

Minnesota Board of Water and Soil Resources

Position Description

Employee Name:

Position Control Number: 01087610

Classification Title: State Program Administrator Principal

Working Title: Monitoring Specialist

Division: Programs and Policy Development

Section: Wetlands

Prepared by: Dennis Rodacker, Ken Powel and Les Lemm

Acknowledgement that this Position Description accurately reflects the current job:

Employee

Date

Supervisor

Date

PART A: *Fundamentals*

1. Position Purpose

This position oversees and coordinates monitoring of BWSR projects and easements associated with the restoration and protection of wetlands and related natural resources. This position leads team activities for planning, developing, and managing wetland mitigation monitoring in compliance with the Minnesota Wetland Conservation Act (WCA). Responsibilities include training, coordination, special project management, and technical assistance related to wetland monitoring and easement compliance matters working with state and federal agencies, local governments, private sector, and academic institutions. This position also supports the agency's implementation of Local Government Road Wetland Replacement Program (LGRWRP) projects by coordinating the monitoring and assessment of constructed wetland restoration sites.

2. Reportability

Reports to: Wetland Mitigation Supervisor

Supervises: No supervisory authority but provides direction to and oversight of up to three seasonal or temporary employees working on compliance related projects/programs.

3. Dimensions

Budget: Assists agency project and program managers with budget management, including the preparation and management of budget items relating to training, equipment procurement, oversight, assessment, restoration activities, and other agency initiatives. Directly responsible for management and reporting of contracts with outside vendors and federal grants associated with monitoring efforts by developing budget estimates and tracking expenditures to ensure that project funds are used effectively and consistent with contracts and grant agreements.

Clientele: Agency project and program managers; staff from other state and federal agencies, local units of government, and universities; outside contractors; private citizens who own lands under conservation easements administered by BWSR; and owners of accounts in the state wetland mitigation bank.

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

1. Develop, implement, and manage the Comprehensive Long-term Monitoring Program for wetland mitigation sites developed under the Minnesota Wetland Conservation Act.

Priority: A

Percent of Time: 40

Discretion: B

Tasks:

- a) Develop long-term monitoring program policies and procedures in conformance with agency goals, objectives, and legal requirements, including a strategy to effectively and efficiently monitor an ever-increasing number of project sites for easement compliance using a variety of methods and protocols.

- b) Develop and implement easement enforcement policies and procedures.
- c) Oversee, direct, train, and manage seasonal agency staff, contracted LGU staff, and/or private vendors in accomplishing monitoring tasks as needed.
- d) Identify and implement new technologies and tools to increase monitoring program efficiency, and train others in the use of these new monitoring tools.
- e) Coordinate data collection and analysis efforts on wetland restoration projects to identify and propose corrective actions necessary to resolve compliance concerns and work collaboratively with internal and external staff to implement.
- f) Critique and evaluate findings from monitoring activities and report on program status.
- g) Identify resource needs to complete and fulfill monitoring requirements, including budget planning to acquire and maintain equipment and supplies.
- h) Develop and implement plan to collect, review, and store monitoring reports related to the development of private wetland banks.
- i) Conduct studies on the long-term condition and function of wetland mitigation sites for the public and private banking programs to inform and improve restoration outcomes.
- j) Develop and manage budgets and reports for state and federal grants to comply with auditing requirements.
- k) Respond to easement concerns and coordinate with landowners, contractors, and others to resolve issues.

2. Develop and implement restoration and monitoring plans for agency-developed and managed wetland mitigation projects for the Local Government Road Wetland Replacement Program (LGRWRP).

Priority: A

Percent of Time: 40

Discretion: B

Tasks:

- a) Coordinate with the Wetland Mitigation Program Coordinator and other agency staff to develop multi-year vegetation and hydrology establishment and monitoring plans for LGRWRP projects. Plans must conform to requirements for credit releases under WCA and Section 404 of the federal Clean Water Act.
- b) Manage and direct the implementation of approved vegetation and hydrology implementation and monitoring plans for LGRWRP projects through on-site field work, managing seasonal agency staff, and/or managing contractors/partners. Conduct and/or oversee necessary on-site and off-site investigations to establish baseline conditions, assess wetland functions, delineate wetlands, identify wetland and upland habitats/types, map plant communities, install hydrology monitoring wells and instruments, establish vegetation monitoring plots/transects, collect hydrology and vegetation data, and produce annual monitoring reports with recommendations on credit releases, monitoring plan changes, and needed management/maintenance.

