



LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

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The Legislative-Citizen Commission on Minnesota Resources (LCCMR) is seeking a Grant Monitoring Specialist (Project Analyst). This is a full-time benefits-eligible position that will assist the 17-member LCCMR with its Environment and Natural Resources Trust Fund (ENRTF) project proposal and funding process and project oversight.

Position Summary:

The position will be part of a team of staff who assist the LCCMR in evaluating proposals and making recommendations for \$100 million annually for natural resource projects statewide, primarily from the ENRTF. An emphasis for the position will be on setting up recommended projects for success and conducting oversight of the projects once funded. Oversight includes monitoring projects and their associated work-plans and budgets to assess progress, compliance, and achievement of outcomes.

A complete position description is available on the Legislative Coordinating Commission's (LCC) Employment Opportunities webpage (<https://www.lcc.mn.gov/jobs/>). For more information about the LCCMR, please visit our website (<https://www.lccmr.mn.gov/>).

Compensation

This is a full-time, unclassified, non-partisan, and benefits-eligible position with limited remote options available. The full salary range is \$76,323 to \$137,523. The hiring salary typically is between \$76,323 and \$87,500. The amount offered will be based upon an assessment of the candidate's level of experience.

How to Apply

To ensure consideration, please submit a resume and cover letter by May 8, 2025, via email to lcc@lcc.mn.gov with "Grand Monitoring Specialist" as the subject, or mail to: LCCMR Grant Monitoring Specialist Search Committee, LCCMR, 658 Cedar St., Centennial Building, 1st floor, St. Paul, MN 55155.

The Legislative Coordinating Commission and the LCCMR are unable to provide sponsorship for work visas. Applicants must be eligible to work in the United States at the start of employment.

Minimum Qualifications:

- Bachelor's degree in environmental sciences, natural resources, business administration, or a related field and three years of relevant experience or a Master's equivalent degree and one year of relevant experience
- Demonstrated knowledge of environment and natural resources management
- Experience with grantmaking, grant writing, or grant administration
- Demonstrated experience in program and project planning and management
- Excellent verbal and written communication skills with proven proofreading and editing skills
- Demonstrated ability to work both collaboratively and independently
- Ability to keep apprised of emerging natural resource issues, industry, and technology
- Ability to analyze complex, technical aspects of natural resource issues, ranging from scientific research to trail building, and make recommendations on competing interests
- Ability to work in a confidential, nonpartisan manner in a political atmosphere
- Ability to manage multiple projects simultaneously and adapt to competing demands in a constantly changing environment
- Strong computer skills and demonstrated competency using MS Excel, Word, and PowerPoint
- Strong customer service and organizational skills
- Ability to read scientific and technical reports and identify critical take-aways.

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Desired Qualifications:

- Knowledge of government planning, budgeting
- Experience working in the legislative process
- Experience with one or more of the following: environmental education, park & trails planning and development, or scientific peer review

Why work for LCCMR?

Working for the LCCMR provides a unique opportunity to support legislative-level decision-making about the state's environment and natural resources. The broad scope of ENRTF funding priorities allows for continual learning across a wide range of issues, including about cutting-edge research to find solutions to pressing problems. We enjoy working with diverse constituencies including from the private, non-profit, public, and academic- as well as legislative- sectors. Working at LCCMR provides new and interesting challenges, professional growth, and opportunities to deepen your experience and knowledge while working as a member of a supportive and collaborative team.

Comprehensive Benefits Package

The LCCMR, as an entity of the Minnesota State Legislature, offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan, optional tax-deferred compensation, vacation and sick leave, and paid holidays each year.

The LCCMR recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

Health and Wellness

The state encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy.
- Free, confidential help through our Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

Financial Well-Being

Financial well-being is about making good financial decisions today and planning for the future. The state offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A retirement and deferred compensation plan with an employer-paid match to help you plan for your future.
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.
- Student loan forgiveness for qualifying staff under the current federal Public Service Loan Forgiveness Program.

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Professional Development

Because employees are one of our most valuable assets, we encourage professional development that empowers employees to do the work they love and reach their career goals. There are a number of tools and resources to help employees explore career paths and expand their skill sets. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

Work/Life Balance

We believe hard work is important, but we also know balance is essential. These programs are designed to help you with your work and personal life:

- Flexible work schedules
- Compensatory time options
- On average, employees start with 16.25 days of paid vacation each year based on a 5-hour accrual rate per pay period with opportunity for increased accruals as service time increases
- 13 days of paid sick leave each year based on a 4-hour accrual rate per pay period
- Optional vacation leave and sick leave bank credits for new employees
- 11 paid holidays and 2 floating holidays each year
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home

The LCCMR values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The LCCMR is an equal opportunity employer and is committed to providing equal employment opportunities to all qualified applicants and employees without regard race, color, creed, religion, sex (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), sexual orientation, gender identity or expression, age, disability, marital status, familial status, national origin, citizenship, genetic information, status regarding public assistance, protected veteran status or activity in a local Human Rights Commission, or any other characteristic protected by law.

We do not discriminate on the basis of disability in our hiring or employment practices and comply with all applicable state and federal disability laws and regulations issued by the U.S. Equal Employment Opportunity Commission under Title I of the ADA and under the Minnesota Human Rights Act (MHRA), chapter 363A. To request a reasonable accommodation in the application or hiring process, please contact the Legislative Coordinating Commission at lcc@lcc.mn.gov or 651-296-0099.