



# State of Minnesota Position Description

## Board of Water and Soil Resources

## Position Description A

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Employee's Name:

Position Control Number: 01010145

Agency/Division: Board of Water and Soil Resources

Activity: Program Administration

Classification Title: Management Analyst 2

Working Title: eLINK Data Specialist

Prepared by: Adam Beilke

Appraisal Period:

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### Signatures

Employee Signature \_\_\_\_\_ Date signed \_\_\_\_\_

(this position description accurately reflects my current job)

Supervisor Signature: \_\_\_\_\_ Date signed \_\_\_\_\_

(this position description reflects the employee's current job)

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### Position purpose

This position exists to support implementation of the agency's eLINK system and associated data management. Program responsibilities include: understanding the agency's functions and goals related to data in eLINK; problem-solving the functions and use of eLINK; developing business-side solutions regarding the management of the eLINK system; and collaboration with program and MNIT staff to provide expert user input.

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### Reportability

Reports to: Land and Water Programs Supervisor

Supervises: No supervisory authority over state employees.

**Dimensions:**

Budget: The position contributes to the preparation and management of budget items necessary to perform assigned duties.

Clientele: BWSR staff and board; other state agency staff including MNIT; federal and state government representatives; board and staff of counties, soil and water conservation districts, watershed districts, watershed management organizations, cities, and townships; non-governmental organizations; Tribal Entities; project managers for local water plans; other stakeholders accessing the eLINK system.

**Position Description B**

Employee's Name:

PCN:01010145

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**1. Principal Responsibility**

Administer and provide support to BWSR's grant management, contact management, organizational compliance, and technical training database system (eLINK).

Priority: A

% of time: 75

Discretion: A

**Task Statements**

- A. Provide assistance to clientele in use of the eLINK system in response to technical issues and in complying with all agency programs, requirements, and policies implemented through the system.
- B. Develop and maintain training materials and guidance for the use of the eLINK system as well as assisting with training to internal and external users.
- C. Provide overall management of grants website content, including grant reporting profiles.
- D. Provide support on grants communications, including newsletters, emails, and webinars.
- E. Conduct user interface testing and troubleshooting and identify maintenance items in response to user support inquiries.
- F. Work with the eLINK Coordinator and the Grants Coordinator to develop and maintain guidance materials for use of the grants management components of the eLINK system and to develop and modify grant management procedures and protocols to maximize efficiency and effectiveness of eLINK.
- G. Work with the Technical Training Coordinator to develop and maintain guidance materials for use with the technical training components of the eLINK system.

- H. Work with Office Administrative Staff to efficiently and effectively maintain the agency's contact management system within eLINK.
- I. Support the Performance Review and Assistance Program (PRAP) Coordinator by ensuring organizational compliance data is maintained and analyzed appropriately so the program meets statutory obligations.
- J. Serve on staff teams and workgroups to ensure the effective management of eLINK.
- K. Produce status and summary reports and analyze data from eLINK as requested and necessary for program management and accomplishments, including outcomes reporting for Clean Water Funds to the Legislative Coordinating Commission.
- L. Work directly with program managers, IT staff, and consultants to analyze, summarize, and evaluate eLINK data and information for applicability to program activities and reporting.
- M. Support the relationship between the agency and Information Technology (IT) staff to maintain eLINK and ensure technology meets agency needs.
- N. Provide assistance to other state agencies regarding efficient and effective use of eLINK.
- O. Complete special assignments as approved or requested by supervisor.
- P. Conduct routine review of grant files and records in eLINK, providing updates and notifying relevant staff as needed.

#### Performance Indicators

- A. eLINK user needs are met through guidance, training, and direct support.
- B. eLINK data is effectively maintained and available to meet agency business needs.

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## 2. Principal Responsibility

Under direction of the Land and Water Programs Supervisor and the eLINK Coordinator, assist in providing business-side analysis in the development, implementation, or support of other agency databases and applications, including future developments of the eLINK system.

