



STATE AID ENGINEERING POSITIONS

POLICY HR005, EFFECTIVE 2013-01-07

POLICY STATEMENT

The Minnesota Department of Transportation (MnDOT) is committed to a diverse and well-qualified workforce. [Minnesota Statutes, section 163.07, subdivision 4 and 5](#), provide that city and county engineers may transfer without examination and are eligible to compete for any engineering opening for which the Commissioner deems them qualified.

REASON FOR POLICY

It is desirable that the State Aid Division Director, State Aid for Local Transportation Office Director and District State Aid Engineer positions have local government experience since the majority of their work focuses on the needs and concerns of local governments rather than MnDOT. The salary comes from CSAH and MSAS funds and the county and city engineers see these positions as direct advocates for their needs within the MnDOT hierarchy. Therefore, it is essential that they have direct input into the selection of the successful candidates by being included on the interview panels.

WHO NEEDS TO KNOW THIS POLICY?

- Managers/supervisors
- Office of Human Resources

DEFINITIONS

CEAM (*City Engineers Association of Minnesota*)

CEAM is an association of the City Engineers of the state of Minnesota organized by the [Constitution and By-Laws of the CEAM](#). Refer to the [CEAM website](#) for further information.

CSAH (*County State-Aid Highways*)

The county state-aid highway system is a network of key highways under the jurisdiction of Minnesota's counties. It covers roughly 30,600 miles of roadway throughout all 87 counties, comprising over two-thirds of all county highway miles. Counties receive money from the state's county state-aid highway (CSAH) fund for the construction, improvement, and maintenance of those highways included in the state-aid system. Refer to [Minnesota Statutes, section 162.06, Subdivision 2](#) for authority to use CSAH funds to support these positions.

SENIOR OFFICER

Tracy Hatch

Deputy Commissioner/CFO/COO

POLICY OWNER

Mitchell Rasmussen, P.E.

Division Director, State Aid for Local Transportation

POLICY CONTACT

Ted Schoenecker, P.E.

*Deputy State Aid Engineer
Office of State Aid for Local Transportation*

Ted.Schoenecker@state.mn.us
651-366-3804

POLICY HISTORY

*1993-06-17, Established
1998-11-17, Revision 1
2013-01-07, Revision 2*

[MnDOT Policy Website](#)

MCEA (*Minnesota County Engineers Association*)

MCEA is an association of the County Engineers in the state of Minnesota organized under the Articles of Incorporation to promote the county engineering profession and uphold the Code of Ethics. Refer to the [MCEA website](#) for further information.

MSAS (*Municipal State-Aid Street system*)

The municipal state-aid street system is a collection of about 3,600 miles of key streets located in 147 Minnesota cities with populations greater than 5,000 across the state. The system constitutes around 16 percent of all miles of city streets. Cities receive financial assistance from the state for construction and maintenance of those streets included in the system. Refer to [Minnesota Statutes, section 162.12, Subdivision 2](#) for authority to use MSAS funds to support these positions.

PROCEDURES

Recruitment and Selection process for the State Aid Division Director, State Aid Engineer

Human Resources, in consultation with the Deputy Commissioner, will prepare a job posting for MnDOT employees and current county and city engineers. State Aid Division will post the position electronically to all county and city engineers.

The Office of Human Resources assesses the applicants and selects interested candidates with the Deputy Commissioner/CFO/COO for interview.

Candidates are interviewed by a committee consisting of:

- Deputy Commissioner/CFO/COO or designee
- Operations Division Director
- County Engineer (Minnesota County Engineers Association selects)
- City Engineer (City Engineers Association of Minnesota selects)
- Incumbent

The committee recommends up to three candidates for employment. The Deputy Commissioner/CFO/COO recommends the final candidate to the Commissioner, who makes the appointment.

Recruitment and Selection process for the Deputy State Aid Engineer

Human Resources, in consultation with the State Aid Division Director, will prepare a job posting for MnDOT employees and current county and city engineers and their assistants. State Aid Division will post the position electronically to all county and city engineers.

The Office of Human Resources assesses the applicants, consults with the State Aid Division Director, and selects interested candidates to interview.

