

Working Title: Fire Service Training and Licensing Specialist
Job Class: State Program Administrator, Intermediate
Agency: Public Safety Dept

- **Job ID:** 89551
- **Location:** St. Paul
- **Telework Eligible:** Yes - remote position
- **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 dama.abuta@state.mn.us by 11:59 PM 10/27/25
- **Date Posted:** 10/21/2025
- **Closing Date:** 11/3/2025
- **Hiring Agency/Seniority Unit:** Public Safety Dept / Public Safety-MAPE
- **Division/Unit:** MN Board Of Firefighters / MN Board of Firefighters Oper
- **Work Shift/Work Hours:** Day Shift/ 8:00 AM - 4:30PM
- **Days of Work:** Monday - Friday
- **Travel Required:** Up to 50% of the time
- **Salary Range:** \$25.67 - \$37.26 / hourly; \$53,598 - \$77,798 / 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 position serves as a key resource to the Minnesota fire service, providing statewide support for firefighter training reimbursement and licensing programs administered by the Minnesota Board of Firefighter Training and Education (MBFTE).

The incumbent is responsible for coordinating and conducting reviews of training reimbursement submissions from fire departments to ensure compliance with state policies and procedures. This position will monitor continuing education requirements for licensed firefighters across Minnesota, conduct periodic reviews of training records to support license renewals.

This position serves as the primary contact for MBFTE's Qualified Instructor program within their assigned territory and works closely with the Executive Director to develop and manage the biannual budget.

This position is a fully remote position with residency required in any county except **Washington, Ramsey, Hennepin, Dakota, Scott, Anoka, or Chisago County**.

The Department of Public Safety is unable to provide sponsorship for work visas. Applicants must be eligible to work in the United States at the start of employment. DPS does not participate in E-Verify.

Minimum Qualifications

- Two (2) years of professional experience

Professional experience must include the following:

- Working as a firefighter
- Experience reviewing training documentation, compliance records, reimbursement requests, and administering federal or state grant programs

- Knowledge of firefighter training standards, including NFPA Professional Qualification Standards and Minnesota firefighter licensing requirements
- Working knowledge of the MBFTE Qualified Instructor Program
- Familiarity with federal and state statutes, OSHA standards, and other regulations related to fire service operations and training
- Strong communication skills with the ability to work effectively with internal and external stakeholders, including individuals from diverse backgrounds

Preferred Qualifications

- 5 years as a fire department training officer
- Familiarity with MBFTE programs, including Qualified Instructor standards and firefighter licensing procedures
- Experience conducting audits or compliance reviews of training records or program documentation
- Knowledge of IFSAC and Pro Board accreditation standards and their application in Minnesota fire service training
- Previously or currently licensed as a firefighter with the MBFTE
- Experience preparing budgets, reports, or policy recommendations for program oversight or improvement
- First Responder Certification (EMR/First Responder)

Physical Requirements

Medium: Requires occasionally moving and transporting 50 pound items and frequently moving and transporting objects such as heavy tools and heavy file boxes. This job may require positioning self to move to a significant degree across rough terrain 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, includes the following components:

- 1) criminal history
- 2) reference check
- 3) drug screen
- 4) credit check

The Department of Public Safety is unable to provide sponsorship for work visas. Applicants must be eligible to work in the United States at the start of employment. DPS does not participate in E-Verify.

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, 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 Dama Abuta at dama.abuta@state.mn.us or [651-201-7387](tel:651-201-7387).

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 Dama Abuta at dama.abuta@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 2,400 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 Affirmative Action Division at marna.johnson@state.mn.us or call [651-539-1875](tel:651-539-1875).