



STATE OF COLORADO
invites applications for the position of:
**CDA - Noxious Weed
Grants & Outreach
Specialist**

This position is open only to Colorado state residents.

CLASS TITLE: ADMINISTRATOR III

LOCATION: Broomfield County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 305 Interlocken Parkway, Broomfield CO 80021

SALARY: \$2,057.08 - \$2,468.31 Biweekly
\$53,484.00 - \$64,176.00 Annually

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 11/18/22

CLOSING DATE: 12/09/22 04:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



Who we are:

Agriculture is a part of all our lives. When you eat, put on clothes, or care for an animal--your life is touched by agriculture. Colorado's food and agriculture industry generated \$47 billion of economic activity in 2019 and supports nearly 5% of the state's workforce. CDA is proud to be a part of such an important industry.

Mission:

The CDA's mission is to strengthen and advance Colorado's agriculture; promote a safe and high-quality food supply; protect consumers; and foster responsible stewardship of the environment.

CDA Wildly Important Goals:

To accomplish our mission, CDA focuses on four "wildly important goals:"

- Goal 1: Building Economic and Supply Chain Resilience
- Goal 2: Advancing Voluntary Stewardship
- Goal 3: Supporting the Next Generation in Agriculture
- Goal 4: Promoting Animal Health and Welfare

We use these goals to focus and align the daily work of our staff in support of Colorado farmers and ranchers. Learn more about our Department and our wildly important goals in our performance plan on our [website](#).

What you get from us:

In addition to a great work location and rewarding and meaningful work, we offer:

- Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus optional 401(k) and 457 plans (www.copera.org)
- Medical and dental health plans (<https://stateofcoloradobenefits.com/>)
- Employer supplemented Health Savings Account (\$60 per month)
- Paid life insurance, plus additional optional life insurance options
- Paid Short Term Disability and optional Long Term Disability coverage
- 11 paid holidays per year plus generous vacation and sick leave accruals
- [BenefitHub](#) state employee discount program
- Employee Wellness program [MotivateMe](#)
- Excellent work-life programs, such as flexible schedules, remote work opportunities, free parking, professional development and more!

To learn about the total compensation package for State government employment visit: <https://www.colorado.gov/dhr/totalcompensation>

Equity, Diversity, and Inclusion

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

Learn more about our commitment to equity, diversity and inclusion by visiting our EDI Homepage: <https://dpa.colorado.gov/about-us/edi>.

DESCRIPTION OF JOB:

Work Unit:

The Noxious Weeds unit prevents the introduction of new noxious weed species into Colorado, quickly detects and eradicates new species that enter the state, stops the spread of well-established species, and restores lands of exceptional agricultural and environmental value through education, regulation, acquisition and disbursement of resources, partnership development, and assistance to local communities.

Position:

Conduct grant and contract management duties such as: manage the program's annual pass-through grants from announcement to invoicing, coordinate with partners for reporting and monitoring purposes, visit project locations with grantees to assess progress and success, and oversee the Boot Brush Scholarship program and recommend new funding strategies. Assist in the management of noxious weed species through communication and outreach efforts. Collaborate with other state agencies, local governments, non-profit organizations, etc. to expand our messaging and program's importance. Serve as the outreach coordinator for the program and respond to requests for information. Utilize the newsletter and website to disseminate information, and develop strategies for reaching new audiences. Create educational materials, and develop ways to showcase the success of partners. Provide training and services, including for mapping and reporting noxious weeds, and create templates and process documents in order to simplify

efforts and provide consistency.

Duties:

- Oversee administration of programmatic grant processes, contract management and reporting requirements.
- Conduct timely updates of application documents, evaluation tools and reporting documents. Submit procurement requests, track grant progress, and pay invoices.
- Conduct site visits to ensure grantees are carrying out their responsibilities. Communicate regularly with local governing entities and other stakeholders to ensure these entities are well-informed of important guidelines, processes, deadlines, and reports affecting their programs.
- Use existing criteria and resources to train entities and the public in such areas as noxious weed identification, listing of species, regulatory framework, collecting and submitting mapping data, weed free forage, etc.
- Ensure that necessary information is readily available for local governments, in order for them to stay in compliance with relevant Acts and Rules.
- In collaboration with universities, NGOs and weed management programs, develop and distribute educational materials and trainings relevant to noxious weeds and weed free forage.
- Assemble content, determine target audiences and key messages, gather input from collaborators, and distribute relevant information to current stakeholders and new audiences.
- Develop ways to reach new audiences and to highlight the success of partners.
- Gain and maintain proficiency with EDDMapS and assist in online report verification.
- Establish and maintain communication with EDDMapS personnel in order to provide up-to-date training to stakeholders and the public online and in the field.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Must be a Colorado resident at the time of application.

Salary Range:

\$2,057.08 - \$2,468.31 Biweekly
\$53,484.00 - \$64,176.00 Annually

Minimum Requirements:

Education:

- Bachelor's degree from an accredited college or university in natural resource management, environmental studies, geography, biology, ecology, botany or in a field of study closely related to the position.

