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**Minnesota Legislature  
Legislative Coordinating Commission  
Information Systems Trainer & Helper I**

The Legislative Coordinating Commission (LCC) is seeking a talented individual to serve as the lead technical support and training specialist for all commissions within the LCC Information Systems team that works on:

1. the development and maintenance of information systems and computer operations for legislative commissions
2. serving the entire legislature with spatial analysis and map production
3. acting as a non-partisan data provider and technology evaluator for the legislature during the decennial redistricting cycle
4. maintaining the repository for statewide boundary information related to the census and redistricting

The Information Systems Trainer & Helper I position is a full-time benefits eligible position. **Interested applicants must submit a cover letter and resume to the LCC Trainer & Helper Search Committee at [lcc@lcc.mn.gov](mailto:lcc@lcc.mn.gov)** or mail to LCC Trainer & Helper Search Committee, Legislative Coordinating Commission, 658 Cedar Street, St. Paul, MN 55155. Cover letters and resumes should be submitted by 4:00 p.m. on April 8, 2024, to ensure consideration. If you have specific questions, please contact Chris Canty, Information Systems Manager, at (651)296-0547 or [chris.canty@gis.lcc.mn.gov](mailto:chris.canty@gis.lcc.mn.gov).

The LCC will determine a starting salary based on the successful applicant's qualifications and experience. The recruitment range for the position is \$67,512 to \$81,000.

**Minimum Qualifications**

- 2 years minimum experience with application support and GIS, including programming, database administration, web development skills, systems administration, writing and communication skills.
- Web programming, database design and cartographic design skills and the knowledge and ability to utilize a variety of GIS, database, and graphic software packages.
- Associate degree in Geography, Computer Science, or related field.
- Training in ArcGIS, QGIS, or other relevant GIS software.
- Programming skills with PHP, JavaScript, SQL, or other industry standard programming languages and understanding of HTML and CSS.
- System administration skills with Windows and Linux servers.
- Nonpartisan background.

## Desired Qualifications

- Bachelor's degree in computer science, Geospatial Sciences, or related field
- Exposure to web mapping tools such as Mapbox, Mapserver, Google Maps API.
- Familiarity of basic principles of modern programming and Windows and Linux command line
- Exposure to VMWare administration.
- Experience with Office 365.
- Experience with Census Bureau ACS data.
- Experience working in a legislative or legislative-type (e.g., city council, county board, state government) setting.

## 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 legislative offices and commissions.

Eligible positions in the LCC received a **comprehensive benefits package**.

## 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 qualifying 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