



Job Class: State Program Administrator Principal

Working Title: Seed Regulatory Administrator

- **Job ID:** 58158
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply :** This vacancy is open for bid and open to all qualified job seekers. Bidders will be considered through 08/25/2022.
- **Date Posted :** 08/19/2022
- **Closing Date :** 09/01/2022
- **Hiring Agency/Seniority Unit :** Minnesota Department of Agriculture
- **Division/Unit :** Plant Protection Division / Seed Unit
- **Work Shift/Work Hours :** Day Shift / 8:00am - 4:30pm
- **Days of Work :** Monday - Friday
- **Travel Required :** No
- **Salary Range:** \$28.96 - \$42.67/hourly; \$60,468 - \$89,094/annually
- **Classified Status :** Classified
- **Bargaining Unit/Union :** 214 - Minnesota Association of Professional Employees (MAPE)
- **FLSA Status :** Exempt - Professional
- **Connect 700 Program Eligible:** Yes

Job Summary

This position will lead the regulatory process to determine if labeled seed is in compliance or if enforcement is needed to uphold the Minnesota Seed Law and the Screenings Act and to work with federal officials at the USDA to enforce the Federal Seed Act. This position will lead the enforcement process for all routine inspections, inspections that result from consumer complaints and investigations that result from inspections. This position is vital to the program's mission to protect consumers and maintain a fair marketplace for seed sold in Minnesota.

This position is located in St. Paul but may have the option of teleworking part-time.

Minimum Qualifications

To facilitate proper years of service crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

A Bachelor's in Agronomy, Biology, Genetics, Botany or Plant Biology, or related field.

Two years of experience related to their field of education including some experience with seed either through work in the seed industry or work with regulation of the seed industry.

Excellent organizational and leadership skills to guide clients and stakeholders regarding regulations and enforcement.

Excellent verbal and written communication skills sufficient to write reports, summarize results, interpret technical information, and prepare documents for distribution and publication.

The ability to operate computer software used in the administration of the program.

The ability to celebrate diversity and a strong commitment to a respectful and inclusive work environment.

Preferred Qualifications

Four or more years of experience in the seed industry, seed testing, or a seed regulatory program (A Doctorate degree may substitute for three years of experience; a Master's degree may substitute for two year of experience; a Bachelor's degree may substitute for one year of experience).

Experience in regulating an industry.

Experience in educating clientele regarding compliance.

Knowledge of the AOSA Rules for Testing Seeds.

Additional Requirements

A job offer will be contingent upon successfully passing a background check. It is the policy of the Minnesota Department of Agriculture, as part of its hiring procedures, to conduct background checks on the finalist(s) for positions within the agency. The background check may consist of the following components:

- SEMA4 Records Check (applies to current and former state employees only)
- Employment Reference Check
- Conflict of Interest Review

The Minnesota Department of Agriculture will not sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Why Work For Us

The Seed Regulatory Program in Minnesota provides oversight of a diverse seed industry where all types of agricultural, vegetable, native grasses and forbs, and turf grasses are inspected. The program protects consumers purchasing seed and also maintains a fair marketplace protecting all parties in the seed supply chain by determining whether the labeled information is accurate. Everything in agriculture starts with seed. So this program is vital to the agricultural economy and to restoration on natural lands in Minnesota.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take

them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

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).

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Denise Theide at denise.thiede@state.mn.us.

If you are a Connect 700 applicant, please email your certificate and the Job Opening ID to Becky Hierlinger at becky.hierlinger@state.mn.us by the posting close date.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. 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. Please indicate what assistance you need.