

State of Minnesota

POSITION DESCRIPTION A

BWSR

Agency/Division

Position Control Number

BWSR/Strategy and Operations

CLASSIFICATION TITLE

WORKING TITLE

State Program Admin Coordinator

Organizational Development and DEI Coordinator

PREPARED BY

Employee's Name

Jenny Gieseke

EMPLOYEES SIGNATURE DATE

SUPERVISOR'S SIGNATURE DATE

POSITION PURPOSE

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). The incumbent will lead, monitor, and evaluate the implementation and impact of BWSR's Strategic Plan. The position is also responsible for leading the agency's DEI program, including the implementation of the BWSR's DEI Plan and Learning and Development Framework. The incumbent will provide subject matter expertise to employees and organize training and guidance for the agency in order to develop and maintain a workplace culture where all employees feel valued and can contribute their best. Additionally, the incumbent will develop tools to conduct agency-wide strategic planning and DEI data collection, analysis, and reporting. The incumbent will provide leadership in developing and driving innovative programs that support the agency's mission, vision, and values.

REPORTABILITY

Reports to: Organizational Effectiveness Manager

Supervises: None but leads agency work groups and projects

DIMENSIONS

Clientele: BWSR Executive Team, Senior Management Team, HR staff, supervisors, agency employees, potential employees, stakeholders, clients and the public.

PRINCIPAL RESPONSIBILITIES AND TASKS

Priority: Time: Discretion:

RESPONSIBILITY: DEI PLAN MANAGEMENT

A

20%

A

Coordinate and lead the diversity, equity and inclusion program at BWSR.

TASKS:

- A. Lead the development and implementation of a DEI program for BWSR, based on the Agency's DEI plan
- B. Partner with Senior Management, Human Resources, and staff work groups to develop and implement DEI program initiatives that build a diverse and inclusive agency culture where all employees are treated equitably and with respect.
- C. Lead the BWSR DEI Work Group and develop goals, timelines, plans, and processes for reaching outcomes identified in BWSR's DEI Plan.
- D. Provide consultation on BWSR policies and procedures to identify barriers and ensure accountability and alignment with DEI goals and objectives.
- E. Work collaboratively with managers and supervisors across divisions to apply an intersectional equity lens to programs and processes including hiring, retention, and employee engagement; provide guidance and recommendations to senior agency leaders on actions to support these goals
- F. Monitor DEI group dynamics and provide assistance, coaching and conflict resolution as needed.
- G. Participate in interagency workgroups related to DEI projects
- H. Advise Executive Team members on One MN Council activities and inform the Governor's Office as needed of agency DEI efforts and initiatives.
- I. Identify and coordinate use of staff from other BWSR divisions to support and work on temporary DEI assignments and tasks.
- J. Develop and implement short and long-range DEI work plans.
- K. Effectively communicate BWSR's commitment to building and sustaining a diverse, equitable, and inclusive workplace and the relationship to the agency mission, vision, and values.
- L. Provide training, information, and assistance related to DEI topics to BWSR's local partners
- M. Serve as lead contact and direct the work of vendors providing services related to BWSR's DEI plan

PRINCIPAL RESPONSIBILITIES AND TASKS

Priority Time Discretion

RESPONSIBILITY: AGENCY DEI TRAINING

A

20%

A

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.

TASKS:

- A. Identify, lead, and manage employee DEI training programs and assessment activities including the Intercultural Development Inventory (IDI).
- B. Partner with Human Resources, Employee Development Services, and others to create and implement employee cultural learning and development opportunities based on individual and group assessment results.
- C. Create and facilitate community conversations and workshops to discuss and raise awareness around key DEI issues including current events and other relevant topics.
- D. Provide guidance and respond to manager and supervisor requests for customized training to address DEI needs. Identify specific learning objectives to achieve desired outcomes.
- E. Identify, coordinate and lead DEI continuous learning opportunities for all agency staff.
- F. Establish and maintain ongoing relationships with community, business, and educational organizations to identify and secure a broad spectrum of DEI educational resources.
- G. Serve as lead contact and direct the work of vendors on DEI projects

PRINCIPAL RESPONSIBILITIES AND TASKS

Priority Time Discretion

RESPONSIBILITY: DEI PLAN MONITORING

A

10%

A

Develop and analyze metrics to evaluate meaningful impact in fulfillment of BWSR's Strategic Plan, DEI Plan, and DEI Learning and Development Strategy

TASKS:

- A. Establish success measures and implement data collection processes and reporting systems to provide agency leadership with performance metrics including program investments and outcomes.
- B. Plan and conduct research as needed to build awareness of DEI trends and to help ensure BWSR is at the forefront of DEI content and programming.
- C. Continuously benchmark DEI best practices to ensure effective, efficient processes and assist in positioning BWSR as a diverse and inclusive agency.
- D. Evaluate the success of employee and supervisor onboarding initiatives.

