

Minnesota Board of Water and Soil Resources

Position Description

Employee Name:

Position Control Number:

Classification Title: SPA Coordinator

Working Title: Wetland Mitigation Consultant

Division: Programs and Policy Development

Section: Wetlands

Prepared by: Les Lemm, Wetlands Section Manager

Acknowledgement that this Position Description accurately reflects the current job:

Employee

Date

Supervisor

Date

PART A: *Fundamentals*

1. Position Purpose

Develop, coordinate, and advise on wetland mitigation programs and processes under the State Wetland Conservation Act (WCA), including the State Wetland Bank, the In-Lieu Fee (ILF) wetland mitigation program, the Wetland Banking Database, and the Local Government Road Wetland Replacement Program. This position contributes to the planning, administration, and evaluation of all components of these programs.

2. Reportability

Reports to: Wetlands Section Manager

3. Dimensions

Budget: This position assists in the preparation and management of budget items as necessary related to assigned duties, including providing advice on the utilization of approximately five to 20 million-dollar biennial appropriations for the wetland banking, ILF, and Local Government Roads Wetland Replacement Programs. This position also provides direction and policy recommendations relating to wetland mitigation fees and establishing the cost of wetland credits available for sale to public transportation authorities and for sale under the ILF. Annual collections of wetland mitigation fees average nearly one million dollars.

Clientele: Wetland Bank Account owners, county engineers, public works directors, supervisors and staff of soil and water conservation districts; managers and staff of watershed districts; county commissioners and staff; federal and state government agency representatives; BWSR staff; landowners; and various private groups and organizations involved in, and affected by, wetland banking programs, policies and activities.

PART B: *Principal Responsibilities, Tasks, and Performance Indicators*

- 1. Provide leadership for the development and implementation of the State's wetland mitigation programs under the Wetland Conservation Act, including Wetland Banking, In-Lieu Fee (ILF) mitigation, and the agricultural wetland bank to insure that all rules and regulations are complied with while meeting agency goals for a transparent, efficient, effective, and stakeholder-supported program.**

Priority: A

Percent of Time: 70

Discretion: B

Tasks:

- a) Develop the ILF program in compliance with Section 404 of the Federal Clean Water Act, including watershed-based compensation planning frameworks, all other requirements of federal and State law, and all necessary coordination with staff from BWSR's Wetlands and fiscal Sections and BWSR agency leadership.

- b) Coordinate the submittal, review, and approval of the ILF program instrument and associated Compensation Planning Frameworks (CPFs) with the United States Army Corps of Engineers, including public involvement, responding to comments, and making necessary program modifications.
- c) Coordinate the identification of High Priority Areas for Wetland Mitigation through or coordinated with the CPF and local water planning processes.
- d) Provide analysis and policy recommendations for the processing of state wetland bank transactions, including developing the fee structure and ILF full-cost accounting requirements.
- e) Develop and document administrative procedures for implementing wetland mitigation programs and tasks. Coordinate the transfer of wetland mitigation program knowledge to other BWSR staff.
- f) Develop appropriate metrics and provide periodic status reports to the Wetlands Section Manager, the Senior Management Team, and other BWSR staff as appropriate.
- g) Develop recommendations to define staff responsibilities and to develop and implement processes for efficient and effective management and analysis of wetland mitigation systems, including the wetland banking database.
- h) Work with information technology staff to develop and manage the electronic transfer/storage of wetland mitigation information.
- i) Advise on the maintenance and development needs of the wetland mitigation database, including the identification of remaining programming and data needs, and the development, structure, and functionality of future modules.

2. Provide advice and direction for the administration of the Local Government Roads Wetland Replacement Program, including processes for the purchase, development, and tracking of mitigation credits, tracking of individual road impacts, and utilization of available credits.

Priority: A

Percent of Time: 10

Discretion: B

Tasks:

- a) Provide expertise on state and federal mitigation requirements for wetland impacts related to road improvement projects reported to BWSR by city, county, and township road authorities.
- c) Provide oversight and expertise regarding interagency agreements and contracts related to the development of wetland mitigation projects, including an agreement for the acquisition of mitigation credits for the Minnesota Department of Transportation.
- d) Assist in the development and utilization of forms, checklists, metrics, spreadsheets and other project management tools and systems for mitigation projects.
- e) Develop and document procedures and work-flow processes for the program's various tasks, including tracking in the state wetland mitigation database.
- h) Assist the Wetlands Section Manager in managing, tracking, and reporting appropriations and coordinate with accounting, legal, technical, and management staff as required.

i) Assist with wetland hydrology monitoring and related field work as needed.