Experience:

- Two (2) years of full-time professional experience in noxious weed/invasive species management.
 - Experience must include:
 - Grant Management
 - Creation of educational materials, and
 - Demonstrated communication skills with public and private landowners as well as other natural resource professionals.
- Part-time experience will be pro-rated.
- See substitutions below.

Preferred Qualifications:

- Proficiency with InDesign, Constant Contact, and website design,
- Understanding accessibility needs in regards to outreach materials,
- Field experience working in a variety of different outdoor conditions and environments,
- Experience surveying for and mapping invasive species, and

- Utilizing GIS technology, both in field and office settings.

Substitutions:

- Professional experience in noxious weed/invasive species management that provided the same kind, amount and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the bachelor's degree.
- Master's or doctorate degree from an accredited college or university in natural resource management, environmental studies, geography, biology, ecology, botany or a degree closely related to the assignment may be substituted for the bachelor's degree and one year of general experience.

Conditions of Employment:

- Must possess and maintain a valid Colorado Driver's License with the ability to independently travel.

Required Competencies:

- Clear understanding and experience in noxious weed management.
- Ability and experience in field work (outdoors/strenuous activity).
- Knowledge and experience in grant funding processes.
- Excellent interpersonal, communication and public speaking skills.
- Project management skills: ability to multitask, problem-solve, prioritize, create systems and processes and collaborate with and engage others.
- Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.
- Detail oriented.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally with diverse employees in all corners of the state.
- Work well under pressure.
- Strong relationship management skills and excellent representation of the department in community interactions.
- Excellent negotiation and consensus building skills.
- Proactive approaches to problem-solving and with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Knowledge of GIS software

Important Information:

Part of, or the entire selection process for this position will involve a review of the information you submit in your application materials. Therefore, it is paramount that in the experience portion of your application, you describe the extent that you possess the education, experience and competencies outlined in the job announcement as well as the special and/or preferred qualifications. Failure to include adequate information or follow instructions may prevent you from competing in subsequent measures used to arrive at a top group of applicants.

Please submit the following:

- Online application (completed fully) describing how you meet the minimum qualifications
- **OR If you are not able to submit an online application, a paper application is available at this link: [PDF State Paper Application](#).** Paper applications must be received (either by US mail or email to mary.hunt@state.co.us) by the closing date and time of the application period listed on this announcement.
- DD214 (if applicable)
- Unofficial copy of transcripts (if applicable)

Factors that will be assessed:

- Technical Competence – Technical experience as it relates to the duties outlined in this job announcement.
- Depth and Breadth of Experience – Experience that covers multiple areas outlined in this job announcement. Experience should be varied and not one dimensional, and demonstrate a wide range of community involvement.

- Job Fit – Experience will be evaluated to determine how well your past experience aligns with and meets the business needs of this position. Current experience is preferred.

APPEAL RIGHTS:

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

SUPPLEMENTAL INFORMATION:

Important Information: Part of, or the entire exam for this position will involve a review of the information you submit in your application material. Applications are considered complete and accurate at the time of submission. Therefore, additional information **may not** be solicited or accepted after your application has been received. Therefore, it is very important that you clearly describe all of your relevant experience on the application itself. Applications left blank or marked "SEE RESUME" will not be considered.

All applications that are received by the closing date of this announcement will be reviewed against the Minimum Qualifications in this announcement by a Human Resources Specialist. Candidates who meet the minimum qualifications may proceed to the next step. Colorado Revised Statutes require that state employees are hired and promoted based on merit and fitness through a comparative analysis process.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact by phone or email at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

The Department of Agriculture is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to Mary Hunt, at mary.hunt@state.co.us or call 303-869-9006.

Toll Free Applicant Technical Support: If you experience technical difficulty with the NEOGOV system (e.g. uploading or attaching documents to your online application) call NEOGOV technical support at 855-524-5627 Mon-Fri between 6 am and 6 pm (Pacific Time). Helpful hints: if you are having difficulty uploading or attaching documents to your application first, ensure your documents are PDF or Microsoft Word files and second, close the document before you attempt upload (attach) it.

HOW TO APPLY: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Human Resources, 305 Interlocken Parkway, Broomfield CO 80021

DEPARTMENT CONTACT INFORMATION:

Contact Mary Hunt at (303)869-9006 or mary.hunt@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

DEPARTMENT WEBSITE:
<http://www.colorado.gov/ag>

Position #BAA-00411-11162022
CDA - NOXIOUS WEED GRANTS & OUTREACH SPECIALIST
MH

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

CDA - Noxious Weed Grants & Outreach Specialist Supplemental Questionnaire

- * 1. Discuss in detail your experience working with grant management.

- * 2. Describe one or two circumstances in your work experience when you encountered miscommunication and/or conflict directed at you and/or your co-workers. Be specific in describing the tools and experiences you used to successfully resolve the conflict. Discuss specific tools and tactics you believe are important to have in your "toolbox" when resolving conflicts.

- * 3. This position entails training people from a variety of agencies and the general public in such skills as plant identification, mapping and preferred weed management techniques. Describe in detail your experience with training members of the public and local agencies, specifically with regard to noxious weed management.

- * 4. Describe your experience creating educational materials and conducting outreach to stakeholders or the general public.

* Required Question