

**STATE OF MINNESOTA
BOARD OF WATER AND SOIL RESOURCES**

POSITION DESCRIPTION A

Employee's Name:

Position Control Number:

Division/Program: Minnesota Board of Water & Soil Resources

Activity:

Classification Title: State Program Administrator Principal

Working Title: Board Conservationist

Appraisal Period:

EMPLOYEE'S SIGNATURE / DATE

SUPERVISOR'S SIGNATURE / DATE

(position description accurately reflects my current job)

(position description reflects employee's current job)

POSITION PURPOSE

This position exists to provide technical and leadership assistance and implementation guidance to BWSR staff, soil and water conservation districts, watershed management organizations, cities, joint powers boards and watershed districts, counties and other grant recipients involved in preparing and implementing water quality and quantity restoration and protection project, practices and plans, including Total Maximum Daily Load (TMDL) reports, Watershed Restoration and Protection Strategies (WRAPS) reports and Comprehensive Watershed Management Plans developed through the One Watershed, One Plan (1WIP) program. This position provides fiscal oversight, technical training, administrative guidance, and planning assistance to local units of government involved in implementing local comprehensive water and land management programs.

Additionally, this position provides specialized technical assistance within a specific area of expertise on a regional or statewide basis as assigned. This position is also responsible for interagency coordination with the Minnesota Pollution Control Agency (MPCA), the Department of Agriculture (MDA), the Department of Natural Resources (DNR), the Department of Health (MDH) and other Local, State and Federal agencies necessary for BWSR to carry out its statutory responsibilities under M.S. Chapters 103 A, B, C, D, E, and the Clean Water Legacy (CWL) Act.

REPORTABILITY

Reports to: North Region Manager

Supervises: No supervisory authority over state employees. May supervise student interns.

DIMENSIONS

Budget: This position has a profound influence on local government annual budgets by making recommendations for allocations of grant funds within the assigned work area averaging \$3.5 million in 100 grants to 20 organizations. Work includes: grantee risk assessments, approval of the technical content of workplans, monitoring of grant progress, approval of grant installments, assistance in reconciliation of grants, and recommendations for fiscal penalties of up to 150 percent of the original grant amounts.

Clientele: The principal clientele of this position are the board members and employees of the grantees for which the Board of Water and Soil Resources has statutory responsibilities or provides funding. This includes task forces and committees that prepare and advise on comprehensive local water management plans and implementation activities. Secondary clientele include the associations that represent grantees, regional development commissions, regional staff of the Executive Branch water agencies, University of Minnesota, the USDA Natural Resources Conservation Service, the U.S. Army Corps of Engineers, and the Great Lakes Commission. Additional clientele include public, non-profit, and private interest groups, and members of the general public.

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:****Resp. No. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS****Priority % of Discretion Time**

- | Resp. No. | PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS | Priority | % of Time | Discretion |
|-----------|---|----------|-----------|------------|
| 1. | Implement and oversee the delivery of BWSR's authorities and responsibilities under the Clean Water Legacy Act so the policies of the Act and the Clean Water Land and Legacy funds appropriated to the agency are applied based on sound hydrologic principles, scientifically based water quality monitoring and assessment protocols, and scientifically proven best management practices to address water management issues, and are coordinated with the MPCA, DNR, MDA, MDH and other applicable agencies to protect natural resource and to ensure compliance with state law, rules, and guidelines. | A | 35 | A |

Tasks:

- a) Provide information, training, and consultation to local governments so that state programs are utilized to solve local water and soil management problems.
- b) Advance and target projects and project modifications to assist community achievement of comprehensive plan goals via consortiums of stakeholders on a major watershed basis.
- c) Work with potential grantees to develop grant proposals consistent with approved TMDLs, WRAPS or comprehensive local water management plans.
- d) Assist with annual RFP and application development process.
- e) Review and rank competitive grant applications based on their integration with state approved plans and other current criteria and make funding recommendations to BWSR regarding local government grants.
- f) Review and approve grant workplans and proposed amendments for consistency with established criteria and peculiarities of specific situations.
- g) Conduct required grant monitoring and assist in reconciliations for compliance checks of grantee implementation and oversee the implementation of recommendations.
- h) Note violations of state law, grant agreements, BWSR rule, or guidelines related to grant and state assigned programs; conduct investigations, develop corrective action plans, recommend fiscal or other penalties, and oversee implementation of recommendations.
- i) Review reporting information for technical accuracy and reasonableness to allow for programmatic performance review.
- j) Provide advice and assistance to participating agencies in the preparation and update of comprehensive local water plans under Minnesota Statutes Chapter 103B, revised watershed district plans under MS 103D, and SWCD comprehensive plans under MS 103C to incorporate available resource information, such as TMDLs, WRAPS and GRAPS.
- k) Review and present to BWSR Board for approval accelerated plan amendments or updates incorporating specialized water quality information in comprehensive local water management plans, and watershed district overall plans.
- l) Facilitate coordination meetings with local governments to refine their respective roles in cooperatively implementing water and soil management programs.
- m) Facilitate cooperation between all levels of government having expertise and/or jurisdiction within the work area in order to make the expertise and resources of federal, state, and local agencies available to the grantees to the greatest extent possible.
- n) Investigate complaints resulting from lack of coordination between state agencies and local governments.
- o) Inform and involve other BWSR staff in cooperative ventures.
- p) Work with other agencies to engage local organizations in the WRAPS and IWIP process with particular emphasis on the implementation planning and strategy formulation phase within major watersheds.
- q) Advise clean water specialists of issues that may influence larger basin scale or multi-major watershed scale.

