

Employee's Name: TBD

Position Control Number: 01114108

Agency/Division: MN Board of Water & Soil Resources

Activity:

Classification Title: State Program Administrator Principal

Working Title: Wetland Mitigation Specialist

Prepared By: Ken Powell & Tim Smith

Appraisal Period: to

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**EMPLOYEE'S SIGNATURE/DATE**

**SUPERVISOR'S SIGNATURE/DATE**

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

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**POSITION PURPOSE**

This position exists to provide statewide support for wetland mitigation associated with the Wetland Conservation Act (WCA) and partner programs, including the agricultural wetland bank. This position will provide technical assistance for the inventory, evaluation, and establishment of potential wetland banking sites, coordinate banking initiatives across the state and lead outreach efforts to identify and establish wetland banking sites. The position will coordinate with other partner agencies including, but not limited to the U.S. Army Corps of Engineers (Corps) and the Natural Resource Conservation Service (NRCS) to facilitate the cooperative review and approval of wetland banking proposals. The position also serves as a liaison for the Board of Water and Soil Resources (BWSR) with the public and other government and private groups and organizations that interact with and/or are affected by wetland mitigation and associated regulatory and compliance programs. The position will primarily serve the southern and northwestern portions of the state associated with the Prairie Parkland ecological province.

**REPORTABILITY**

Reports to: Wetland Banking Coordinator

Supervises: None

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**DIMENSIONS**

Budget:

This position contributes, upon request by the supervisor, to the preparation and management of budget items necessary to perform assigned duties including information relating to training, equipment procurement, oversight, assessment, grants, restoration activities, and agency initiatives.

Clientele:

Landowners; local government unit staff; federal and state government agency representatives; and various private groups and organizations involved in and affected by regulatory and compliance programs involving a wetland mitigation component. This position works with other BWSR staff to coordinate the review and approval wetland mitigation sites and projects.

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**POSITION****DESCRIPTION C****EMPLOYEE'S NAME:****PCN:****1. Lead and support the development, review and use of wetland banks.**

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**TASKS**

- a) Coordinate with private landowners and private interest groups to inventory, identify, evaluate, and prioritize potential wetland bank sites.
- b) Evaluate potential wetland bank sites by completing technical analyses including functional assessments, offsite and onsite wetland determinations, and cropping history evaluations, as applicable.
- c) Assist applicants in the preparation of wetland bank application materials.
- d) Provide technical and policy guidance to technical evaluation panels (TEPs) engaged in the review and use of wetland banks.
- e) Prepare written documentation associated with wetland bank application reviews including technical reports, correspondence, and memoranda. Maintain complete and accurate records of agency involvement associated with wetland banking.
- f) Lead outreach efforts to inform, educate, and promote the wetland banking program.

**PERFORMANCE INDICATORS**

- a) Consistent and accurate tracking of review and development activities for wetland banks in assigned work area.
- b) Banking applications are reasonably complete and address relevant eligibility requirements.
- c) Wetland bank-related approvals are technically sound and result in self-sustaining wetland banks.
- d) Review comments and recommendations are professionally and technically sound, well-documented, and consistent with applicable state and federal policy and rules.
- e) Appropriate wetland bank sites are identified within timelines set by supervisor and/or as dictated by contracts and grant agreements.
- f) The position results in an increased number of wetland bank sites and credits approved for use to satisfy mitigation requirements of wetland regulatory programs.
- g) Working relationships are developed and maintained with partner agencies and private interest groups.
- h) Knowledge of wetland banking issues is maintained and applicable policies and rules are appropriately interpreted.

**2. Liaison between BWSR and other agencies for wetland banking programs.**

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**TASKS**

- a) Coordinate review of potential banking sites with partner agencies as applicable.
- b) Assist and educate BWSR staff and other agency staff involved in the review and approval of wetland banking projects.
- c) Coordinate with partner agencies to improve upon and develop new policies and procedures related to the wetland banking program.
- d) Work cooperatively with project sponsors, local governments, and other agencies to resolve complex issues related to wetland banking in accordance with state and federal rules and policies.
- e) Facilitates interagency meetings and conference calls in support of BWSR wetland banking programs.
- f) Provide necessary data and information for grant reporting and assist in the development of required grant reports as needed.

**PERFORMANCE INDICATORS**

- a) Wetland bank-related approvals are completed in a timely manner.

- b) Wetland bank-related findings and approvals are reasonably consistent between WCA and other programs.
- c) Communication is efficient and effective on projects where assistance is provided by the banking specialist.
- d) Responds to requests for assistance in a timely manner.
- e) Knowledge of BWSR program among external partners is increased/improved as a result of coordination conducted by banking specialist.
- f) Process improvement measures including lessons-learned case studies, staff guidance, and standard operating procedures are completed to improve program efficiency and interactions with external agencies.

