

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

POSITION DESCRIPTION A

Employee's Name:

Division/Program: Conservation Easement Section

Classification Title: State Program Administrator - Intermediate

Prepared By: Sharon Doucette

Position Control Number:

Activity: Easement Program Administration

Working Title: Assistant Program Analyst

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

The position provides data management, budgeting, fund management and reporting information for the Conservation Easement Section. The incumbent participates in program analysis and administration including recommending policies and procedures, data analysis, and review of program related expenditures. The incumbent assists in formulating Outdoor Heritage Fund proposals, accomplishment plans, and status reports, and is also involved with activities for other funding, including the Environment and Natural Resources Trust Fund and the Clean Water Fund.

REPORTABILITY

Reports to: Conservation Easement Section Manager

Receives work direction from Program Analyst

Supervises: No direct supervision.

DIMENSIONS

Budget: Easement acquisition exceeds \$50 million per year for new easements. This position promotes the utilization of easement program funding in an effective and timely manner.

This position participates in the analysis of budgets and makes recommendations regarding program funding. The position is also responsible for reconciling programmatic funding records against SWIFT accounts.

Clientele: Agency staff, Landowners, Soil and Water Conservation Districts, Public

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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1. Assists in developing recommendations on aspects of budgeting, data and fund management of BWSR RIM easements. This includes use of the RIM database, SWIFT Data Warehouse Reporting, use and reconciliation of SWIFT balances, and coordination with BWSR staff related to fund and data management.

Tasks:

- a) Analyze program data. Assist in developing reports that accurately and meaningfully reflect program statistics and trends. These reports are used for legislative, agency, and program specific purposes.
- b) Provide data and analysis for program accomplishment plans, progress reports, and final reports. Identify easement data and fund issues of concern and recommend a course of action to resolve the situation. This will often involve coordination with staff members.
- c) Recommend new policy or changes to existing policies and procedures so that easement programs are appropriately administered and evolve to stay current with clientele needs.
- d) Reconcile RIM Database reports with actual SWIFT figures.
- e) Update and maintain internal spending tools including section appropriation budgets and project calculators with the Program Analyst.

2. Verify easement related documents for processing so that all payments are processed through the state accounting system (SWIFT) in accordance with applicable state laws and policies.

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Tasks:

- a) Verify validity of easement documents requesting payment as received from clientele. Obtain approvals where needed.
- b) Reconcile, investigate and correct errors, problems and inefficiencies in the processing of vendor payments working with supervisors, contract managers, and individual vendors.
- c) Identify and research the error or problem transaction and determine cause. Recommend solutions to solve current problem and also changes to prevent the reoccurrence of the error or problem. Work with staff to process the necessary corrections or adjustments.
- d) Communicate payment policy to local partners.

3. Assist in developing and monitoring individual programmatic spending plans based on appropriation law.

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Tasks:

- a) Under the direction of the Program Analyst, prepare internal programmatic spending plans for individual appropriations.
- b) Maintain consistency between SWIFT and funding source budgeting categories.
- c) Monitor expenditures against individual spending plans to ensure spending stays within budget categories.

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:**

Resp. NO.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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4. Monitor Easement Section employee time tracking and prepare summary reports. B 10 A

Tasks:

- a) Advise staff on policies and guidelines for proper time reporting to meet agency parameters.
- b) Prepare quarterly time tracking reports for Easements section and submit reconciled data for Engineering staff to Engineering Section Manager.
- c) Reconcile, investigate and correct errors and issues between Easement Section time tracking reports and SWIFT personnel expenditures.
- d) Communicate issues to section and agency leadership and recommend solutions.

5. Provide information for required financial reporting. B 5 A

Tasks:

- a) Generate reports detailing encumbrances and expenditures by appropriation using SWIFT reporting tools, Crystal reports and/or SWIFT data warehouse reporting.
- b) Reconcile reports with Easement Database, accomplishment plans and other data sources.
- c) Categorize and arrange information for interim and final reports.

6. Coordinate Easement section contracts

Tasks:

- a) Work with BWSR Contracts Coordinator to prepare contract documents for Easement Section projects requiring contractual agreements with partners.
- b) Administer Master Joint Powers Agreements with SWCD partners.
- c) Initiate work orders for easement acquisition and technical assistance. This requires coordination with agency fiscal staff and SWCD partners.
- d) Review work orders at completion of project and approve or deny requests for payment.
- e) Provide partners with contract guidelines and review documents, attachments, and invoices and communicate necessary changes to meet contract standards and parameters.
- f) Work with fiscal staff and MMB staff to ensure compliance for all contracting requirements.

POSITION**DESCRIPTION C****EMPLOYEE'S NAME:****PCN:** 01117448

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

This position is a member of the BWSR Conservation Easement section, reporting to the Section Manager and taking work direction from the Program Analyst.

This position requires excellent communication skills to deal with a variety of individuals inside and outside the agency. These include Departments of Administration and Finance (MMB), BWSR staff including staff from Easements, Fiscal and Engineering, and local partners. The incumbent must be able to maintain confidentiality of information.

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of bookkeeping and generally accepted accounting principles is required, along with knowledge of State of Minnesota accounting policies. The incumbent must have the ability to deal effectively with people. The incumbent must have a sound knowledge of the obligation, expenditure and reporting processes of the State of Minnesota and specifically the fiscal system SWIFT and associated software, i.e., Crystal Reports and OBIEE data warehouse. Advanced knowledge of spreadsheet software, primarily Microsoft Excel, is required. Good communication skills, both oral and written, are necessary. The position also requires computer skills, operating knowledge of word processing software and the ability to use computerized scheduling. This position requires self-motivation and resourcefulness. The individual must be able to work with limited supervision and exercise independent judgment. The incumbent must possess public relations skills, the ability to work on multiple job assignments, versatility, and the ability to perform effectively under pressure. Technical skills and abilities necessary for this position include the operation of personal computer programs, applications, and networks.

PROBLEM SOLVING AND CREATIVITY

The incumbent must have the ability to analyze and interpret program data utilizing spreadsheets, databases and other electronic means to effectively and accurately summarize and present data. The incumbent must be able to identify data and funding issues of concern, and under the direction of the Program Analyst, assist in developing and implementing solutions.

FREEDOM TO ACT

Under the direction of the Program Analyst, the incumbent has the freedom to act as required to properly process agency financial obligations as established by State policy. This position also has the freedom to supply managers and supervisors with information related to expenditures and account balances. The position has freedom of operation on a day-to-day basis and reports to the Conservation Easement Section Manager and takes work direction from the Program Analyst.