



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.

Working Title: Employer Reasonable Accommodation Fund Program Coordinator
Job Class: State Program Administrator Senior
Agency: Department of Employment and Economic Development

- **Job ID:** 68697
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 08/19/2023
- **Closing Date:** 08/30/2023
- **Hiring Agency/Seniority Unit:** Employ & Econ Development Dept / Employ & Economic Dev-MAPE
- **Division/Unit:** State Services for the Blind
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes, 20%
- **Salary Range:** \$25.25 - \$37.02 / hourly; \$52,722 - \$77,297 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Nonexempt
- **Telework Eligible:** No
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

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

State Services for the Blind offers tools and training for employment, living independently, and accessing print. We assist Minnesotans who are blind, DeafBlind, losing vision, or who have a disability that makes it difficult to read print. We're here to help Minnesotans live, work, read and succeed.

State Services for the Blind is currently hiring a new position for the Employer Reasonable Accommodation Fund (ERAF). This ground-breaking role will be pivotal in collaboratively working with employers and partners to serve Minnesotans. This position is responsible for analyzing, monitoring, and administering the ERAF Program requiring a comprehensive understanding of all procedural and administrative guidelines. This role will be work closely with employers including recommending the denial of reimbursement to employers or advising employers on changes needed to comply with program criteria in cases of noncompliance.

Responsibilities include:

- Approve or deny reasonable accommodation reimbursement requests
- Develop Employer Reasonable Accommodation Fund (ERAF) policies and procedures
- Provide employers with technical assistance and training on implementing reasonable accommodations and assistive technology
- Host informational sessions on the ERAF program
- Conduct marketing and outreach

Minimum Qualifications

2 years of professional experience with wide range of employment accommodations and technology in order to provide technical assistance, education, training, and guidance to employers.

Knowledge and working experience in American with Disabilities Act (ADA)

Experience in program or project management as a lead or point of contact

Experience with reports and reporting tools such as excel

Ability to manage, guide, and communicate with staff and partners at all levels

Ability to work independently and make indepent decisions

Incumbent must maintain valid driver's license, & insurance, OR have other reliable transportation. Travel arrangements can be made with drivers employed by State Services for the Blind upon request and depending on availability.

Preferred Qualifications

Experience in partnering and supporting marketing campaigns and use of social media for outreach

Experience conducting training- live or web based to large audiences

Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

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 may include a review of documentation related to job performance and education. It includes contact with the applicant's current and/or former employers.

A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for 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).

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) or email 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 Timothy High at timothy.high@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 Timothy High at timothy.high@state.mn.us.

About Department of Employment and Economic Development

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DEED Is a Yellow Ribbon Agency. A Yellow Ribbon organization unites and coordinates all key areas within an organization to create a comprehensive network to proactively support servicemembers, veterans and military families.

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.

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 and indicate what assistance is needed.