Candidates are interviewed by a committee consisting of:

- State Aid Division Director or designee
- County Engineer
- County Engineer (Minnesota County Engineers Association selects)
- City Engineer (City Engineers Association of Minnesota selects)

The committee recommends up to three candidates for employment. The State Aid Division Director recommends the final candidate to the Commissioner and Division Directors, who make the appointment.

Recruitment and Selection process for the District State Aid Engineer

Human Resources, in consultation with the District Engineer, will prepare a job posting for MnDOT employees and current county and city engineers and their assistants. State Aid Division will post the position electronically to all county and city engineers.

The Office of Human Resources assesses the applicants and selects interested candidates to interview.

Candidates are interviewed by a committee consisting of:

- District Engineer or designee
- State Aid Division Director or designee

- County Engineer (Minnesota County Engineers Association selects)
- City Engineer (City Engineers Association of Minnesota selects)
- District State Aid Engineer from another district

The committee recommends up to three candidates for employment. The District Engineer selects the final candidate with the concurrence of the State Aid Division Director. The Commissioner and Division Directors approve the appointment.

RESPONSIBILITIES

City Engineer

- Selected by the CEAM to serve on the interview committees for the following positions:
 - State Aid Division Director
 - State Aid Engineer
 - Deputy State Aid Engineer
 - District State Aid Engineer

Commissioner

- Appoints the State Aid Division Director, State Aid Engineer; consideration based on the recommendation of the Deputy Commissioner and the interview committee.
- Approves (along with the Division Directors) the appointment of the Deputy State Aid Engineer; consideration based on the recommendation of the State Aid Division Director, State Aid Engineer and the interview committee.
- Approves (along with the Division Directors) the appointment of the District State Aid Engineer; consideration based on the recommendation of the District Engineer (with concurrence of the State Aid Division Director, State Aid Engineer), and the interview committee.

County Engineer

- Selected by the MCEA to serve on the interview committees for the following positions:
 - State Aid Division Director
 - State Aid Engineer
 - Deputy State Aid Engineer
 - District State Aid Engineer

Deputy Commissioner

- Serves on the interview committee for the State Aid Division Director, State Aid Engineer
- Recommends the final candidate for the State Aid Division Director, State Aid Engineer to the Commissioner

District Engineer

- Selects the final candidate (with the concurrence of the State Aid Division Director, State Aid Engineer) for the District State Aid Engineer position

District Operations Division Director

- Serves on the interview committee for the State Aid Division Director, State Aid Engineer position

District State Aid Engineer *(from another district)*

- Serves on the interview committee for the District State Aid Engineer position

Division Directors

- Approves the appointment (in concert with the Commissioner) the appointment of the Deputy State Aid Engineer and the District State Aid Engineer

Human Resources

- In consultation with the Deputy Commissioner, prepares the job posting for MnDOT employees and current county and city engineers for the recruitment of the State Aid Division Director, State Aid Engineer.
- In consultation with the District Engineer, prepares the job posting for MnDOT employees and current county and city engineers for the recruitment of the District State Aid Engineer position.

- In consultation with the State Aid Division Director, State Aid Engineer prepares the job posting for MnDOT employees and current county and city engineers for the recruitment of the Deputy State Aid Engineer.

Incumbent (*current State Aid Division Director, State Aid Engineer*)

- Serves on the interview committee for the State Aid Division Director, State Aid Engineer position

State Aid Division Director, State Aid Engineer

- Serves on the interview committee for the State Aid Division Director, State Aid Engineer interview committee
- Serves on the interview committees for the Deputy State Aid Engineer and the District State Aid Engineer
- Recommends the final candidate for the Deputy State Aid Engineer position

FREQUENTLY ASKED QUESTIONS

Q: *CSAH (County State-Aid Highway) and MSAS (Municipal State-Aid Streets) funds pay for these positions. Do the city and county engineers support the policy?*

A: Yes, City and County Engineers Associations, the State Aid Engineers, and District Engineers support the policy.

POLICY OWNERSHIP AND AUTHORIZATION

Policy Owner

Duane Leurquin, Director, Financial Management

Duane A. Leurquin 12-30-14
Signature and Date Signed

Governance Council

Sue Stein, Director, Corporate Services Division

Sue Stein 12-30-14
Signature and Date Signed

Responsible Senior Officer

Tracy Hatch, Deputy Commissioner, COO/CFO

Tracy Hatch 12-30-14
Signature and Date Signed