**Job Class:** State Program Administrator, Director

**Working Title:** Crime Victims Reparation Director

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

**Date Posted:** 01/07/2019

**Closing Date:** 01/28/2019

**Hiring Agency/Seniority Unit:** Public Safety Dept / Public Safety-MMA

**Division/Unit:** Office of Justice Programs / OJP Management

**Work Shift/Work Hours:** Day Shift / 8am - 4:30pm

**Days of Work:** Monday - Friday

**Travel Required:** Yes - Up to 25% of the time

**Salary Range:** $30.97 - $44.62/hourly; $64,665 - $93,166/annually

**Job Class Option:** Crime Victims

**Classified Status:** Classified

**Bargaining Unit/Union:** 216 - Middle Management Association/MMA

**FLSA Status:** Exempt - Executive

**Employment Condition:** Permanent, Full-time

**Connect 700 Program Eligible:** Yes

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**Job Summary**

This full-time, permanent position is responsible for managing the operations and staff of the Crime Victims Reparations program and Board within the Department of Public Safety. The responsibilities include the planning and management of the claim processing workload, reviewing and ensuring the quality of the work product, identifying and resolving complex claims including representing the office at legal proceedings, and supervision and training of staff. The Director will review claims recommended for payment, reduction or denial for compliance with established policy and procedure. The responsibilities also include developing, interpreting and implementing the provisions of state statutes, administrative rules and operating policies and procedures that address all administrative and operational program issues. Incumbent provides leadership and guidance to the members of the Reparations Board to accomplish program goals and objectives in accordance with the laws and rules governing the Board. The incumbent ensures the efficiency, effectiveness and accuracy of all reparations functions through the use of computer systems, management controls and sound organizational structure. The incumbent is also responsible for overseeing the development of reparations informational materials and training programs for clientele. The Director applies the provisions of Minnesota Statutes 611A.52 – 611A.67, Minnesota Statute 611A.04, and Minnesota Rules 3050.0100 – 3050.4100, and federal program guidelines for the Victims of Crime Act Victim Compensation Grant Program.
Qualifications

Minimum Qualifications:

Five (5) years of professional experience in criminal justice, public administration, social services or related field. A Bachelor’s degree from an accredited school may substitute for one year of professional experience. Professional experience to include the following:

1. Managing programs and projects and providing supervision, leadership and direction to professional level employees

2. Demonstrated managerial and administrative skills sufficient for fiscal management, policy development and board management

3. Planning and communication skills sufficient to lead trainings, educate staff, board members, external stakeholders, draft policy and procedures, draft mandated reports and legislation

4. Demonstrated knowledge and/or experience related to criminal justice processes and crime victim issues

Preferred Qualifications:

1. Law degree

2. Five years’ experience with state and federal statutes governing crime victim issues, civil remedies for crime victims, or administrative law

3. Experience managing federal grants

4. Experience in identification of computer system enhancements or changes

Physical Requirements

Requires occasionally moving and transporting such articles as file boxes and heavy hand tools or heavier materials with help from others, and moving and transporting light objects frequently. Even though the weights being moved and transported may be a negligible amount, a job in this category may require positioning self to move to a significant degree or may involve maintaining a stationary position for extended periods.

Additional Requirements

This position requires successful completion of the following:

It is the policy of the Department of Public Safety that all employees submit to a background investigation prior to employment, which includes the following components:

1) criminal history

2) reference check

3) education verification
Application Details

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Apply on our website by going to https://mn.gov/mmb/careers/ and click on “Search for Jobs Now” for External Applicants. Type in the Job ID 29158.

If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to http://www.mn.gov/careers.

Contact

If you have questions about the position, contact Kara Kreutzer at kara.kreutzer@state.mn.us or 651/201-7379.

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We will make reasonable accommodations 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. Please indicate what assistance you need.