



2019-2020

STAR OF THE NORTH FELLOWSHIP

DEPARTMENT OF TRANSPORTATION – OFFICE OF FREIGHT AND COMMERCIAL VEHICLE OPERATIONS

OVERVIEW:

The position will work in the Office of Freight and Commercial Vehicle Operations (OFCVO). The position will report to the Assistant Office Director (Deb Ledvina) but will work with the management team of the office (managers and supervisors) in accomplishing the tasks and meeting the needs related to the project. The position will be responsible for designing, using, developing, and managing a program for transferring knowledge in the office from key, senior employees to others in the office or regarding key, critical functions in the office. Tasks will include meetings with supervisor managers to define critical tasks, processes and procedures that should be documented for future use. Using a variety of tools to capture the information needed. Finalizing information gathered so that a library of knowledge capture is developed. In addition, meetings with key, critical staff in the office will occur to determine relationships that are important to their work and other skills needed to replace the individual. A succession plan of skills and knowledge needed in the office will be developed as a result.

WHAT YOU WILL LEARN:

You will learn new technology and tools used to transfer knowledge and plan for succession of senior staff leaving the workforce so that younger staff can be prepared to deliver products and services at a high level. In particular, you will engage with others in other agencies, especially MMB, how to transfer knowledge in places of work and learn best practices used by others. Learning new practices and tools used by HR in general will also be learned. You will get to know the programs delivered by the OFCVO (at least 10) in detail, and will be working closely with potential mentors in your professional development in the future. At the end of the year, you will have a tangible product you can use for future jobs, and a body of knowledge that will be helpful and useful in other positions in government.

WHAT WE REQUIRE:

High degree of independence and self-starter. Ability to develop processes with little supervision. High level of communication skills. Data analysis skills. Interviewing/investigatory skills. Interest in office management, HR management, operational excellence. Policy analysis is a plus.

ADDITIONAL INFORMATION:

Other duties may be assigned to grow the position.

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact the job information line at 651.259.3637. Please indicate what assistance is needed.