

Job ID: 16780

Job Class: Management Analyst 1

Working Title: Program and Education Analyst

Who May Apply: Open to all qualified job seekers

Date Posted: 10/02/2017

Closing Date: 10/16/2017

Hiring Agency/Seniority Unit: Campaign Finance & Public Disclosure Board

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$18.66 - \$26.99 /hourly; \$38,962 - \$56,355 /annually

Classified Status: Unclassified

Connect 700 Program Eligible: No

Job Summary:

This position produces and maintains the Board's web-based training material and educational videos for all programs. Provides day-to-day management of the Board's economic interest (EIS) disclosure program. Serves as lead support staff responsible for updating and overall accuracy of EIS database. Responsible for management of annual agency certification of official positions, notification to agency and public officials of EIS disclosure requirements, and management of annual EIS certification process. Provides help-desk support for public officials filing EIS statement. Develops reports and provides analysis of EIS program as needed. Responsible to update information provided on the Board's website so that text is accurate and up-to-date.

Qualifications

Minimum Qualifications:

- A bachelor's degree in business administration, public administration, education, or a related field.
- Strong knowledge of Microsoft productivity applications including Microsoft Word, Excel, and PowerPoint.
- Knowledge of software packages for development of online training material, in particular Articulate, Camtasia, WebEx, and Madcap is desirable.
- Experience in database data entry and generation of standardized reports is desirable.
- Self-motivation; the ability to work productively with minimal supervision
- The ability to prioritize and manage time effectively
- Excellent written and oral communications, including the ability to write easy-to-understand training materials.

- The ability to communicate with audiences of wide-ranging sophistication.
- The ability to develop the understanding of complex business systems and the associated agency processes.

Application Details

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.

How to Apply

Apply at the bottom of the page if you are applying through the Minnesota Careers website at <http://www.mn.gov/careers>. If you are a current State of Minnesota employee, apply through your Self-Service Account, Job ID 16780. If you are unable to apply online, please contact the job information line at 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 Jodie Segelstrom at 651-259-3768 or jodie.segelstrom@state.mn.us

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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 or email careers@state.mn.us. Please indicate what assistance you need.