

Job ID: 84832 - Reimbursement Claims Specialist - Community Svcs Program Spec 3

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Working Title: Reimbursement Claims Specialist
Job Class: Community Services Program Specialist 3
Agency: Public Safety Dept

- **Job ID:** 84832
- **Location:** St. Paul
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers and DPS employees eligible to bid (permanent, classified employees in the same job and class). Eligible bidders should apply through self-service and confirm their bid by emailing megan.lund@state.mn.us by 11:59 pm 03/24/2025.
- **Date Posted:** 03/18/2025
- **Closing Date:** 03/24/2025
- **Hiring Agency/Seniority Unit:** Public Safety Dept / Public Safety-MAPE
- **Division/Unit:** Office of Justice Programs / OJP Crime Victims Reparations
- **Work Shift/Work Hours:** Day Shift / 8:00 AM - 4:30 PM
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$27.84 - \$40.82 / hourly; \$58,129 - \$85,232 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Nonexempt
- **Designated in Connect 700 Program for Applicants with Disabilities:** Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

This posting may be used to fill multiple vacancies.

This position serves as a senior claims specialist for the Office of Justice Programs, Minnesota Crime Victims Reimbursement Program. The reimbursement claims specialist serves an advanced capacity and communicates and works with victims, applicants, victim services providers, law enforcement, and other criminal justice professionals. Position applies the provisions for Minnesota Statutes 611A.52 - 611A.67, the Minnesota Crime Victims Reimbursement Act.

Minimum Qualifications

To facilitate proper crediting, please include a cover letter and ensure that your resume clearly describes your experience sufficient for comparison against the requirements stated below and indicates the beginning and ending month and year for each job held.

- Two* (2) years of experience analyzing complex documents, claims, and determining eligibility for programs within one of the following areas: human services. social work. medical services and/or legal services.
- Experience with leadwork, direction and coaching.
- Experience working with those impacted by violent crimes, victim services, social services, and/or law enforcement and the complexity of navigating resources and barriers.
- Ability to work cooperatively with individuals from diverse backgrounds and underserved communities.

Applicants that meet the above minimum qualifications will be further evaluated on the following:

- Experience working with community organizations and stakeholders
- Analysis, decision making and problem solving sufficient to evaluate current policies, procedures and processes for those most impacted by crime or have not traditionally received services or information from OJP.
- Ability to adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.

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- Ability to strengthen existing relationships with OJP stakeholders, community organizations and interested parties that would either benefit from OJP services, strengthen OJP's work, or to develop new partnerships.
- Written communication skills including the ability to write reports, procedures, policies, and correspondence sufficient to describe, promote, and justify current and future program initiatives and outcomes.
- Knowledge of crime victim concerns, needs and trauma informed approaches.

*Bachelor degree or higher may substitute for one year of required experience

Preferred Qualifications

- Knowledge of OJP services and programs; principles and practices of victim services, including Minnesota Chapter 611A - Victims Bill of Rights
- Experience determining eligibility and compliance with State and Federal guidelines and statutes related to victim services.
- Experience supporting or managing program delivery to community partners.
- Knowledge of medical billing codes and medical terminology.

Physical Requirements

Requires occasionally moving and transporting such articles as file folders and small tools.
May need to maintain stationary position for long periods of time while carrying out job duties.

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, includes the following components:

- 1) criminal history
- 2) reference check

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs,

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contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Megan Lund at megan.lund@state.mn.us .

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Megan Lund at megan.lund@state.mn.us.

About Public Safety Dept

The Minnesota Department of Public Safety (DPS) is a diverse, complex agency dedicated to serving communities across the state. DPS has 10 public facing and four support divisions with about 2,200 dedicated employees operating programs statewide that all have one goal: Building a safer Minnesota.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency,

funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.

For accommodations or questions about accessibility specifically relating to this job announcement, please email the Internal Affairs/Affirmative Action Division at marna.johnson@state.mn.us or [651-539-1875](tel:651-539-1875).