Complete, 5 Education and Work Experience Complete, 6 Other Information In Progress, 7 Review and Submit Not Started.



OPS - Database Analyst

Step 6 of 7: Other Information - Questionnaire

Questionnaire (Required)

- I have seven years of experience that includes systems analysis, database analysis and database management.
 - Yes
 - No
- Two years of the required experience included responsibility for the design and maintenance of at least one Oracle data base system
 - Yes
 - No
- I have a BS in data processing, information systems or computer science and three years of experience that includes systems analysis, database analysis and database management.
 - Yes
 - No
- I have a MS in data processing, information systems or computer science and two years of experience that includes systems analysis, database analysis and database management.
 - Yes
 - No
- Are you a current or former public safety personnel, law enforcement officer, or other covered employee or the spouse or child of a covered employee or former employee who is exempt from public records disclosure under §119.07, Florida Statutes?
 - Yes
 - No

Progress bar: 1 Start Complete, 2 Resume Complete, 3 Attachments Complete, 4 Preferences Complete, 5 Education and Work Experience Complete, 6 Other Information In Progress, 7 Review and Submit Not Started.

Step 7 of 7: Review and Submit

Before submitting your application verify and confirm that all necessary documents are uploaded, and that the application is filled out in its entirety. Once an applicant clicks submit you can no longer edit the application information.

Note: If you need to modify information in any section before submitting the application you can either click directly on one of the numbered steps in the left-most column or click on a section from the Review and Submit page.

✕ Exit **Apply for Job**

[← Previous](#)
[Submit](#)
⋮

OPS - Database Analyst

<div style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> 1 Start Complete </div> </div> <div style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> 2 Resume Complete </div> </div> <div style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> 3 Attachments Complete </div> </div> <div style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> 4 Preferences Complete </div> </div> <div style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> 5 Education and Work Experience Complete ▼ </div> </div> <div style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> 6 Other Information Complete ▼ </div> </div> <div style="padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> 7 Review and Submit In Progress </div> </div>	<p>Review your application and make any changes before submitting.</p> <h3 style="margin-top: 10px;">Step 7 of 7: Review and Submit</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #f1f3f4; padding: 5px; border-bottom: 1px solid #ccc;"> <p style="margin: 0;">▼ My Contact Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Email</td> <td style="width: 30%;">Your.Email@Talgov.com</td> <td style="width: 30%;">Address</td> <td style="width: 10%;">300 S Adams St, Tallahassee, FL 32301</td> </tr> <tr> <td>Phone</td> <td>(850)891-5555</td> <td>Contact Method</td> <td>Email</td> </tr> </table> <p style="text-align: right; margin-top: 5px;">Modify</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Resume Attachment</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Cover Letter Attachment</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Attachments</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Preferences</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Education History</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Work Experience</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Job Training</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Degrees</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ School Education</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Licenses and Certifications</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Memberships</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ References</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="margin: 0;">▶ Referrals</p> </div> </div>	Email	Your.Email@Talgov.com	Address	300 S Adams St, Tallahassee, FL 32301	Phone	(850)891-5555	Contact Method	Email
Email	Your.Email@Talgov.com	Address	300 S Adams St, Tallahassee, FL 32301						
Phone	(850)891-5555	Contact Method	Email						

After submitting the application, you will be redirected to the application confirmation page below

