



Come help the Department of Corrections transform lives for a safer Minnesota! Each day when you come to work for the Department of Corrections, you have the opportunity to truly make a difference in the lives of those under our care and for those in communities throughout Minnesota.

Working Title: Policy Specialist
Job Class: Planner Principal State
Agency: Corrections Dept

- **Job ID:** 75065
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Date Posted:** 03/20/2024
- **Closing Date:** 04/02/2024
- **Hiring Agency:** Department of Corrections
- **Division/Unit:** Policy Unit
- **Work Shift/Work Hours:** Day Shift/8:00 am - 4:30 pm
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$30.55 - \$45.02 / hourly; \$63,788 - \$94,001 / annually
- **Classified Status:** Classified
- **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

This position serves as a policy specialist for the Department of Corrections (DOC) to develop and maintain internal policies authorized under Minn. Stat. §§ 241-244. This position provides advice, guidance, and strategy to the Policy Director, the policy and rulemaking unit team, other members of the executive leadership team, division directors and work unit managers, wardens and other facility leaders. The position assists the policy director with planning, developing, and executing the DOC's policy agenda, including supporting its legislative and rulemaking priorities; organizes and executes robust internal and external stakeholder engagement; prepares reports, briefing packages, policy and budget recommendations and position statements; represents DOC on policy, rulemaking, and legislative work groups and other duties as assigned by the director.

To promote a culture of flexibility, we offer staff a hybrid work environment that varies by team, position, and business needs. This position will have the flexibility to telecommute, work a hybrid schedule, or work in the office located in St. Paul, Minnesota. Completion of a telework agreement will be required. Teleworking employees are required to live in Minnesota or a bordering state in a county along the Minnesota state line.

Minimum Qualifications

To be qualified for and considered for this position, applicants must meet all of the minimum qualifications listed below. Ensure that your resume contains descriptions of your work experiences sufficient for comparison against the requirements stated below and indicate the beginning and ending month and year for each job held.

- Three (3) years of experience in advancing public policy priorities, including analyzing policy issues, conducting research, interpreting statutes, and providing technical assistance to a variety of stakeholders.
 - A Bachelor's degree in Public Relations, Public Policy, Political Science, Public Administration, or closely related field may substitute for one (1) year of experience.
 - A Master's degree in Public Relations, Public Policy, Political Science, Public Administration, or closely related field may substitute for one and a half (1.5) years of experience.

Applicants who meet the experience requirements listed above will be further assessed on the following:

- Expert knowledge of policymaking best practices.
- Considerable skill in planning, organizing, prioritizing, coordinating, and implementing program objectives.
- Advanced written communication and drafting skills sufficient to produce clearly understood policy analysis, draft language, and policy revision proposals in plain language, including translating complex statutory or regulatory requirements into policy.

Preferred Qualifications

The following qualifications are strongly desired of applicants seeking consideration for this position:

- Master's degree or higher in Public Relations, Public Policy, Political Science, Public Administration, or closely related field.
- Experience working in corrections or similar regulatory environment.
- Experience advancing public policy priorities within a large, diverse and complex organization.
- Experience advancing public policy issues pertaining to criminal justice system involved persons.
- Demonstrated experience working on systems change with or within local or state government.
- Written communication skills sufficient to produce official publications.
- Experience in public speaking or as a trainer.
- Experience developing training materials.

Physical Requirements

The selected finalist is required to review and sign a Physical Demands Analysis (PDA) for this position. For a copy of the PDA, please email Katie Wynn (Katie.Wynn@state.mn.us).

Additional Requirements

The selection process may include screening the top candidate(s) on their criminal history, predatory offender registration, offender associations and/or other applicable background information in accordance with Department of Corrections' policy. Top candidate(s) must pass a criminal history check which includes successful completion of all sentencing and/or restitution requirements of law enforcement jurisdictions, including probation.

Employment history/reference checks, including incidents of sexual harassment, will also be conducted on the top candidate(s) in accordance with Department of Corrections' policy. This may include a review of job performance and discipline records.

New employees will be fingerprinted within the first 30 days of employment.

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 Katie Wynn at katie.wynn@state.mn.us or [651-361-7304](tel:651-361-7304).

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 Katie Wynn at katie.wynn@state.mn.us.

About Corrections Dept

Go from a job to a meaningful career with the Minnesota Department of Corrections where we work to transform lives for a safer Minnesota! We hold people responsible for the offenses they commit while giving them the tools they need to succeed as they transition back to our communities. These people may be incarcerated in our correctional facilities or be under our supervision in the community. No matter a person's custody status, our mindset is the same: a person's path to rejoining the community starts on the day they begin serving their sentence. Become part of this mindset by joining our team! With the DOC you will find many promotional opportunities, great State of Minnesota benefits, competitive pay, free parking, and workout facilities at most locations.

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)
- [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.