

Working Title: Extended Producer Responsibility for Packaging Coordinator
Job Class: State Program Administrator, Coordinator
Agency: Pollution Control Agency

- **Job ID:** 82482
- **Location:** Various
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers and MPCA employees eligible to interest bid (permanent, classified employees in the same job class). Eligible interest bidders must apply through self-service AND confirm their interest bid by emailing jillian.kloster@state.mn.us by 12/17/2024.
- **Date Posted:** 12/11/2024
- **Closing Date:** 12/30/2024
- **Hiring Agency/Seniority Unit:** Pollution Control Agency / Pollution Control-MAPE
- **Division/Unit:** RMAD ProdSustain&PartnershUnit
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$36,71 - \$54,60 / hourly; \$76,650 - \$114,004 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Exempt - Administrative
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

This position is responsible for leading the implementation of the new Packaging Waste and Cost Reduction Act. Responsibilities include:

- Developing goals, objectives, and components of the program as directed by the Commissioner's office, legislature, or Governor's office.
- Working with communities, special interest groups, and industry to coordinate program development and policy, accounting for environmental and socioeconomic drivers related to sustainable materials management (SMM), extended producer responsibility (EPR), and product stewardship.
- Ensuring effective communication and coordination across all agency programs that work with SMM, EPR, product stewardship, and solid waste planning, including developing and coordinating trainings, webinars, and other informational products.
- Establishing effective measures and monitoring progress on an ongoing basis.
- Leading a team of professionals, including any consultants or contractors, to manage the program, and directing all work involved in the implementation of the program.

This position will also serve as a back-up to the Assistant Commissioner, Division Director, Section Manager, and Supervisor for all duties related to the program's development, including representation in public and with the Legislature, if necessary.

Minimum Qualifications

A minimum of four years of advanced professional-level experience working in an environmental protection, climate, or sustainability field, including experience and thorough knowledge of sustainable materials management (including focuses like waste reduction, reuse, recycling and organics management) or a related field. (Advanced professional-level experience within MPCA is equivalent to Senior Environmental Specialist: Environmental Specialist 4, Hydro 3, SPA Principal /Planner Principal, RS 2 or higher-level work).

Demonstrated expertise in planning, project management, coordination, communication, decision-making, and writing skills.

Effective communications and human relations skills to work collaboratively with internal and external groups and all levels of leadership, problem-solving skills for resolving technical matters, and the ability to develop and maintain ongoing professional relationships.

The Minnesota Pollution Control Agency will not sponsor applicants for work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Preferred Qualifications

Thorough knowledge of:

Extended producer responsibility and product stewardship policies and programs, within Minnesota and at a national and international level.

Sustainable materials management (SMM) - specifically pertaining to packaging and paper products -including strategies like waste reduction, reuse, recycling, and organics management.

Governmental contracting processes, contract negotiation, and contract management.

Legislative processes and administrative procedures sufficient to serve as a technical expert before policy committees and other public forums.

Demonstrated experience in:

High-level project management.

Conducting SMM or integrated solid waste management studies.

Interpreting and implementing policy and regulations.

Rule-writing and policy development.

Communicating complex information to government entities, industry and the public through direct outreach, campaigns, presentations, and written materials.

Coordinating stakeholders and/or advisory groups, soliciting feedback and guidance on critical program topics and decisions.

Data analysis and data management experience sufficient to identify and report information that is critical to program issues and decision-making.

Writing comprehensive program and/or policy reports.

Establishing appropriate types and levels of communication sufficient to keep interested parties aware of program developments.

Facilitating group meetings and trainings efficiently and effectively.

Leading and coordinating teams, including guiding and developing team members and monitoring team performance.

Ability to:

Resolve potentially contentious, controversial, and complex environmental issues.

Use a mindful, prudent approach in decision-making, taking into consideration input from others.

Communicate effectively to describe, promote and justify current and future program initiatives and outcomes.

Track detailed timelines and ensure required deadlines are met.

Research and identify opportunities for program improvements.

Prioritize equity and environmental justice considerations in program implementation.

Physical Requirements

This position involves use of a computer and may involve sitting for long periods of time.

Additional Requirements

Position duties may require travel, but driving is not a minimum qualification or essential function of this position. Employees who may drive for state business will need their driver's license checked prior to operating a state vehicle.

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk 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>.

Contact

If you have questions about this position, contact Jillian Kloster at jillian.kloster@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 Jillian Kloster at jillian.kloster@state.mn.us.

About Pollution Control Agency

Our mission is to protect and improve the environment and human health. We work with many partners (citizens, communities, and businesses, all levels of government, environmental groups and educators) to prevent pollution, conserve resources, and to help ensure polluting does not have disproportionate impact on any groups of people. We emphasize work-life balance with flex schedules, compressed schedules, and options to telework for some positions.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Tuition reimbursement
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

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.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.