PRINCIPAL RESPONSIBILITIES AND TASKS

Priority Time Discretion

RESPONSIBILITY: AGENCY STRATEGIC PLANNING

A 25% A

Coordinate strategic plan development, implementation and monitoring of progress toward goals.

TASKS:

- A. Lead the development and implementation of BWSR's 5-year strategic plan focusing agency initiatives and work to ensure organizational success.
- B. Work directly with executive team members, managers, and supervisors to identify cross-agency opportunities for collaboration to achieve agency goals
- C. Work directly with executive team members, managers, and supervisors to monitor progress toward goals and strategies identified in the plan
- D. Establish success measures and implement data collection processes and reporting systems to provide agency leadership with performance progress
- E. Manage a systematic evaluation of implementation progress, impacts, results, and effectiveness of the strategic plan.
- F. Lead adjustments or updates to the plan as necessary to address identified concerns and emerging trends.
- G. Serve as lead contact and direct the work of outside service providers and consultants as needed

PRINCIPAL RESPONSIBILITIES AND TASKS

Priority Time Discretion

RESPONSIBILITY: Organizational Development

A 25% A

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

TASKS:

- A. Attend and facilitate meetings, conduct research, and communicate with various agency staff as appropriate.
- B. Participate in and lead cross-functional teams tasked with specific projects.
- C. Develop change management plans, learning development plans and other internal developmental plans
- D. Serve as lead contact for outside vendors providing organizational development services and trainings

RELATIONSHIPS

The Organizational Development & DEI Coordinator reports directly to the Organizational Effectiveness Manager. The incumbent must possess strong interpersonal skills with demonstrated ability to build effective relationships internally and externally. The incumbent's primary internal relationships are with the Executive Team, Human Resources, and agency directors, managers, and supervisors to communicate and advise on implementation of BWSR's diversity, equity, and inclusion plan, BWSR's Strategic Plan, and related strategies. The incumbent must work effectively with a culturally diverse workforce and with external stakeholders and members of the public to build trust and confidence.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

This position requires the following KSAs:

- Project management skills with proven track record of creating and communicating a clear project plan and keeping stakeholders informed.
- Ability to build positive relationships and have difficult conversations as needed throughout all levels of the organization.
- 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.
- Experience developing and implementing strategic planning activities.
- Strong presentation and public speaking skills including proficiency with technology.
- Qualitative and quantitative analytical skills with ability to design and implement tracking strategies, metrics, and reporting systems to inform strategy development and implementation and measure impact on agency employees and culture.
- Leadership skills sufficient to provide DEI direction and guidance to senior leadership, staff, and agency workgroups and teams.
- Extensive demonstrated knowledge of cultural differences with a strong commitment to valuing diversity.
- Understanding of and experience working with the Intercultural Development Inventory.
- Comprehensive knowledge of DEI best practices to provide program direction and ability to monitor and analyze current trends.
- Communication and interpersonal skills to competently lead or facilitate sensitive conversations on diversity, sexual orientation, race, religion, disability, and other related topics.
- Ability and passion to foster a diverse, equitable, and inclusive culture by designing and delivering innovative training & education.

- A background or experience in soil and water management principles and conservation programs is beneficial.
- A background or experience working in state and local government is beneficial

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS

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.

PROBLEM SOLVING

This position must have advanced problem solving and negotiating skills which will enable them to achieve BWSR's objectives when negotiating and working with others. In addition, the position requires that the incumbent be capable of resolving disputes.

The Organizational Development & DEI Coordinator brings a contemporary point of view of diversity and inclusion that understands foundational and systemic barriers to both social and economic equity and new paradigms for addressing them. The incumbent faces complex, multi-faceted, culturally sensitive issues and problems with a focus on a learning orientation and a creative approach to designing and implementing problem-solving strategies and initiatives that produce measurable change. The incumbent must possess the ability to view agency policies, programs and procedures through an equity lens and to communicate and influence change that creates a more diverse, equitable, and inclusive organization.

FREEDOM TO ACT

The incumbent 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, and provide technical and program advice to, BWSR staff, state and local agency staff and officials, and private sector or academic staff, as needed. The incumbent has the authority to coordinate, implement, and manage agency strategic plans, DEI plans, strategies, programs, and initiatives in partnership with agency senior management and within the framework of the agency strategic plan. It is important that this position works closely with Executive team members when performing their duties. The position is expected to seek approval when established policies may need to be reviewed or new policies need to be created.

ENVIRONMENTAL CONDITIONS

The physical requirements and environmental conditions described in this section are representative of those that may be required of an employee to successfully perform the job.

The incumbent in this position works in a hybrid office environment with frequent meetings and limited statewide travel.