



## MINNESOTA STATE

Human Resources

Your HR team for the system office

### **Job Class: SPA Manager Principal - Job Posting 31017** **Working Title: System Manager, Public Safety and Compliance**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 3/11/2019

**Closing Date:** 4/1/2019

**Hiring Agency/Seniority Unit:** Minnesota State System Office/Managerial Plan

**Division/Unit:** Facilities

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** M-F

**Travel Required:** Yes - 5%

**Salary Range:** \$39.90 - \$57.23/hourly; \$83,311 - \$119,496/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 220 - Managerial Plan

**FLSA Status:** Exempt - Executive

**Connect 700 Program Eligible:** Yes

#### **Job Summary:**

This position is responsible for providing leadership, direction, and management oversight of system-wide policies, procedures, guidance, and practices associated with programs and regulatory compliance in the areas of environmental, occupational health and safety, security and emergency management for the Minnesota State college and university system.

#### **Minimum Qualifications:**

**Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.**

- Bachelor's degree in chemistry, biology, environmental management, safety science, engineering or a closely related field.



- Ten (10) years of directly related environmental and occupational health and safety and/or security and emergency management responsibility.
- Related professional certification such as Associate Safety Professional (ASP), Certified Safety Professional (CSP), Certified Hazardous Materials Manager (CHMM), Registered Environmental Manager (REM), Certified Industrial Hygienist (CIH), Certified Protection Professional (CPP), Certified Emergency Manager (CEM) or Minnesota Certified Emergency Manager, Crime Prevention Through Environmental Design (CPTED), Qualified Environmental Professional (QEP), etc.
- Comprehensive knowledge of environmental, occupational safety and emergency management regulations (e.g., applicable Environmental Protection Agency, (EPA), Minnesota Pollution Control Agency (MPCA), Occupational Safety and Health Administration (OSHA), Minnesota Occupational Safety and Health Administration (MnOSHA), Federal Emergency Management Agency (FEMA), Clery Act, Department of Homeland Security (DHS), National Incident Management System/Incident Command System (NIMS/ICS) regulations and/or National Fire Protection Association (NFPA) standards and State of Minnesota State Fire and area building codes).
- Experience in reviewing and evaluating work environments, identifying/recognizing potential environmental health hazards and evaluating and applying corrective measures.
- Experience in budget preparation and management.
- Strong written communication skills sufficient to write, prepare, and edit materials such as policies, procedures, programs, reports, presentations, etc., clearly explaining complex technical ideas and procedures to varied technical and non-technical audiences.
- Strong verbal communication skills sufficient to participate in discussions and communicate technical ideas and procedures to technical and non-technical staff and managers, present recommendations and reports to senior managers, facilitate training and meetings, and negotiate findings.
- Ability to manage and oversee multiple projects simultaneously from inception through execution and evaluation, creating clear and attainable project objectives, building project requirements, overseeing time and scope of projects, managing project constraints, and communicating progress and end results.
- Computer skills sufficient to use general office application/productivity software (e.g., computer operating system, e-mail, word-processing, database/spreadsheet, calendar/scheduling, presentation graphics, website, Internet browser and search software).
- Ability to deal with diverse populations responding with sensitivity to their needs and concerns.
- Requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the gross combination weight does not exceed 26,000 pounds.
- Incumbent must pass driving record checks.

## Preferred Qualifications:

- Master's or other advanced degree in industrial safety, safety sciences, safety engineering, environmental science/engineering or related degree.
- Five (5) years of experience supervising staff associated with complex environmental and occupational health and safety and/or security and emergency management program.
- Five (5) years of experience in a college/university campus or system.
- Advanced professional certifications including Certified Safety Professional (CSP), Certified Hazardous Materials Manager (CHMM), Registered Environmental Manager (REM), Certified Industrial Hygienist (CIH), Certified Protection Professional (CPP), Certified Emergency Manager (CEM) or Minnesota Certified Emergency Manager, Crime Prevention Through Environmental Design (CPTED), or related certification or registration.
- Demonstrated ability to conduct independent research and to provide concise and complete written reports and analysis and recommendations based on that research.

## Additional Requirements:

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

## Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-relations/Labor>.

## Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver

program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

## **How to Apply**

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

## **Contact**

If you have questions about the position, contact Jessica White at [jessica.white@minnstate.edu](mailto:jessica.white@minnstate.edu) or 651/201-1845.

## **Equal Employment Opportunity**

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made 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](mailto:careers@state.mn.us). Please indicate what assistance is needed.