



LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

658 Cedar St.
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The Legislative-Citizen Commission on Minnesota Resources (LCCMR) is seeking a Business Analyst (System Analyst I). This is a full-time benefits-eligible position that will assist the 17-member LCCMR with its Environment and Natural Resources Trust Fund (ENRTF) project proposal and funding process and project oversight.

Position Summary:

The position will assist LCCMR with its non-partisan proposal and funding process and project oversight responsibilities by managing and enhancing the custom online proposal and grant management system, maintaining the website, and ensuring compliance with digital accessibility standards (Minnesota Statutes, section 3.199, and WCAG 2.1 Levels A/AA/encouraged AAA). The position involves interfacing with external programmers, designing and implementing system improvements, troubleshooting issues, and providing user support and training. The primary objectives of the position are accomplished under the general supervision of the LCCMR Assistant Director.

A complete position description is available on the Legislative Coordinating Commission's (LCC) Employment Opportunities webpage (<https://www.lcc.mn.gov/jobs/>). For more information about the LCCMR, please visit our website (<https://www.lccmr.mn.gov/>).

Compensation

This is a full-time, unclassified, non-partisan, and benefits-eligible position with limited remote options available. The full salary range is \$76,323 to \$137,523. The hiring salary typically is between \$76,323 and \$87,500. The level offered will be based upon an assessment of the candidate's level of experience. This is the first in a series of a two-track position.

How to Apply

To ensure consideration, please submit a resume and cover letter by May 4, 2025, via email to lcc@lcc.mn.gov with "Business Analyst" as the subject, or mail to: LCCMR Business Analyst Search Committee, LCCMR, 658 Cedar St., Centennial Building, 1st floor, St. Paul, MN 55155.

The Legislative Coordinating Commission and the Joint Legislative Offices & Commissions are unable to provide sponsorship for work visas. Applicants must be eligible to work in the United States at the start of employment.

Minimum Qualifications:

1. Education. Bachelor's degree in Business Administration, Information Systems, Environmental Sciences, Natural Resources, or a related field. A two-year degree and additional two years of relevant experience may substitute the degree requirement.
2. Experience. Three years of professional experience as Business Analyst, or a related position; or a Master's degree and 1 year of relevant experience.
3. Expertise in system analysis, design, and testing methodologies.
4. Experience managing software development projects, including vendor relations and service level agreements (SLA) development.
5. Knowledge of accessibility guidelines (WCAG 2.1 Levels A/AA) and compliance requirements.
6. Strong verbal and written communication skills with technical and non-technical audiences.

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7. Ability to create and deliver training materials for end users at various skill levels.
8. Excellent organizational skills and attention to detail.
9. Knowledge of website design concepts.
10. Non-partisan background and the ability to act in a politically neutral manner while maintaining confidentiality.

Desired Qualifications:

1. Experience with APIs, data visualization, and system integration.
2. Hands-on experience with grantmaking or grant administration.
3. Knowledge of natural resources or environmental sciences.
4. Familiarity with or willingness to learn GIS concepts and tools.
5. Experience with AI tools and technologies.
6. A collaborative and customer-service mindset.
7. Proficiency in writing queries and extracting insights using database tools.

Why work for LCCMR?

Working for the LCCMR provides a unique opportunity to support legislative-level decision-making about the state's environment and natural resources. The broad scope of ENRTF funding priorities allows for continual learning across a wide range of issues, including about cutting-edge research to find solutions to pressing problems. We enjoy working with diverse constituencies including from the private, non-profit, public, and academic- as well as legislative- sectors. Working at LCCMR provides new and interesting challenges, professional growth, and opportunities to deepen your experience and knowledge while working as a member of a supportive and collaborative team.

Comprehensive Benefits Package

The LCCMR, as an entity of the Minnesota State Legislature, 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 LCCMR 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 our Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

Financial Well-Being

Financial well-being is about making good financial decisions today and planning for the future. The state offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A retirement and deferred compensation plan with an employer-paid match to help you plan for your future.

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- 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.
- Student loan forgiveness for qualifying staff under the current federal Public Service Loan Forgiveness Program.

Professional Development

Because employees are one of our most valuable assets, we encourage professional development that empowers employees to do the work they love and reach their career goals. There are a number of tools and resources to help employees explore career paths and expand their skill sets. This includes:

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

Work/Life Balance

We believe hard work is important, but we also know balance is essential. These programs are designed to help you with your work and personal life. This includes:

- Flexible work schedules
- Compensatory time options
- On average, employees start with 16.25 days of paid vacation each year based on a 5-hour accrual rate per pay period with opportunity for increased accruals as service time increases
- 13 days of paid sick leave each year based on a 4-hour accrual rate per pay period
- Optional vacation leave and sick leave bank credits offered to new employees
- 11 paid holidays and 2 floating holidays each year
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home

The LCCMR values the unique contributions that candidates with diverse experiences, knowledge, and backgrounds can bring to our work. The LCCMR is an equal opportunity employer and is committed to providing equal employment opportunities to all qualified applicants and employees without regard race, color, creed, religion, sex (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), sexual orientation, gender identity or expression, age, disability, marital status, familial status, national origin, citizenship, genetic information, status regarding public assistance, protected veteran status or activity in a local Human Rights Commission, or any other characteristic protected by law.

We do not discriminate on the basis of disability in our hiring or employment practices and comply with all applicable state and federal disability laws and regulations issued by the U.S. Equal Employment Opportunity Commission under Title I of the ADA and under the Minnesota Human Rights Act (MHRA), chapter 363A. To request a reasonable accommodation in the application or hiring process, please contact the Legislative Coordinating Commission at lcc@lcc.mn.gov or 651-296-0099.