



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

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### **Working Title: eLINK Coordinator Job Class: Management Analyst 4 Agency: Board of Water & Soil Resources**

- **Job ID:** 81110
- **Location:** St. Paul
- **Remote work Eligible:** No
- **Hybrid Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 10/23/2024
- **Closing Date:** 11/14/2024
- **Hiring Agency/Seniority Unit:** Board of Water & Soil Resources /MAPE
- **Division/Unit:** BWSR/ Local Water Mgmt
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes- Est. 10%
- **Salary Range:** \$32.99 - \$48.93 / hourly; \$68,883 - \$102,165 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Exempt - Professional
- **Supervisor:** Adam Beilke
- [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

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This position will serve as the agency lead and expert in the coordination of the agency's grant management database (eLINK) usage across the State. eLINK is the BWSR enterprise-wide system for housing data from grants for multiple BWSR programs across the agency. The position is responsible for developing business-side solutions for multiple agency programs which includes coordinating meetings, timelines, budgeting, process improvements, vendor relations and working in collaboration with Minnesota Information Technology (MNIT) staff and local partners.

### Principal responsibilities include:

- Serve as the agency expert and lead on program needs, coordinate and communicate internal business-side analysis and implementation activities related to eLINK including updates and maintenance of the system.
- Serve as liaison with MN.IT to coordinate and communicate eLINK activities, including projects, updates, rollouts, etc.
- Provide external program communications and training to clientele for the efficient and effective delivery and implementation of agency database applications.
- Attend and participate in educational programs and trainings to expand or develop knowledge, skills, and abilities so that the tasks performed will be maintained and improved.
- Design and recommend methods and procedures for ensuring that each area of eLINK uses common practices, definitions and approaches to data entry, retrieval and reporting.
- Create systems that will make every effort to ensure consistency, accuracy, efficiency and adherence to data privacy policies among system users.

## Qualifications

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### Minimum Qualifications

Position requires a minimum of three (3) years of professional level experience in software and/or business systems testing.

Experience must include:

- Mentoring, coaching, and training team members.
- Knowledge of laws, rules, and policies pertaining to grants in general and to specific fiscal program parameters of natural resource conservation programs.
- Knowledge of rules, policies, and procedures as they pertain to administration and disbursement of state grant funds.
- Knowledge of significant technological opportunities and limitations that may impact the system.
- Knowledge of technical terms related to application development and full stack systems.
- Qualitative and quantitative analysis sufficient to evaluate grant program results and to critique the analytical methods and results of program operations.
- Good communication skills both orally and in written documents in a clean, concise, and informational manner.

A master's degree in management information systems, Data Science and/or Analytics, or a related field substitutes for three (3) years of experience; OR a bachelor's degree substitutes for two (2) years; OR an associate degree substitute for one (1) year.

## Preferred Qualifications

- Five years of professional level experience in software and/or business systems testing.
- An advanced degree in Management Information Systems, Data Science and/or Analytics, or a related field.
- Experience in project management or continuous improvement.
- Ability to present, discuss and explain complex or controversial matters in a professional manner.
- Ability to motivate, influence, persuade, understand and work collaboratively with others.
- Ability to analyze, interpret, and evaluate alternatives and consequences of impacts of proposed statutes, rules and policy.

## Physical Requirements

Requires occasionally moving and transporting such articles as file folders and small tools. May need to maintain a stationary position for long periods of time while carrying out job duties.

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

## Application Details

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### How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto: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 Adam Beilke at [adam.beilke@state.mn.us](mailto:adam.beilke@state.mn.us) or [507-766-9820](tel:507-766-9820).

- Visit the [BWSR Careers site](#) for a copy of the Position description for more details on this position.

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](mailto: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](http://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.

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## **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 Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and let us know the support you need.