Application Confirmation

🏠
🔍
⋮
🔒

You have successfully submitted your job application

Jobs Applied For

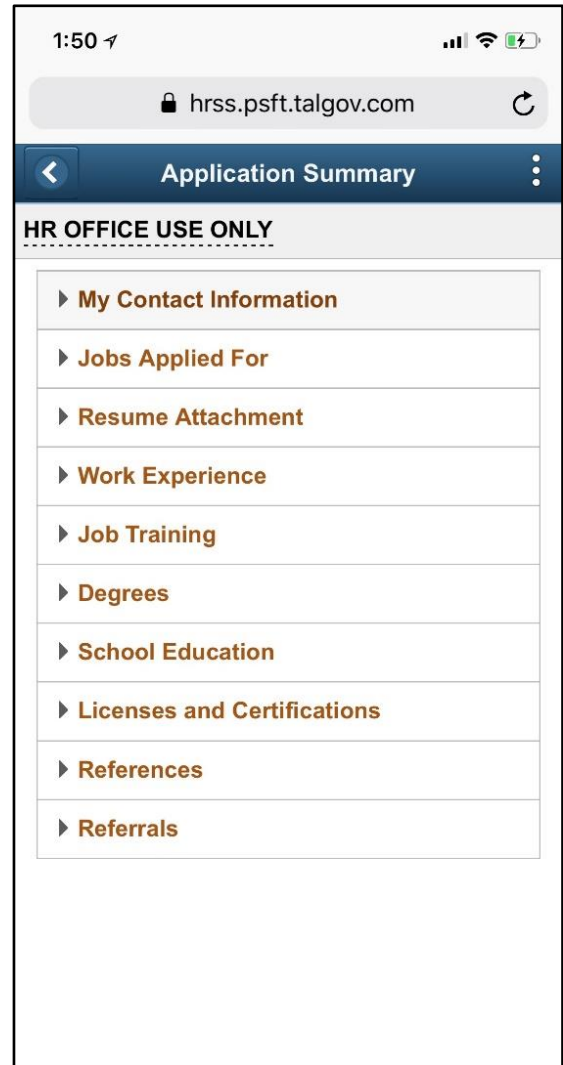
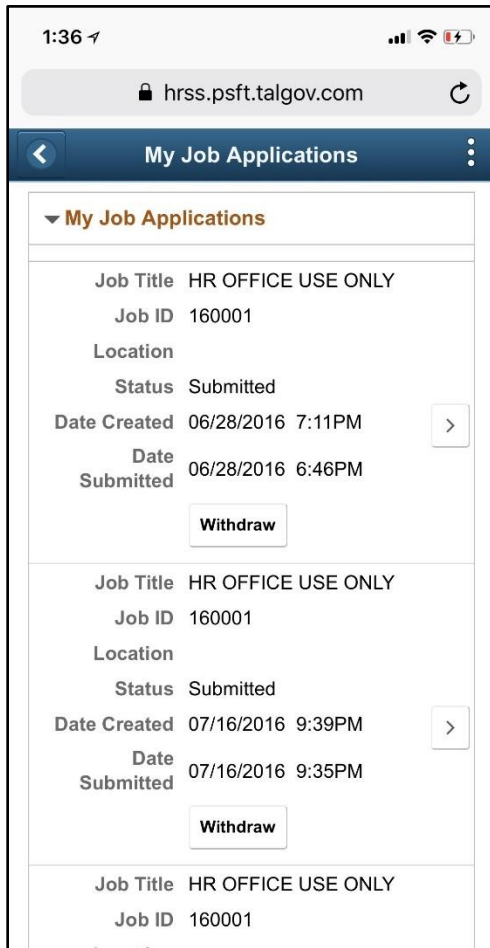
Job Title	OPS - Database Analyst	Posting Date	07/28/2018
Job ID	180340	Application Date	07/31/2018
Location	City of Tallahassee		

[🏠 Careers](#)

[📄 View Submitted Application](#)

Previously Submitted Job Applications

“My Job Applications” provides a historic view of all jobs that the applicant applied. Additionally, if you have saved an application in “Draft” status to complete later, you can come here to pick up where you left off, so long as the job opening is still “active”. Applicants can withdraw their application at any time.



Click on the any of the dropdown menus to view data that was contained within a previously submitted application.

To review a previously submitted applications details, click on the “[>]” on the “My Job Applications” page.

New User Registration

Already Registered? [Sign In Now](#)

[Register](#)

Account Information

*User Name

*Password

*Confirm Password

*First Name

*Last Name

*Email Address

*Phone

Address Information

*Country

*Address 1

Address 2

Address 3

*City

*State

*Postal

County

[View Terms and Conditions](#)

I agree to the Terms and Conditions