Priority: B

% of time: 20

Discretion: B

#### Task Statements

- A. Work with lead staff and/or teams to identify development priorities for eLINK and other applications as assigned.
- B. Assist with planning, execution, and review of user interface testing as part of maintenance or development, including conducting test cases, managing volunteer testing, compiling results, and communicating additional needs to the eLINK Coordinator.
- C. Ensure clientele are involved in the development process so that outcomes meet user and stakeholder needs and expectations are controlled using feedback, negotiating, and testing.



- D. Provide status reports to program managers and agency leadership as requested.
- E. Deliver well-tested and well-documented outcomes to ensure timely completion of projects.
- F. Document business processes and requirements for current and new features and functionality.

Performance Indicators

- A. eLINK development needs are met; requirements are documented
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### 3. Principal Responsibility

Perform backup grants administration support as assigned by the supervisor.

Priority: B

% of time: 5

Discretion: B

Task Statements

- A. Participate in grant setup meetings and serve as backup to eLINK Coordinator for grant setup in eLINK, including creation of new grant allocations and awarding successful grants.
- B. Provide backup support to grants staff on grants administration tasks and eLINK workflow.
- C. Assist auditors and financial staff as needed and respond to requests for information.

Performance Indicators

- A. Agency grant programs are developed and delivered in a coordinated manner.

## Position Description C

Employee's Name:

PCN: 01010145

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### NATURE AND SCOPE

### RELATIONSHIPS

The incumbent of this position will work with limited supervision in ensuring the efficient and effective implementation of the BWSR eLINK system. This position is responsible for ensuring system effectiveness in partnerships with clientele; therefore, the incumbent must establish effective working relationships with partners in order to address goals and determine changes necessary to better meet agency needs.

This position reports to the Land and Water Programs Supervisor. Communication with the supervisor is maintained by frequent informal conversations, unit staff meetings, section staff meetings, and evaluation of the position's annual plan of work.

### KNOWLEDGES, SKILLS AND ABILITIES

#### Knowledge of:

- Expert knowledge of BWSR reporting systems and databases.
- 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.
- Qualitative and quantitative analysis sufficient to evaluate data and to critique the analytical methods and results of program operations.

#### Skill in:

- Relationship management and coalition building sufficient to develop and maintain constructive partnerships with diverse interest groups; lead individuals and groups with differing perspectives toward common agency goals.
- Negotiation and consensus building sufficient to bring entities with differing interests and needs together.
- Evaluation of program results to assure work quality and continually improve work processes with strong awareness of most immediate and sustained effects on customers.
- Presenting, discussing and explaining complex or controversial matters in a professional manner.

#### Ability to:

- Ability to motivate, influence, persuade, understand and work collaboratively with others.
- Convey information accurately, stimulate feedback and discussion, and confirm decisions made.

- Communicate orally and in written documents in a clean, concise, and informational manner.
- Work independently without close supervision.

#### PROBLEM SOLVING AND CREATIVITY

Key problem solving areas for this position are related to coordinating and integrating the activities of clientele involved in natural resource management. Considerable opportunity exists for creative solutions to the issues affecting natural resources protection. The employee must use knowledge, skills, and abilities to apply scientific principles and statutory authorities to develop new approaches and solutions to solve resource problems, and to develop policies and procedures that streamline the implementation of the eLINK system. Establishing and maintaining strong communication links, both internally and externally, are essential elements of this position. Employee must be able to recognize conflict and apply appropriate dispute resolution techniques to achieve program mandates and objectives. Where problems are unique or require policy change, the incumbent will request direction from the supervisor.

#### FREEDOM TO ACT

Within established policy guidelines, this position has considerable independence and freedom to act in areas related to fulfillment of job responsibilities. The position has the authority to work directly with clientele and to independently solicit input from BWSR staff, state and local officials, private sector or academic expertise as needed. The incumbent is expected to advise the supervisor and agency leadership of emerging issues and work activities and discuss policy implications of work activities.