**3. As applicable, coordinate requests for proposals and easement sign-up initiatives to facilitate the development of wetland banks.**

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**TASKS**

- a) Assist the Wetland Banking Coordinator in the drafting, review, and preparation of application/sign-up materials.
- b) Develop evaluation criteria and lead other BWSR staff in the review of wetland bank proposals.
- c) Proactively inventory and identify potential wetland banking sites and promote RFP initiatives.
- d) Prepare findings and recommendations for Wetland Banking Coordinator regarding funding of wetland banks
- e) Communicate orally and in writing with applicants.
- f) Assist in the development of contracts and agreements for selected wetland bank proposals.

**PERFORMANCE INDICATORS**

- a) BWSR proposals for wetland bank applications are scheduled and initiated to maintain a steady supply of credits in the wetland banking system and accurately respond to identified needs in the state.
- b) Application and sign-up materials are clear and consistent.
- c) Proposals are appropriately evaluated and ranked based on identified criteria.
- d) Applicants are fairly treated and believe selection process was fair and objective.

**4. Conduct outreach and training opportunities for agency staff, landowners and mitigation bankers and consultants.**

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**TASKS**

- a) Identify training needs and opportunities for internal staff and external stakeholders and develop training proposals for management review and approval.
- b) Plan, facilitate and conduct technical and administrative wetland training.
- c) Effectively communicate new issues and initiatives to BWSR staff and others through organized meetings, e-mails, and other means.

**PERFORMANCE INDICATORS**

- a) Contributes to staff development through identification and implementation of training.
- b) Organizes and implements successful internal and external training events with positive feedback from participants.
- c) Internal communications are well documented, professional and clear.
- d) Internal and external coordination on wetland banking is improved as a result of training events and internal communications.

**POSITION  
DESCRIPTION C**

**EMPLOYEE'S NAME:**

**PCN:**

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

**RELATIONSHIPS**

This position reports to the Wetland Banking Coordinator but must interact with many BWSR staff including, but not limited to the Wetland Section Manager, Wetland Conservation Act Operations Coordinator, assistant directors, wetland mitigation specialists and assistants, other wetland specialists, technical services staff, monitoring staff and office administrative assistants. In addition to LGU and SWCD staff and board/council members, the employee must interact extensively with staff from other agencies including USACOE, DNR, watershed districts, watershed management organizations, the Natural Resource Conservation Service, the Farm Service Agency, Minnesota Pollution Control Agency and others. The banking coordinator provides general guidance, occasionally assigns special projects, and adjusts priorities. Communication with the supervisor is maintained by informal conversations and evaluation of the position's on-going work plan. This position requires considerable oral and written communications with BWSR staff, local government officials and staff, other state and federal agencies, and the public.

**KNOWLEDGES, SKILLS AND ABILITIES**

The employee must have academic training and experience in ecological principals related to wetland science as well as demonstrated understanding and familiarity with wetland delineation, mitigation and banking in Minnesota or similar landscapes. The employee must also have direct professional experience working with wetland regulatory/compliance programs, preferably in Minnesota or similar landscapes. It is essential that the employee have excellent oral and written communication skills which include: the ability to explain complex technical, political, and fiscal matters to the public; the ability to present, discuss, and explain controversial matters in a professional manner, and the ability to conduct effective training through speaking and demonstration. It is essential that the employee be able to work independently without close supervision and have good human relations skills. The employee must have a conceptual understanding of the role of government and regulatory programs. Preferably, the employee will have expertise in one or more technical fields related to wetland science including vegetation, soils and hydrology. The employee must have or develop and subsequently maintain technical competency in all aspects of wetland delineation and functional assessment. Preferably, the employee will have a demonstrated ability to form and maintain professional partnerships related to meeting common goals and objectives.

**PROBLEM SOLVING AND CREATIVITY**

Key problem solving areas for this position are related to coordinating wetland regulatory activities between the private sector, State employees, Federal employees and local governments. The employee must have the ability to apply scientific principles and statutory authorities to tailor solutions or develop new approaches to resolve issues related to the WCA. Employee must be able to recognize conflict and apply appropriate dispute resolution techniques to resolve the situation and achieve program mandates and objectives. Where problems are unique or require policy change, the incumbent will seek direction from the supervisor.

**FREEDOM TO ACT**

Within established policy guidelines, the position has a high level of independence and freedom to act in areas related to the fulfillment of job responsibilities. This position has the authority to work directly with clientele and to independently solicit input from BWSR staff, state and local agency officials, and private sector or academic expertise as needed. This position will be expected to advise the supervisor of emerging issues and work activities and discuss policy implications of work activities with the supervisor and/or other managers as necessary.