



The Minnesota Department of Employment and Economic Development (DEED) is the State of Minnesota's principal economic development agency. DEED's mission is simple: to empower the growth of the Minnesota economy, for everyone.

Our state's economy is diverse and dynamic, enriched by creative entrepreneurs, established Fortune 500 companies, and a labor force that brings the Minnesota values of hard work and integrity to work every day. The unique role of DEED is to empower businesses and workers to grow our economy by building partnerships, planning for long term growth, and creating opportunity for workers from all backgrounds and experiences.

We are driven to find talented and innovative public servants, motivated by the opportunity to serve businesses, people, and the greater good. At DEED you will join a diverse team, inspired by challenging work and united by shared values that guide our work every day.

At DEED we live our values by; focusing on the customer, communicating early and often, seeking solutions, creating inclusion, encouraging new ideas, and being gracious.

Job Class: Director Employment Programs

Working Title: Deputy Director, Service Operations and Partnerships

- **Job ID:** 51700
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 01/07/2022
- **Closing Date:** 01/31/2022
- **Hiring Agency/Seniority Unit:** Employment and Economic Development
- **Division/Unit:** Vocational Rehabilitation Services
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes - Up to 40% of the time
- **Salary Range:** \$40.30 - \$57.85/hourly; \$84,146 - \$120,790/annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 220 - Manager/Unrep
- **FLSA Status:** Exempt - Executive
- [Connect 700 Program Eligible:](#) Yes

Job Summary

This position works in DEED's Vocational Rehabilitation Services (VRS) Division, which empowers Minnesotans with disabilities to achieve their goals for competitive, integrated employment and career development. You'll be part of, and contribution to, a lively and energetic team with positive internal culture that ensures this isn't just a job – but a

career. Together the VRS team makes an impact and creates possibilities that makes a real and lasting difference in the lives of people with disabilities. Share your passion for this work and join the VRS team.

As the Deputy Director of Service Operations and Partnerships, you will provide vision, leadership, management and accountability for the administration and delivery of the VRS Service Operations and Partnerships (SOP) unit in accordance with federal and state laws and regulations, so that Minnesotans with disabilities and their families receive employment-related services in an effective and efficient manner. In addition, you will direct and support VRS managers on leading Administrative and Technology, Program Data & Performance Measurement, Fiscal & Budget programs, Legislative, Grants, Contracts & Partnerships, Communications and Annual Reports, and their teams.

This position covers the State of Minnesota. Travel is required to meet with businesses, partner organizations and to attend meetings or trainings.

Minimum Qualifications

To received credit for your education and experience, your resume should clearly describe how you meet each minimum and/or preferred qualification listed, including dates of employment.

- Bachelor's degree in vocational rehabilitation, education, or related social service or other closely related field as determined by the appointing authority
- 7 years of experience managing programs that provide services to individuals

Experience must also include:

- Leadership skills which demonstrate coaching/mentoring
- Experience collaborating with internal and external stakeholders, advocates, community partners to deliver person centered services to individuals.
- Experience with public speaking and presentation skills both in person and virtually
- Communication skills in report writing, legislative reports, and public communications
- Experience managing continuous improvement projects utilizing change management methods.
- Incumbent must maintain valid driver's license, & insurance, OR have other reliable transportation.

Preferred Qualifications

- Management experience supporting a diverse and inclusive workplace
- Experience in public or government programs including legislative, budget/fiscal, and communications experience
- Leadership experience within State or Federal Government
- Experience working with Public Vocational Rehabilitation programs and Federal requirements
- Experience in State of MN fiscal processes including budget, contracts, grants, and MS16s
- Experience and Understanding of a variety of technology hardware including laptops, iphones, VPN, etc; Understanding and experience with a variety of technology software programs including Microsoft business applications (Excel, Word, Teams, Outlook), WorkForce1, SharePoint, OneDrive, PowerB1 and other data system software.

Additional Requirements

This position requires successful completion of the following:

Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This includes a review of documentation related to job performance and education. It includes contact with the applicant's current and/or former employer. A Criminal Background Check will be conducted on all finalist for this position. A criminal conviction will not automatically remove you from consideration from employment.

When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license record check will be conducted.

Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status)

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

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 [651-259-3637](tel:651-259-3637).

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Nicole Genord at nicole.genord@state.mn.us

Connect 700 (C700) applicants must email their certificate to Deed.HR@state.mn.us by 11:59PM of the posting close date to be considered as a C700 applicant.

The Department of Employment and Economic Development 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 Karen Lilledahl at [651-259-7089](tel:651-259-7089) or Karen.Lilledahl@state.mn.us. Please indicate what assistance is needed.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. 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. Please indicate what assistance you need.