- c) Coordinate with the Mitigation Program Coordinator to prepare credit release requests associated with annual monitoring reports, meet, and coordinate with regulatory agency staff as necessary to obtain credit releases, and facilitate credit deposits into LGRWRP bank accounts.
- d) Coordinate with the Mitigation Program Coordinator to identify management/maintenance needs on LGRWRP projects and to implement corrective actions.
- e) Complete final wetland delineations for LGRWRP projects and transition projects into long-term monitoring upon the release of all credits.
- f) Develop and manage budgets, contracts, and agreements with vendors for LGRWRP projects.

3. Provide agency-wide leadership and coordination on monitoring and easement enforcement.

Priority: B

Percent of Time: 20

Discretion: A

Tasks:

- a) Coordinate with agency staff in other sections (e.g. Conservation Easements, Resource Conservation, Engineering) to improve and modernize the monitoring of easements and projects. This coordination includes providing expert advice and assisting in the preparation of policies and guidance documents related to monitoring techniques, approaches, and processes based on the goals and priorities of each program.
- b) Provide training for agency staff and partners on hydrology, vegetation, and easement compliance monitoring.
- c) Develop methods and procedures for collating monitoring data and providing comprehensive agency reports on monitoring and easement compliance.
- d) Create landowner outreach documents for easement holders and develop a system to track and maintain data and contact information for fee title owners of land under agency easements.
- e) Serve as lead agency expert and contact on all monitoring-related requirements for regulatory compliance and provide training to agency staff and partners.
- f) Contribute to the development and modification of Wetland Conservation Act rules and guidance related to monitoring, including coordination and cooperation with agency and LGU partners as warranted.
- f) Other tasks as assigned.

PART C: Nature and Scope of Position

1. Relationships

This position reports directly to the Wetland Mitigation Supervisor. The supervisor provides general guidance, assigns projects, and adjusts priorities. Communication is maintained by frequent informal conversations, written reports requested from higher authority, and frequent evaluation of the position's annual plan of work. Since the duties of this position require interaction with landowners, local governmental units, other state and federal agencies, and BWSR staff within the Engineering,

Resource Conservation, Wetlands, and Conservation Easements Sections, the employee is expected to establish and maintain a strong liaison function with this broad range of clientele.

2. Knowledge, Skills, and Abilities

The employee must possess a minimum of a Bachelor of Science degree in one of the natural sciences and three years of advanced professional experience in natural resource management or related field. Must have knowledge of, and three years professional experience with, hydrology and vegetation monitoring. Must be proficient in wetland delineation and have the ability to apply basic wetland and natural community classification systems to projects and sites throughout the state. Must have experience in effectively coordinating group field data collection activities. Must be able to collate, interpret, summarize, and analyze monitoring data related to hydrology and vegetation. The employee must also have knowledge of, and preferably experience with, the structure of federal, state, and local governments and their roles and responsibilities in wetland management, restoration, and protection. The employee must be proficient in the use of MS Word, Excel, and ArcMap or ArcGIS Pro. The employee must possess excellent oral and written communication skills that include the ability to explain technical matters to the general public. It is essential that the employee be able to work independently, without close supervision, and have good human relation skills.

3. Problem Solving

Key problem-solving areas are related to the need to evaluate data and make technical and policy recommendations based on professional judgment. Considerable opportunity exists for creative solutions that affect agency staff and local governments as they develop land, water and wetland management, restoration, or protection strategies. Additionally, because of the diversity of both federal, state and local agencies dealing with land, water and wetland management, restoration, and protection in Minnesota, it is likely that program and policy directions taken in support of a given action will impact on the programs of several other agencies and local governments. Establishing and maintaining strong communication links both internally and externally are essential elements of this position. Where problems are unique or require policy changes, the incumbent will request 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.