



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: State Program Administrator Principal - Grants
Compliance Specialist**
Job Class: State Program Administrator Principal
Agency: Water & Soil Resources Board

- **Job ID:** 87810
- **Location:** Brainerd, Bemidji or Detroit Lakes
- **Telework Eligible:** Hybrid
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 07/30/2025
- **Closing Date:** 08/13/2025
- **Hiring Agency/Seniority Unit:** Board of Water & Soil Resources / MAPE
- **Division/Unit:** Regional Operations / Northern Region
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes, approximately 25%
- **Salary Range:** \$31.92 - \$47.05 / hourly; \$66,648 - \$98,240 / annually
- **Job Class Option:** Grants/Contracts
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Employees/MAPE
- **FLSA Status:** Exempt - Professional
- [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

The Grants Compliance Specialist has an important role in helping to protect Minnesota's soil and water resources. As the Grants Compliance Specialist, you will implement and oversee a comprehensive grants oversight and compliance program. BWSR grants provide funding to local units of government to deliver soil and water conservation services to their communities. The partnership you develop with Board Conservationists and Clean Water Specialists will help you to better support our local governments as they deliver services to their communities.

Responsibilities include:

- Participate in financial monitoring and/or reconciliation of grant expenditures by grantees
- Represent the agency during grantee site visits to verify assurances of expenditures, performance, and assess the internal control environment
- Provide assessment and evaluation of statutory changes, updates to Office of Grant Management policies, and grant policy and procedures
- Maintain documentation from reconciliations and other oversight activities, ensure consistency in standards, formats and retrievability
- Represent the agency and give presentations at public meetings and interagency teams and address inquiries concerning grant programs so that accurate information is timely

Qualifications

Minimum Qualifications

Note: To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

Three (3) years of experience in grant administration or grant compliance for large grant programs that includes:

- Analyzing, monitoring and administering grant programs
- Reconciling grant expenditures and processing financial transactions
- Developing corrective action plans
- Giving presentations to inform and train grantees and the public
- Proficiency in the use of word processing, presentation, and spreadsheet software such as Word, PowerPoint and Excel

Substitutions: A bachelor's degree in accounting, business administration or a related field may substitute for one (1) year of the required experience. An associate's degree in accounting, business administration or a related field may substitute for six (6) months of the required experience.

Preferred Qualifications

- Advanced degree in accounting, business administration or a related field
- Knowledge of State Accounting and Reporting Systems
- Procedural understanding of the grant programs administered by the Board of Water and Soil Resources

Physical Requirements

Requires occasional 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 the policy of the Board of Water & Soil Resources that all candidates submit to a background check prior to employment. All job offers are contingent upon passing the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check
- Conflict of Interest Review
- Education/License Verification
- Driver's License DMV Check

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 Careers Help Desk 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 Ryan Hughes at ryan.hughes@state.mn.us or [218-770-9687](tel:218-770-9687)

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 Mary Gilmartin at hr.bwsr@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
- Tuition reimbursement
- 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 Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.