



600 State Office Building
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**Minnesota Legislature
Legislative Coordinating Commission
Diversity and Inclusion Director**

The Legislative Coordinating Commission (LCC) is seeking a talented individual to provide nonpartisan strategic direction and coordination of diversity and inclusion efforts across the Minnesota Legislature. The successful candidate will work in partnership with human resource offices across the legislature to develop strategic goals, provide training, increase partnerships, and recommend policies that will cultivate and promote a diverse and inclusive work environment.

The Diversity and Inclusion Director position is a full-time benefits eligible position. **Interested applicants must submit a cover letter and resume to the LCC Diversity and Inclusion Director Search Committee at lcc@lcc.mn.gov** or mail to LCC Diversity and Inclusion Director Search Committee, Legislative Coordinating Commission, 600 State Office Building, St. Paul, MN 55155. Cover letters and resumes should be submitted by Monday, April 24, 2023, to ensure consideration. If you have applied for this position already, there is no need for you to reapply. If you have specific questions, please contact Michelle Weber, Executive Director, at (651)296-2963 or michelle.weber@lcc.mn.gov.

The LCC will determine a starting salary based on the successful applicant's qualifications. The recruitment range for the position is \$88,279 to \$120,452.

Minimum Qualifications

- Bachelor's degree in human resources or a related field; and
- Three years leading the implementation of diversity and inclusion strategies in a work environment.
- Experience and skills in the following areas:
 - Development, delivery, and effective presentation of training curriculum on diversity, equity, and inclusion.
 - Excellent written and oral communication skills that can be used to foster the development of policies, procedures, and practices.
 - Familiarity with human resources practices sufficient to recruit, retain, and evaluate staff.
 - Ability to build relationships and work effectively across multiple offices as demonstrated through past collaborative efforts.
 - Ability to perform this role in a non-partisan manner.
 - Ability to maintain discretion and confidentiality in response to individual requests from legislators or legislative staff and personnel issues.

- Ability to speak or present in a public setting such as before legislative committees or other formal public meetings.
- Ability to work collaboratively and deal with staff, colleagues, members and third parties with diplomacy and tact to resolve conflict.

Desired Qualifications

- Advanced degree in public policy or a related field.
- Experience working in a legislative or legislative-type setting (e.g., city council, county board, state government).
- Three years of experience recruiting, hiring, or evaluating staff.

Why work for the LCC?

The LCC is a nonpartisan joint office serving legislative members and staff with diverse perspectives and backgrounds. LCC staff provide a wide variety of services to the Senate, House of Representatives, and joint offices and commissions.

Positions in the LCC received a **comprehensive benefits package** which is explained below.

Comprehensive Benefit Package

The State of Minnesota offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan, optional tax-deferred compensation, vacation and sick leave and paid holidays each year.

The LCC recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

Health and Wellness

The state encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy.
- Free, confidential help through the Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

Financial Well-Being

The state offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A pension and deferred compensation plan (MNDCP) with an employer-paid match to help you plan for your future.
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.

Professional Development

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

Work/Life Balance

Work/life balance is supported through:

- The potential for flexible work schedules during the interim when the legislature is not in session
- Compensatory time options
- On average 16.25 days of paid vacation each year based on a 5-hour accrual rate with opportunity for increased accruals as service time increases
- 13 days of paid sick leave each year based on a 4-hour accrual rate
- Optional vacation leave and sick leave bank credits offered to new employees
- 10 paid holidays and 2 floating holiday each year
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home.

During peak periods, LCC staff may experience long work hours and deadlines requiring the ability to stay composed under pressure.

The LCC values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace.

An Equal Opportunity/ADA employer