



The **Minnesota Board of Water and Soil Resources (BWSR)** is the state of Minnesota's soil and water conservation agency. BWSR works with partners to prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; improve soil health and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.

Job Details

Working Title: Org Development & DEI Coord
Job Class: State Program Administrator, Coordinator
Agency: Board of Water & Soil Resources

- **Job ID:** 79114
- **Location:** Bemidji, Brainerd, Detroit Lakes, Duluth, Mankato, Marshall, Rochester, St. Paul, Waite Park
- **Hybrid Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 08/06/2024
- **Closing Date:** 08/27/2024
- **Hiring Agency/Seniority Unit:** Board of Water & Soil Resources /MAPE
- **Division/Unit:** BWSR / Org Effectiveness
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes Est. 10%
- **Salary Range:** \$36.71 - \$54.60 / hourly; \$76,650 - \$114,004 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Exempt - Professional
- **Supervisor:** Jenny Gieseke
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

This position provides the program leadership, management, and coordination necessary to develop and foster a high functioning, equitable and inclusive workplace. Under the direction of the Organizational Effectiveness Manager, the incumbent will coordinate the development and implementation of organizational development initiatives for the Board of Water and Soil Resources (BWSR). Responsibilities include:

- **MANAGEMENT** - Coordinate, develop and lead the diversity, equity and inclusion (DEI) program at BWSR.
- **AGENCY DEI TRAINING** - Coordinate and lead the implementation of internal training and education related to BWSR's DEI Learning and Development Framework. Enhance BWSR employee experience by identifying, coordinating, and developing internal continuous learning opportunities for all BWSR staff and management.
- **DEI PLAN MONITORING** - Develop and analyze metrics to evaluate meaningful impact in fulfillment of BWSR's Strategic Plan, DEI Plan, and DEI Learning and Development Strategy.
- **AGENCY STRATEGIC PLANNING**- Coordinate strategic plan development, implementation and monitoring.
- **ORGANIZATIONAL DEVELOPMENT**- Undertake special projects and duties related to organizational development, such as change management activities, organizing professional development opportunities for staff, and other duties as assigned.

Qualifications

Minimum Qualifications

A bachelor's degree in human resources, Organizational Development, Business Administration, Public Relations or related field may substitute for one (1) year of experience and a master's degree in a related field may substitute for two (2) years of experience.

- 3-5 years' experience in project management with proven track record of creating and communicating a clear project plan and keeping stakeholders informed.
- Ability to lead diverse groups through respectful consensus building and decision making to advance group development and problem-solving skills.
- Strong academic background and/or professional experience in facilitation, planning, implementation, and evaluation techniques.
- 2 years. experience developing and implementing strategic planning activities.
- Strong presentation and public speaking skills including proficiency with technology.
- Comprehensive knowledge of DEI best practices to provide program direction and ability to monitor and analyze current trends.
- 2 years' experience fostering a diverse, equitable, and inclusive workplace and culture by designing and delivering innovative training & education.

Preferred Qualifications

- A master's degree in a related field.
- Qualified Intercultural Development Inventory Administrator
- Advanced problem solving and negotiating skills and 2 years' experience in resolving disputes.
- 5 years' experience in creative approach in designing and implementing problem-solving strategies and initiatives that produce measurable change.
- 1 year background or experience working in state and local government.

Physical Requirements

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. This job may require walking or standing to a significant degree on rough terrain or may involve sitting most of the time with pushing and pulling of arm and/or leg controls.

Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Board of Water and Soil Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

1. Driver's License DMV Check
2. Employment Reference Check
3. SEMA4 Records Check
4. Criminal History Check
5. Conflict of Interest Review
6. Education/License Verification

Application Details

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Organizational Effectiveness Manager Jennifer Gieseke at jenny.gieseke@state.mn.us or [651-539-2596](tel:651-539-2596).

- For more details about this position, please visit the [BWSR Careers page](#) to obtain a copy of the Position Description.

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Patricia Sweep at patricia.sweep@state.mn.us.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.