



Working Title: Director of Research and Public Relations
Job Class: State Program Administrator, Manager Senior
Agency: Nursing Board

- **Job ID:** 63023
- **Location:** Mendota Heights
- **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:** 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

Under the direction of the agency's Executive Director, the Director for Research and Public Relations provides analysis and assistance to the Minnesota Board of Nursing and executive staff on all matters relating to the Board's statutory authority and legal process under Minnesota Statutes sections 148.171-.285, chapter 214, and chapter 13, and other state and federal laws and rules. The incumbent serves as a subject matter expert in the areas of data practices, administrative rulemaking, state procurement, administrative due process, and nursing and related health care regulation and takes a lead role in developing, drafting, and assisting with promulgating operations and proposed administrative rules, public advisories, proposed legislation, policies and other official agency documents in a manner that accurately reflects the Board's decisions and policy initiatives.

The incumbent drafts, reviews and assists the agency on various contracts and purchase agreements, and coordinates with the executive staff to manage all of the agency's professional/technical contracting. The incumbent manages complaint resolution case

data management and legal analyst staff and assists with the Complaint Resolution and Compliance processes as requested by the Executive Director or the Director of Practice and Compliance.

The incumbent, in coordination with the Executive Director, responds to media requests and manages legislative initiatives and outreach. The incumbent coordinates with the Attorney General's Office on investigations conducted by the Attorney General's Office on behalf of the Board, on negotiations and prosecutions of the Board's matters by Assistant Attorneys General, and on Board-related litigation and other legal 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 administrative rulemaking 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.
- Public speaking experience.
- Experience handling media requests.
- Experience with data practices processes, administrative due process, and promulgating operations.
- 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 or email careers@state.mn.us and indicate what assistance is needed.