

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Working Title: State Prog Admin Principal - Forest Policy Analyst & Administrator

Job Class: State Program Administrator Principal
Agency: Minnesota Forest Resource Council (MFRC)

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 02/16/2023
- **Closing Date:** 03/15/2023
- **Hiring Agency/Seniority Unit:** Minnesota Forest Resource Council (MFRC)
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes
- **Salary Range:** \$28.96 - \$42.67 / hourly; \$60,468 - \$89,094 / annually
- **Job Class Option:** Forestry/Forester
- **Classified Status:** Classified
- **Employment Condition:** Full Time Unlimited
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **Work Location:** University of Minnesota, Green Hall
- **FLSA Status:** Exempt - Administrative
- **Telework Eligible:** No
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

Make a difference in the lives of Minnesotans.

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

Job Summary

The Minnesota Forest Resources Council (MFRC) is comprised of 17 diverse stakeholder members who are appointed by the Governor to develop recommendations to the governor and legislature; federal, state, county, and local agencies; and public and private land managers with respect to forest resource policies, programs and practices that result in the

sustainable management, balanced use, and long-term protection of the state's diverse forest resources. MFRC's small staff of sustainable forest management, policy, planning, communications, and science professionals are responsible for helping to advise and lead Minnesota's forestry sector towards a sustainable future during the era of climate change and under rapidly evolving ecological, economic, and social conditions.

This position:

- provides professional policy analysis and policy related information services to the MFRC;
- has lead statewide responsibility for developing and implementing MFRC forest policy initiatives that have major implications for the state's \$7 billion forest products industry and \$9 billion tourism industry;
- manages a variety of policy related communications and stakeholder outreach initiatives;
- manages the policy information functions and assists as necessary with administrative tasks and functions.

Minimum Qualifications

Bachelor's degree in forestry, natural resource management, environmental studies, political science, or a closely related field.

Two years advanced level professional experience that includes policy-related responsibilities to plan, staff, lead, assign work, monitor accomplishments, administer budget, administer and implement programs, consult, interact with other resource disciplines and train and educate.

Knowledge of and experience with 1) forest or natural resources policy analysis, advocacy and communication; 2) federal and/or state legislative and administrative processes; 3) laws and programs that guide the use, management and protection of forest resources; and 4) various governmental agencies and private sector organizations engaged in the sustainable management of Minnesota's forest resources.

Experience identifying business applications, emerging technologies, and methodologies for effective implementation of communication strategies that incorporate different media elements such as social media, digital content, graphic design and visual aids to further knowledge and understanding of forestry and sustainable forest resource management concepts, information or policies.

Strong computer, software and internet skills to search, acquire and present information, develop publications, update websites, create/use spreadsheets, create PowerPoint presentations, complete on-line surveys, and perform other similar functions.

Highly developed respect-based human relations, collaborative, persuasion and team building skills to effectively work with diverse interests, gain cooperation for new approaches/ideas, explain or resolve complex program problems with internal and external partners to accomplish common sustainable forest-related objectives.

Written and oral communications sufficient to speak or write to large or small groups, legislative committees, officials of other agencies, private groups or the public; to write convincing and well-documented reports on resource and policy issues; and to conduct training sessions with fellow staff, stakeholders or outside groups.

Time Management skills and demonstrated leadership ability to motivate and guide self and other staff to work effectively with others through the application of a wide range of organizational, procedural, technical, analytical and interpersonal skills; and the ability to operate independently as well as in a team environment to prioritize work and achieve agreed upon milestones and deliverables.

Experience in meeting facilitation, group processes, conflict resolution, effective listening and negotiation sufficient to work with diverse groups, stakeholders, etc.

Requires an unrestricted Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the gross combination weight does not exceed 26,000 pounds.

Preferred Qualifications

Advanced degree in forestry, natural resource management, environmental studies, political science, or a closely related field.

Knowledge of and experience with international, national and/or state contexts of global climate change; anticipated impacts of climate change on northern lake state forested ecosystems; forest management and forest product opportunities to increase forest carbon sequestration/storage and reduce or offset greenhouse gas emissions.

Knowledge of and experience with international, national, and state climate change legislation, programs, and protocols applicable to sustainable forest management and sustainable forest product development in Minnesota.

Experience in writing and presenting testimony to legislative or administrative bodies; analyzing legislative bills, administrative rules, and federal/state statutes; and in the implementation of national or state sustainable forest management laws such as Minnesota's Sustainable Forest Resources Act.

Knowledge of the MFRC's organizational mandates, programs, and structure; and a working knowledge of other state and federal resource management agencies, local governmental units, and their respective authorities, programs, and responsibilities that pertain to forestry or forest management.

Physical Requirements

Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of 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 Department of Natural 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

In compliance with federal law, all persons hired will be required to verify identity and eligibility

to work in the United States and to complete the required employment eligibility verification form upon hire.

How to Apply

Select "Apply for Job" at the top of this page and submit an application/resume that clearly describes how you meet the qualifications listed above. 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>.

If you have questions about the position, contact Eric Schenck at eric.schenck@state.mn.us or [651-603-0108](tel:651-603-0108).

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 Bobbie Donat at bobbie.donat@state.mn.us.

Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an

employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

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.

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and indicate what assistance is needed.