



600 State Office Building
St. Paul, MN 55155
Phone: 651-296-0099
www.lcc.mn.gov

**Minnesota Legislature
Legislative Coordinating Commission
Office of Economic Status of Women Director**

The Legislative Coordinating Commission (LCC) is seeking a talented individual to provide nonpartisan direction for the Office of Economic Status of Women (OESW) within the Legislative Coordinating Commission at the Minnesota Legislature. The successful candidate will lead efforts to identify issues impacting the economic status of women, assist in the analysis and development of proposed legislation, and develop communication strategies to inform a broad group of stakeholders.

The OESW Director position is a full-time benefits eligible position. **Interested applicants must submit a cover letter and resume to the OESW Director Search Committee at lcc@lcc.mn.gov** or mail to OESW Director Search Committee, Legislative Coordinating Commission, 600 State Office Building, St. Paul, MN 55155. Cover letters and resumes should be submitted by 4:00 p.m. on August 30, 2023, to ensure consideration. 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 \$98,084 to \$120,000.

Minimum Qualifications

- Bachelor of Arts or Bachelor of Science Degree in areas such as public policy, public administration, human resources or a related field; and
- Three years of relevant work experience in progressively responsible professional work in public policy and/or administration.
- Education and Experience Substitutions:
 - Five years of relevant work experience in progressively responsible professional work in public policy, or knowledge of women's issues, analytical skills and understanding of the legislative process, and/or administration may substitute for the education requirement.
 - A J.D. or Master's degree in public policy or public administration and at least two years of relevant work experience may substitute for the three years of professional experience.
- Knowledge, skills, and abilities assessed during the selection process:
 - Knowledge of the range of issues which impact the economic status of women and the analytical skills to assess these policy issues.
 - Excellent oral and written communication skills.
 - Knowledge or experience of working with other women's organizations.
 - Excellent analytical skills necessary to review legislative proposals.

- Ability to serve as a non-partisan staff resource in a political environment.
- Ability to work in a wide range of situations and be flexible.
- Ability to represent the OESW and the LCC to the public and the legislature.
- Ability to be self-directed and initiate projects and research based on personal evaluation of their value to OESW's purpose.

Desired Qualifications

- Advanced degree in law, public policy, or a related field.
- Experience working a legislative or legislative-type setting (e.g., city council, county board, state government).
- Working knowledge of state government.
- Professional experience in a leadership capacity.

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**.

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
- 9 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