



Working Title: Director of Practice & Compliance
Job Class: State Program Administrator, Manager Senior
Agency: Nursing Board

- **Job ID:** 63017
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 02/09/2023
- **Closing Date:** 03/13/2023
- **Hiring Agency/Seniority Unit:** Nursing Board / Nursing Bd-Managerial
- **Division/Unit:** Board of Nursing
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes (Occasional)
- **Salary Range:** \$39.35 - \$56.61 / hourly; \$82,162 - \$118,201 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 220 - Manager/Unrep
- **FLSA Status:** Exempt - Executive
- **Telework Eligible:** Yes
- 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

Under the direction of the agency's Executive Director, the Director for Practice and Compliance supports public health and safety by maintaining an efficient, effective program to identify and communicate nursing practice standards, rules and laws and by enforcing those standards, rules, and laws through application of the Board's Complaint Resolution Process and Compliance processes. The incumbent assists the Board, executive staff and staff on all matters relating to the Board's statutory authority and legal process under Minnesota Statutes sections 148.171-.285 and chapter 214 and assists in interpreting the laws and rules pertaining to the practice of advanced practice, professional, and licensed practical nursing, in coordination with the Attorney General's Office.

The incumbent analyzes practice and complaint resolution and compliance data; develops and implements policies, procedures, and protocols applicable to the Board's Complaint Resolution Process and Compliance processes; writes for and speaks at

functions regarding competent, safe and effective nursing practice in compliance with legally defined scope of practice for broad audiences; collaborates with the executive team on legislation proposals; contributes to strategic planning, budget and policy decisions; and coordinates professional/technical contracts related to the Complaint Resolution Process and Compliance processes.

The incumbent interacts with the National Council of State Boards of Nursing and other state, federal, and international regulatory and nursing-related associations and agencies, as directed. The incumbent provides support to the Board and coordinates with the Office of the Attorney General on Complaint Resolution Process and Compliance related to contested hearings and other matters and seeks legal advice, legal representation, and legal services from the Attorney General's Office as needed.

Minimum Qualifications

- Current unencumbered Minnesota nurse license.
- Bachelor's degree in nursing or a related field.
- Three (3) years of progressive nursing work experience working with patients requiring a broad range of nursing care in a variety of nursing practice settings.
- Three (3) years of progressive experience with litigation and administrative law. A J.D. degree may substitute for one year of experience.
- Experience accurately interpreting, summarizing and presenting complex information orally and in writing including reports, policies, facts and statistics, legal information, strategic assessments and recommendations.
- Leadership skills to effectively manage assigned staff and programs.
- Human relations skills sufficient to establish and maintain positive working relationships with diverse interest groups with varied goals.
- Excellent written, interpersonal and communication skills sufficient to prepare effective documents, make presentations, draft policies, letters and memoranda, negotiate resolution to sensitive situations, and build consensus.
- Problem-solving skills sufficient to think beyond tried-and-true solutions and usual remedies and to provide the leadership necessary to foster an environment that promotes continuous improvement and advancement of the mission and vision of the Board.
- Knowledge of the Nurse Practice Act and related regulatory requirements, policies, and procedures.
- Knowledge of the principles and practices of public policy and legislation development.
- Skills in using Microsoft Office applications such as Word, PowerPoint, and Excel.

Preferred Qualifications

- Master's degree in Nursing, public health, public administration or education; or JD.
- Experience with compliance resolution processes.
- Experience with developing policies and procedures; strategic planning; budget; and professional/technical contracting.
- Understanding of the political environment and legislative processes sufficient to respond to requests from and provide technical support to legislators regarding nursing regulation, public safety, and Board operations, and to testify to legislative committees.

Additional Requirements

This position requires successful completion of pre-employment reference checks.

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 Nella Austin at nella.austin@state.mn.us or [651-201-8005](tel:651-201-8005).

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 Nella Austin at nella.austin@state.mn.us.

About Nursing Board

The mission of the Minnesota Board of Nursing is to protect the public's health and safety through regulation of nursing education, licensure and practice.

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.