

## How to Apply:

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## **Fisheries Rules and Regulations Coordinator: Minnesota Department of Natural Resources**

**Start after: 5/1/24**

**Location: 1200 Warner Road, St. Paul, 55106**

**Contact Shannon Fisher at [shannon.fisher@state.mn.us](mailto:shannon.fisher@state.mn.us) or [651-259-5206](tel:651-259-5206)**

**Working Title: Fisheries Rules and Regulations Coordinator**

**Job Class: Planner Principal State**

**Job ID: 74841**

- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 03/23/2024
- **Closing Date:** 04/12/2024
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** DNR Fish and Wildlife
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes; Occasional Travel to Meetings and Site Visits
- **Salary Range:** \$30.55 - \$45.02 / hourly; \$63,788 - \$94,001 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Exempt - Administrative
- **Telework Eligible:** Yes
- **[Designated in Connect 700 Program for Applicants with Disabilities:](#)** Yes

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**Agency: MN Department of Natural Resources**

**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 Department of Natural Resources (DNR) is seeking a full-time principal planner to lead the development of temporary and permanent rules pertaining to the fisheries-related administrative rulemaking and regulations process.

This position provides planning expertise on the implementation of temporary and annual rules and regulations related to the Section of Fisheries within the Division of Fish and Wildlife.

This position coordinates the administrative process and leads the rulemaking engagement efforts with the public, DNR staff and other agencies. This position also provides expertise on current and proposed rules pertaining to the Section of Fisheries.

Responsibilities include:

- Direct, coordinate, and budget for the drafting, promulgation, and revision of rules administered by the Division principally regarding fishing seasons so they meet Division goals, comply with state and federal statutes and rules, and meet requirements of the Revisor of Statutes, State Register, Office of Administrative Hearings, Office of the Attorney General, and Department of Finance.
- Direct fishing-related permanent rulemaking development and review coordination for lakes and streams.
- Serve as the Fisheries Section annual rulemaking liaison to the DNR Information Center, and other internal and external stakeholders. Act as subject matter expert/content coordinator/liaison for online and/or print editions of the annual fishing regulations synopsis.
- Provide support to the Section and Division through other duties as assigned.

This position has a flexible work arrangement and may be eligible to telework on a part-time basis which is subject to change. If approved, the employee would be required to complete a telework agreement.

## **Qualifications**

### **Minimum Qualifications**

- Four (4) years of planning and/or project management experience coordinating large programs or projects in outdoor recreation, natural resources / environmental management, fish and wildlife management, policy development, or public affairs / administration, or related field.
  - A bachelor's or advanced degree in planning or project management, outdoor recreation, natural resource/environmental management, fish and wildlife management, policy/public administration, ecology, biology, or closely related field may substitute for one (1) year of the above experience.
- Experience with implementation and evaluation of programs with regional or statewide scope.
- Demonstrated knowledge and skills in project management; integrating biological and social information; plain language writing and accessibility; and legislative/regulatory processes.
- Interpersonal, communication, and human relations skills sufficient to convey complex information to technical and non-technical audiences via verbal and written methods; navigate and resolve conflict; achieve cooperation with the public, peers, and staff; and to make progress on program objectives.
- Organizational skills and ability to direct and manage complex collaborative projects and ensure that process deadlines and procedural requirements are met, and projects are successfully completed.
- Demonstrated ability to follow extensive and detailed protocols and procedures and willingness to learn complex rulemaking processes.
- Proficiency in word processing, spreadsheets, electronic communications, presentation software, and document management (electronic and paper).

### **Preferred Qualifications**

- Bachelor's or advanced degree in planning or project management, outdoor recreation, natural resource/environmental management, fish and wildlife management, policy/public administration, ecology, biology, or closely related field.
- Experience drafting policy recommendations, administrative rules and statutory language for regulatory use.
- Experience and/or certifications in continuous improvement (i.e. Kaizen, Six Sigma).
- Fisheries management experience at a regional or statewide level.
- Experience coordinating projects with regulatory agencies or multidisciplinary teams.
- Experience with state and tribal nation collaboration and treaty analyses.
- Experience in natural resource management working with diverse interest groups and conflicting objectives and/or incorporating traditional ecological knowledge or community-based knowledge.

### **Additional Requirements**

Applicants must have the ability to meet the physical requirements and work in the environmental conditions of the position, with or without reasonable accommodations.

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.

It is policy of the Department of Natural Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Conflict of Interest Review
- Criminal History Check
- Education Verification

- Employment Reference / Records Check
- License / Certification Verification

## Application Details

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Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) 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>.

If you have questions about the position, contact Shannon Fisher at [shannon.fisher@state.mn.us](mailto:shannon.fisher@state.mn.us) or [651-259-5206](tel:651-259-5206).

If you are an individual with a disability and need reasonable accommodation to assist with the application process, please contact the ADA Coordinator at [ADA.DNR@state.mn.us](mailto:ADA.DNR@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 Rebecca Mortellaro at [rebecca.mortellaro@state.mn.us](mailto:rebecca.mortellaro@state.mn.us).

### Why Work for 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.

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### 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](mailto:careers@state.mn.us) and indicate what assistance is needed.