POSITION

DESCRIPTION B

EMPLOYEE'S NAME:

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Resp. No. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

Priority % of Discretion Time

Performance Indicators:

- a) Maintain close contact with primary clientele in work area via phone calls, board meetings, office visits and through ongoing e-mail and post mail communications.
- b) Board programs are efficiently implemented by local governments within the work area or board conservationist is taking steps to improve grantee performance.
- c) Funding recommendations are provided to supervisor and grants specialist by established deadlines.
- d) Maintain current files containing all required information for BWSR programs.
- e) Requests for assistance or information are responded to within ten working days.
- f) Facilitates or assists with a minimum of two training events annually.
- g) Refers grantee requests for assistance to specialist as appropriate.
- h) Maintains an effective working relationship with staff and board members of soil and water conservation districts, watershed districts, counties, cities, Technical Service Area joint powers boards and other grantees within assigned work area.
- i) Grant monitoring and reconciliation work is completed per BWSR policy.
- j) Violations are resolved in accordance with BWSR policy in a timely manner and addressed through training.
- k) Regional Manager is kept informed of violations and status as corrective actions are taken to ensure compliance.
- l) Effectively uses eLINK database to approve grant applications, workplans, and required reporting.
- m) Elevates problems to regional manager when appropriate and issues are delivered to the Dispute Resolution Committee only after all local options have been exhausted.
- n) Convenes or participates in multi-agency staff meetings.
- o) Cooperative ventures between state and local governments are used to implement comprehensive local water management plans.
- p) Responses to legislative inquiries are made in a timely manner.

2. Oversee the development and implementation of statutorily mandated BWSR planning programs so that the resources of the state are properly managed through the efforts of local governments and other organizations utilizing state approved plans to access grant funds.

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Tasks:

- a) Initiate communications with local, state, regional and federal agencies, associations, and regional planning groups which result in coordinated work efforts on water and soil resource protection actions.
- b) Provide advice and assistance to counties and participating agencies in the preparation and update of comprehensive local water management plans under Minnesota Statutes Chapter 103B, revised watershed district plans under MS 103D, and SWCD comprehensive plans under MS 103C.
- c) Review draft plan amendments or updates, formulate staff recommendations, and present to BWSR North Region Committee for approval of county comprehensive local water plans, SWCD long range plans, and watershed district overall plans.
- d) Review and approve SWCD long-range plans per BWSR policy and statute.
- e) Draft board orders for plan approvals for use by the BWSR North Region Committee and Board.
- f) Interpret and provide training for rules developed by BWSR for local planning entities in work area.
- g) Provide input, information, knowledge, and expertise to program managers and the Board so that BWSR programs can be used to treat resource problems in multi-county areas.
- h) Inform grantees of emerging opportunities and assist their positioning, partnering, and planning to leverage financial, technical, and policy assistance.

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| Resp. No. | PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS | Priority | % of Time | Discretion |
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- i) Facilitate coordination opportunities with local governments to refine their respective roles in implementing water and soil management programs.
- j) Facilitate cooperation between all levels of government having expertise and/or jurisdiction within the assigned work area in order to make the expertise and resources of federal, state, and local agencies available to the grantees to the greatest extent possible.
- k) Investigate complaints resulting from lack of coordination between federal, state, and local governments.
- l) Inform and involve other specialized BWSR staff in cooperative ventures.
- m) Promote incorporation of targeted, prioritized and measurable outcomes for gauging the effect of management tactics on resources within the political jurisdiction and major watershed.
- n) Promote the involvement of other executive branch agency participation in local planning processes.

