



## **Working Title: Training and Exercise Coordinator**

### **Job Class: Environmental Specialist 4**

#### **Agency: Pollution Control Agency**

- **Job ID:** 79126
- **Location:** St. Paul
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers and MPCA employees eligible to interest bid (permanent, classified employees in the same job and class). Eligible bidders should apply through self-service AND confirm their interest bid by emailing [patty.atchison@state.mn.us](mailto:patty.atchison@state.mn.us) by 8/14/2024
- **Date Posted:** 08/08/2024
- **Closing Date:** 08/28/2024
- **Hiring Agency/Seniority Unit:** Pollution Control Agency / Pollution Control-MAPE
- **Division/Unit:** Operations Division / Emergency Preparedness Unit
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes (25%)
- **Salary Range:** \$34.18 - \$50.69 / hourly; \$71,367 - \$105,840 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Exempt - Administrative
- [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**

As a Environmental Specialist 4 at the Minnesota Pollution Control Agency (MPCA), this position is responsible for overseeing emergency preparedness and exercise activities within the agency. Responsibilities include establishing goals for new exercise planning projects and/or for areas with little or no procedural precedent and/or long-range planning programs to provide management with a comprehensive view of problems and operations, alternative solutions and an assessment of the long-range impact of present decisions; coordinates planning activities of consultants, cross functional planning groups, and governmental agencies at all levels; serves as an exercise technical and planning expert so that the agency has a fully developed and integrated preparedness planning program; performs related work as required.

### **Minimum Qualifications**

Candidates must clearly demonstrate the following qualifications:

Two (2) years of advanced professional-level experience (e.g. Environmental Specialist 3 or equivalent level) in emergency management, preparedness, regulatory compliance, or readiness. Regulatory experience must include review, creation or updating of environmental plans, compliance assessment of those environmental plans; and working on solutions with regulated parties or internal organization to meet compliance requirements.

Knowledge of management, administrative, or coordinative aspects of environmental issues or emergencies to provide advisory, reviewing, evaluating, educating or training, negotiating, or problem-solving services on specific projects, programs, or functions.

Principles and practices of research and analysis techniques sufficient to formulate exercise design and methodology and to coordinate and direct work of consultants and interdisciplinary working groups.

Good communication and writing skills, effective human relations skills to work with clientele and staff; problem solving skills for resolving compliance issues; ability to bring projects to conclusion.

Advanced interpersonal skills to engage others to build strong working relationships and partnerships and to resolve potentially contentious, controversial, and complex environmental issues.

Ability to makes sound decisions in a timely manner.

Valid Class D Driver's License.

The Minnesota Pollution Control Agency will not sponsor applicants for work visas. 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.

## Preferred Qualifications

Experience in environmental emergency preparedness and response framework and the impacts on communities.

Knowledge of the overall state and federal environmental regulatory framework related to environmental emergency preparedness.

Demonstrated experience working under the Incident Command System and its principals, and the Homeland Security Exercise evaluation Program.

Experience hiring, overseeing, training and directing the work of contractors.

Experience developing and implementing training plans or programs.

Experience partnering with local and tribal units of government on projects.

## Physical Requirements

Ability to occasionally move or transport equipment up to 25 pounds. May require moving or transporting equipment and traversing rough and uneven terrain.

## Additional Requirements

A driver's license is an essential function of this position. This requires possession of an unrestricted Class D Driver's License. The job offer is contingent on confirmation of a valid driver's license AND a satisfactory driver's license record check. Requires a 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 does not exceed 26,000 pounds.

## How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-2593637](tel:651-2593637) 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 Patty Atchison at [patty.atchison@state.mn.us](mailto:patty.atchison@state.mn.us).

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 Patty Atchison at [patty.atchison@state.mn.us](mailto:patty.atchison@state.mn.us).

## About Pollution Control Agency

Our mission is to protect and improve the environment and human health. We work with many partners (citizens, communities, and businesses, all levels of government, environmental groups and educators) to prevent pollution, conserve resources, and to help ensure polluting does not have disproportionate impact on any groups of people. We emphasize work-life balance with flex schedules, compressed schedules, and options to telework for some positions.

### 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](https://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 job information line 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.