

Employment Opportunity with Labor & Industry Dept

Date Opened For 05/31/2018 Date Closed For 06/14/2018
Application: Application:
Job Classification: State Program Administrator Manager (SPAM) Principal
Working Title: Legal Services Director
Location: St. Paul
Work Area: Legal Services, General Support Division
Salary Range: \$39.02 - \$55.97/hourly, \$81,474 - \$116,865/annually
Work Shift: Day Shift Travel Required: No
Days of Work: Monday-Friday , 8:00 am-4:30 pm Bargaining Unit: 220- Managerial Plan
Employment Condition: Permanent, Full-time Position Number: 00204960
Classified Status: Classified
Name of Supervisor: Heather McGannon
FLSA Status: Executive- Exempt
Job ID: 24182
Initial Days Off: Sunday, Saturday

Job Duties: The Legal Services Director serves as chief general counsel to the Commissioner, Deputy Commissioner, Assistant Commissioners and Managers on legal, legislative and policy issues. This position advises staff on issues that arise as a result of the agency's administration and enforcement of the laws, rules and regulations regarding programs under the purview of the Department of Labor and Industry in workers compensation, occupational safety and health, wage and hour, prevailing wage, combative sports, construction code and licensing, and apprenticeship areas.

Minimum Qualifications: Three (3) years of experience in managing, leading or having authority over an extensive program area(s) to include; substantial legal responsibility of the program(s); significant responsibility in program planning, direction, implementation and results; and the ability to give clear, concise and organized legal advice on complex legal issues as well as practical legal advice and guidance on policy issues.

Graduate of an accredited law school and licensed to practice law in the State of Minnesota.

Comprehensive knowledge of Minnesota statutes, rules, case law, and regulations in several of the following areas of law: workers compensation; occupational safety and health; construction codes and licensing; federal wage, hour and employment statutes and regulations; or federal apprenticeship laws and regulations.

Ability to set priorities consistent with agency goals and initiatives, supervise and evaluate the work of others, and prepare and maintain budgets.

Excellent human relations and interpersonal communication skills sufficient to motivate and lead staff; and communicate with diverse audiences, such as the Minnesota Legislature, employer groups, employee groups, insurers, industry and trade associations, educational institutions, internal and external committees, work teams, complainants, injured workers, and regulated parties.

Written communication skills sufficient to draft clear and concise training materials, policies, procedures, letters, memoranda, pleadings, briefs, legislation, and rules; and to effectively respond to oral or written inquiries from citizens, the legal community, licensees, regulated parties, media, agency personnel, enforcement agencies, and elected officials.

Preferred

Qualifications:

Key knowledge of the laws that govern administrative rulemaking, contested case proceedings, government ethics, data practices, open meeting, records retention and other laws that apply to executive branch agencies, boards, panels and councils.

Broad knowledge of state employment laws and rules, state organization, employee bargaining agreements, and state fiscal policy and procedures, including a working understanding of the legislative and rulemaking process.

How to Apply:

If you are interested in applying for this position you will need to submit an online application. To apply for this position, log on to Employee Self Service at www.s4web.state.mn.us, and click the "Careers" link. This will open the Job search page. In the keywords search, type in the Job ID for this position, (24182). Click on the link for the position, and click "Apply for this job opening". Application is due no later than June 14, 2018.

Effective July 1, 2009, legislation provides that the top five Recently Separated Veterans (RSV), who apply and meet the qualifications for the vacancy, must be granted an interview. To be considered a Recently Separated Veteran (RSV), you must meet all of the following criteria:

- 1) Have separated under honorable conditions from any branch of the armed forces of the United States;
- 2) Have served on active duty for 181 consecutive days or more or for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty;
- 3) Be a United States citizen or resident alien;
- 4) Have served in active military service at any time on or after September 11, 2001 as shown on your form DD-214.

To be considered under this legislation, you must meet all of the Minimum Qualifications identified in this posting; meet all of the above RSV criteria; and submit a copy of your DD-214 form by the closing date via mail, e-mail or fax to: Maggie Strugala 443 Lafayette Road N, St. Paul, MN 55155, or Maggie.Strugala@state.mn.us, or fax 651-284-5723.

Effective August 1, 2012, legislation provides state agencies with the option to appoint certain disabled veterans on a non-competitive basis if you meet all of the following criteria:

- 1) Meet service requirements and have a verified service-connected disability rating of at least 30%.
- 2) Provide qualifying documentation verifying the disability.
- 3) Meet all of the Minimum Qualifications identified in this posting.

To be considered under this legislation you must submit all documentation by the closing date via mail, e-mail or fax to: Maggie Strugala 443 Lafayette Road N, St. Paul, MN 55155, or Maggie.Strugala@state.mn.us, or fax 651-284-5723.

Contact for more
Info:

Maggie Strugala, 651-284-5119, Maggie.Strugala@state.mn.us.

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259-3637 or (651) 282-2699 (TTY).