Performance Indicators:

- a) All local government resource management plans are reviewed by established deadlines, and amendments to plans are obtained within a reasonable time period.
- b) Reviews of local water management plans and watershed district plans ensure that plans are consistent with rule and statute and presentations to review committee are thorough and follow established procedure.
- c) Executive branch agencies exercise opportunity for plan input and integrate their operations with local opportunities spanning multiple resource management disciplines.
- d) Executive branch agencies exercise opportunity to participate in planning process and take advantage of review and comment process to further advance state resource management goals.
- e) Elevates problems to North Region Manager when appropriate.
- f) Convenes or participates in multi-agency staff meetings at least two times per year.
- g) Cooperative ventures between state and local governments are used to implement local water plans.
- h) BWSR Committee materials support discussion of matters before the Committee and draft Board orders accurately reflect the decisions of the Committee board members.

3. Direct, implement, and oversee the delivery of BWSR programs funded by sources other than the Clean Water Land and Legacy Amendment to protect natural resources and to ensure compliance with state law, rules, and guidelines.

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Tasks:

- a) Review grant applications, annual plan, web-reporting, and make funding recommendations to the BWSR regarding local government grants.
- b) Conduct required program closeouts and compliance checks of local government implementation of all BWSR programs within the work area and supervise the implementation of recommendations.
- c) Conduct required grant monitoring and reconciliations for compliance checks of grantees implementation and supervise the implementation of recommendations, such as corrective actions.
- d) Determine violations of state law, grant agreements, BWSR rule, or guidelines related to grant and state assigned programs; conduct investigations, develop corrective action plans, recommend fiscal or other penalties, and oversee implementation of recommendations.

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DESCRIPTION B

EMPLOYEE'S NAME:

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Resp. No. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

Priority % of Discretion Time

- e) Review reporting information for technical accuracy and reasonableness to allow for programmatic performance review.
- f) Review grant applications for consistency with BWSR rule and guidelines. Work with soil and water conservation districts to resolve incomplete applications or on-going reporting requirements.
- g) Provides notices of program related deadlines and application periods for clientele.
- h) Initiates and maintains contacts with associations and agencies to stay abreast of current trends and take advantage of new opportunities.
- i) Transfer information from other sources to clientele for use in promoting sound soil and water conservation programs.
- j) Provide information, training, and consultation to local governments so that BWSR programs are utilized to solve local water and soil management problems.
- k) Promote and assist grantees collaborative ventures.
- l) Facilitate coordination meetings with local governments to refine their respective roles in implementing water and soil management programs.
- m) Facilitate cooperation between all levels of government having expertise and/or jurisdiction within the work area in order to make the expertise and resources of federal, state, and local agencies available to grantees to the greatest extent possible.
- n) Investigate complaints resulting from lack of coordination between state agencies and local governments.
- o) Inform and involve other BWSR staff in cooperative ventures.
- p) Serve as lead staff contact to the Area 3 Technical Service Area joint powers board.
- q) Provide technical direction, provide access to state technical and financial assistance programs, provide technical review of state cost-share and water plan project proposals, and provide training to local units of government so that they complete and implement soil and water protection components of local water plans.

Performance Indicators:

- a) Maintain close contact with clientele in work area via phone calls, board meetings, office visits, and through ongoing e-mail and post mail communications.
- b) BWSR programs are efficiently implemented by grantees within the work area or board conservationist is taking steps to improve grantee performance.
- c) Funding recommendations are provided to the North Region Manager and grants specialist by established deadlines.
- d) Maintain current files containing all required information for implementing BWSR programs.
- e) All requests for assistance or information are responded to within ten (10) working days.
- f) Facilitate or help to facilitate a minimum of one formal training activity annually, in addition to any informal offerings.
- g) Responds to grantee requests for assistance or refers to appropriate specialist or program manager.
- h) Elevates problems to North Region Manager when appropriate and issues are delivered to the Dispute Resolution Committee only after all local options have been exhausted.
- i) Maintains an effective working relationship with staff and board members of soil and water conservation districts, watershed districts, counties, Technical Service Area joint powers boards and other grant recipients within assigned work area.
- j) Grant monitoring and reconciliation work is completed per BWSR policy.
- k) Grant violations are resolved in accordance with BWSR policy in a timely manner and addressed by providing training.
- l) North Region Manager is kept informed of violations and status as violators are brought into compliance.

