

Job ID: 69577 - State Program Administrator Technician Specialist - Employer Reasonable Accommodation Fund Account Technician

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Working Title: Employer Reasonable Accommodation Fund Account Technician

Job Class: State Program Administrator, Technical Specialist

Agency: Department of Employment and Economic Development

- **Who May Apply:** : This vacancy is open for bids and for all qualified job seekers simultaneously. Bidders will be considered through 9/22/2023.
- **Date Posted:** 09/16/2023
- **Closing Date:** 10/02/2023
- **Hiring Agency/Seniority Unit:** Employ & Econ Development Dept / Employ & Economic Dev-AFSCME
- **Division/Unit:** State Services f/t Blind / SSB Workforce Development
- **Work Shift/Work Hours:** Day Shift, 8am to 4:30pm
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes, up to 20%
- **Salary Range:** \$21.10 - \$29.74 / hourly; \$44,056 - \$62,097 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 207 - Technical/AFSCME
- **Work Area:** 2200 University Ave W # 240, St Paul, MN 55114
- **FLSA Status:** Nonexempt
- **Telework Eligible:** Yes, may be eligible to telework up to five (5) days per week
- [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

This position supports the Employer Reasonable Accommodation Fund (ERAF) Program Coordinator, manages administrative databases, financial records, and collects financial data. They handle payment transactions, assist employers with registering in Statewide Integrated Financial Tools (SWIFT), process reimbursement requests, reconcile accounts, and track information for reporting. The role requires accuracy, collaboration, and an understanding of SWIFT system.

Key Responsibilities:

- Examine approved reimbursement requests from Minnesota employers in compliance with the statutory requirements of the program.
- Administer the clerical, operational, and administrative functions necessary for a seamless implementation and execution of the ERAF.
- Perform other duties as assigned to ensure the efficient and effective operations of the ERAF.

Minimum Qualifications

To receive 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.

Two (2) years of professional experience working with financial systems to assist with audits and interpret fiscal records. Applicants must have knowledge of employment accommodations, technology, and provide effective communication with employers about ERAF program requirements.

Applicants that meet the above minimum qualification will be further evaluated on the following:

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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 with financial systems to assist with audits and interpret fiscal records.

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

Knowledge and working experience in the Americans with Disabilities Act (ADA).

Skills working in the following systems: SWIFT, SEMA4, US Bank, RegOnline systems and Federal cash request.

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.

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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.

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 Karen.Lilledahl@state.mn.us. Please indicate what assistance is needed.

About Department of Employment and Economic Development

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. 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.

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

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- 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.