3. Coordinate BWSR wetland mitigation programs with related programs of BWSR and other state and federal agencies so that duplication is minimized and integration is maximized.

Priority: B

Percent of Time: 20

Discretion: A

Tasks:

- c) Advocate for the interests of BWSR and the State of Minnesota to federal agencies by advising BWSR staff participating on the Federal Interagency Review Team (IRT) for wetland banking and ILF mitigation.
- d) Coordinate the development and implementation of the compensation planning frameworks with local water planning processes, particularly One-Watershed One-Plan.
- e) Provide leadership and expertise in State efforts to analyze and/or pursue assumption of Section 404 of the Federal Clean Water Act, particularly in the areas of wetland mitigation. Specifically including the development of recommendations for state procedures for the screening for potential impacts to Threatened and Endangered Species and Historic Properties, enforcement, and others.
- h) Coordinate with the WCA Operations Coordinator and Wetlands Section Manager on the development of policies and guidance for all aspects of mitigation program implementation, including serving as a technical resource for WCA Rulemaking for consistency with related federal Clean Water Act Section 404 regulations, policies, and procedures.

PART C: Nature and Scope of Position

1. Relationships

This position is important to the successful implementation of wetland mitigation requirements of the State Wetland Conservation Act, including BWSR's implementation of the state wetland bank and its related programs. These mitigation programs and mechanisms are established according to state statute and rule, must meet federal regulations, and affect local governments, private industry, and citizens statewide. In order for this position to be successful, the position holder must have high quality and highly functional relationships with agencies such as the Minnesota Department of Natural Resources, the Minnesota Pollution Control Agency, the U.S. Army Corps of Engineers, the U.S. Environmental Protection Agency, the U.S.D.A. Natural Resources Conservation Service, individual counties, watershed districts, cities, townships, and soil and water conservation districts.

The position reports to the Wetlands Section Manager and works closely with the WCA Operations Supervisor, the Wetland Mitigation Supervisor, and the Wetlands Policy Coordinator. Communication is maintained by frequent informal communications, scheduled staff meetings, written reporting, and regular review of work progress.

2. Knowledge, Skills, and Abilities

The employee must possess a Bachelor's degree in hydrology, geology, hydrogeology, soil science (with coursework in groundwater geology and hydrology), water and land management (with coursework in soil science and hydrology), environmental science, natural resources management, or closely related field. Experience is required in wetland science and policy implementation, water, soil, and land use management, and political and fiscal processes, and the employee must possess the ability to apply that knowledge to wetland banking administration. A strong background in natural resources program implementation, wetland hydrology, wetland restorations, plant ecology, or soil science is required. The employee must be physically able to perform field investigations and delineate wetland boundaries. Direct experience with the Wetland Conservation Act is essential.

The employee must also have knowledge and experience with the structure of federal, state, and local government and must understand other roles and relationships in the management of natural resources. The employee must have excellent oral and written communication skills which include: the ability to explain complex technical, political and fiscal matters to the public both orally and in writing, the ability to present, discuss, and explain controversial matters in a professional manner, the ability to negotiate complex and controversial subjects with a wide range of clientele and to conduct public speaking engagements in an interesting and informative presentation. Demonstrated proficiency in technical professional writing is essential. Skills and experience in project management, wetland monitoring, enforcement, and real estate is desirable and useful in fulfilling the position's responsibilities. It is essential that the employee be highly motivated, able to work independently without close supervision, and have exceptional interpersonal skills.

3. Problem Solving

Key problem-solving areas for this position are related to coordinating and integrating the activities of local, state, and federal government agencies and interest groups that are involved in environmental/wetland management. Considerable opportunities exist for creative solutions to the issues affecting wetland management. The employee must use knowledge of existing management programs as well as have the ability to apply scientific principles and statutory authorities to "tailor" solutions and develop new approaches to optimize program implementation and results. Establishing and maintaining strong communication, both internally and externally, are essential elements of this position. The 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.

4. Freedom to Act

Within established policy guidelines this position has considerable 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, however, be expected to advise the supervisor of emerging issues and work activities and discuss policy implications of work activities with the supervisor as necessary.