POSITION

DESCRIPTION B

EMPLOYEE'S NAME:

PCN:

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| Resp. No. | PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS | Priority | % of Time | Discretion |
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- m) Effectively uses eLINK database to approve grant applications, workplans, and required reporting.
- n) Attends at least one MASWCD area meeting and one Technical Service Area Joint Powers Board meeting per year.

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| 4. | Undertake special projects and non-recurring research and program development work with local, state, regional and federal agencies, associations, and regional planning groups which result in coordinated work efforts on water and soil resource protection actions. | B | 10 | B |
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Tasks:

- a) Inform grantees of emerging opportunities and assist their positioning, partnering, and planning to leverage financial, technical, and policy assistance.
- b) Facilitate coordination meetings with local governments to refine their respective roles in implementing emerging water and soil management program opportunities.
- c) Participate in the planning and development of BWSR programs and develop applications and funding recommendations for program staff so that the resources of the state are properly managed.
- d) Participate as a member of staff work teams to retool BWSR programs and develop new resource-based program revisions as opportunities warrant.
- e) Consult with grantees within assigned work area which participate in or are impacted by BWSR programs so that their concerns are addressed in the development and implementation of state programs.
- f) Provide staff input, expertise and review of rules developed by the BWSR.
- g) Provide input, information, knowledge, and expertise to program managers and the Board so that BWSR programs can be used to treat resource problems in multi-county areas.
- h) Facilitate cooperation between all levels of government having expertise and/or jurisdiction within the work area in order to make the expertise and resources of federal, state, and local agencies available to grantees to the greatest extent possible.
- i) Investigate complaints resulting from lack of coordination between federal, state, and local governments.
- j) Inform and involve other specialized BWSR staff in cooperative ventures.

Performance Indicators:

- a) Communicates effectively with program staff and field staff via reports at staff meetings, e-mail updates, and phone calls so that accurate information is received and acted on in a timely manner.
- b) Provides correspondence to clientele and field staff relating program deadlines and application periods with sufficient lead time.
- c) Attends organization functions such as workshops, staff meetings, and conventions to keep updated on current trends in soil and water management.
- d) Participates on BWSR work teams and workgroups as assigned.
- e) Work team and workgroup assignments are carried out in a timely manner and deadlines are met.
- f) Contacts other staff prior to team meetings for input. Reports back on progress of work team efforts.

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| 5. | Conduct oversight, review performance, and provide situation-specific instruction for continuous improvement of the delivery system in exceeding minimum requirements for public transparency, citizen engagement, grant compliance, open meeting law compliance, and optimization of financial opportunities. | B | 10 | A |
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Tasks:

- a) Review annual reports of grantees; certify that reporting requirements mandated in statute, BWSR rule, or guidelines have been fulfilled.
- b) Provide alternative dispute resolution services and de-escalate conflicts between organizations involved with resource management issues by appearing at board meetings, public hearings, and strategic planning sessions of grantees.
- c) Represent BWSR and communicate agency positions at multiple local venues and regional meetings of clientele.
- d) Utilize results of performance review processes to recommend training to clientele and inform BWSR staff of potential opportunities.
- e) Conduct multi-grantee training in multiple venues including BWSR Academy; plus one-on-one training where individualized instruction is warranted to maintain the integrity of the delivery network.
- f) Mentor local government staff in better ways of engaging stakeholders, developing projects, writing grants, executing management plans, communicating with boards and stakeholders, and measuring their efforts and the effects of their efforts in producing outcomes.
- g) Develop BWSR recommendations for issuing a Notice of Deficiency when chronic underperformance is encountered and recommend sanctions when compliance is not forthcoming.
- h) Facilitate coordination meetings with local governments to refine their respective roles in implementing water and soil management programs.
- i) Resolve disputes by conducting fact-finding investigations and mediation sessions between grantees, landowners, and other agencies.

Performance Indicators:

- a) Maintain close contact with clientele in work area via phone calls, board meetings, office visits and through ongoing e-mail and post mail communications.
- b) Board programs are efficiently implemented by local governments within the work area or board conservationist is taking steps to improve grantee performance.
- c) Problem solving occurs at the local level whenever possible.
- d) Maintain current files containing all required information for implementing BWSR programs including Level I Performance Review and Assistance Program compliance.
- e) Participate in periodic Level II and III Performance Review and Assistance Program reviews and provide assistance to organizations which are not meeting performance expectations or objectives.
- f) Develop interim performance improvement agreements when needed and follow up on implementation.
- g) Develop Notices of Deficiency when appropriate for Board action.
- h) All requests for assistance or information are responded to within ten (10) working days.
- i) Facilitate or help to facilitate a formal training activity annually in addition to any informal offerings.
- j) Refers grantee requests for assistance to BWSR specialist as appropriate.
- k) Keeps BWSR specialist informed of issues that may ultimately lead to specialist involvement.
- l) Conflicts are identified before they become crises.

**POSITION
DESCRIPTION B**

EMPLOYEE'S NAME:

PCN:

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- m) Disputes are resolved before reaching the BWSR Board and BWSR Committee's when feasible.
- n) Respond to legislative inquiries in a timely manner.
- o) Elevates problems to North Region Manager when appropriate and issues are elevated to the Dispute Resolution Committee only after all local options have been exhausted.
- p) Attends at least one MASWCD Area meeting and Technical Service Area Joint Powers Board meeting per year.

6. Understands uses and follows internal BWSR systems, policies, administrative procedures, and pursues professional development. A 5 A

Tasks:

- a) Files time and expense reports via the state electronic reporting system by established deadlines.
- b) Completes monthly activity reports by designated date.
- c) Uses voice mail and/or email to keep clients abreast of schedule.
- d) Completes other duties as assigned by the North Region Manager.

Performance Indicators:

- a) Files time reports, expense reports, monthly activity reports, and board member updates according to established schedule.
- b) Uses e-mail and word processing programs to communicate effectively with internal and external clientele.
- c) Keeps Outlook schedule up-to-date.
- d) Completes training as recommended or assigned by suggested deadlines.
- e) Participates in at least one professional development opportunity annually.
- f) Other duties assigned by North Region Manager are completed correctly and by established deadlines.

POSITION

DESCRIPTION C

EMPLOYEE'S NAME:

PCN:

NATURE AND SCOPE (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)

This position reports to the North Region Manager. The supervisor provides general guidance, adjusts priorities, and approves work plans and changes. Direction of BWSR programs comes from the specific program manager through the supervisor. Communication is maintained by frequent informal communications, regularly scheduled field staff meetings, written reporting, periodic review of work plans, and written requests from higher authority. In the assigned area of emphasis, the employee will represent the needs of the entire regional staff. Effective communication between program staff and other field staff is essential. The priority activities of this position deal with coordination among a variety of grantees; therefore, the employee is expected to establish and maintain a strong liaison function with grantees as well as the state and federal agencies who have interests and/or authorities in comprehensive local water management planning and land and water resource protection and restoration.

KNOWLEDGES, SKILLS AND ABILITIES

The employee must have academic training and experience in soil and water conservation, hydrology, watershed management, water quality practices, land use planning, or related technical fields. This position must also have knowledge of, and preferably experience in, the structure, organizational procedures and inter-organizational dynamics of local, regional, state, and federal government and their boards, commissions, agencies, and affiliated associations. The employee must have good oral and written communication skills that include the ability to explain technical matters to the staff and officials of grantees, as well as the general public. It is essential that the employee be self-motivated and able to work independently. The employee must also possess negotiation, mediation, and interpersonal management skills to resolve personnel and interagency conflict.

PROBLEM SOLVING AND CREATIVITY

Key problem solving areas of this position are related to the need to evaluate technical data or processes and applying them to the policy making process of grantees. The employee must be able to assess the capability of local government and agencies to address natural resource problems and bring together these capabilities to solve problems. Because of the diversity of federal, state, regional, and local agencies dealing with water and related land management in Minnesota, it is likely that program or policy directions taken in support of a given action will impact programs and/or policies of several other agencies or grantees. Strong communication links with all groups are critical and there are opportunities for innovation and creativity in establishing these links. Employee must use knowledge of existing management programs to "tailor" solutions to existing resource problems and work with all affected government units to achieve a solution. Interpersonal relations, interagency conflicts and program compliance are specific areas where employee is expected to analyze problems, formulate solutions, and resolve or create opportunities for constructive solutions. Where problems are unique or require change of BWSR policy, the employee will request direction from the supervisor.

FREEDOM TO ACT

Employee has the freedom to act within the framework of existing BWSR policies, rules and procedures. Frequent oral reports to the supervisor or various program managers are intended to be informative after implementation decisions are made. Written reports are submitted to the supervisor on a regular basis or as requested. Specific projects or problems will require oral reporting to the supervisor. Employee has the discretion to interpret BWSR policies and to request clarification through supervisor or specialist as needed. Since the employee may operate from a location removed from the supervisor, adjustments to work schedules to accomplish changing program needs may need to be taken without the benefit of the supervisor's consultation.

