

Job Class: Labor Relations Consultant 2

Working Title: Labor Relations Consultant 2

Who May Apply: Open to all qualified job seekers

Date Posted: 2/20/2018

Closing Date: 03/14/2018

Hiring Agency/Seniority Unit: Minnesota State - System Office/Commissioner's

Division/Unit: HR Division/Labor Relations

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, 15%

Salary Range: \$25.22 - \$37.16/hourly; \$52,659 - \$77,590/annually

Classified Status: Classified

Bargaining Unit/Union: 217/Commissioner's Plan

FLSA Status: Exempt-Administrative

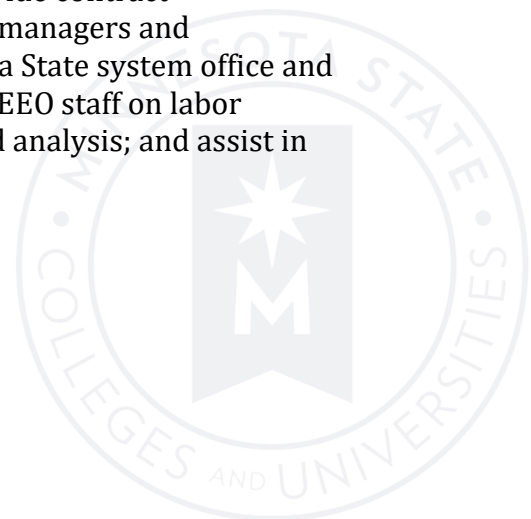
Location: St. Paul

[Connect 700 Program Eligible:](#) Yes

Job Summary:

Labor Relations at Minnesota State currently has one vacancy that will be filled at either the Labor Relations Consultant 2 level or a Labor Relations Consultant 1 level, depending on the qualifications of the successful candidate.

This position represents the Minnesota State Colleges and Universities in the negotiations of faculty contracts and supplemental classified contracts and the administration of faculty and classified contract matters. This position will prepare and provide contract administration and supervisory training to campuses supervisors, managers and administrators; prepare and present arbitrations; advise Minnesota State system office and campus human resources, academic affairs, affirmative action and EEO staff on labor relations theory and practice; perform labor relations research and analysis; and assist in policy development and implementations.



Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

Labor Relations Consultant 2:

- Bachelor's degree in industrial relations, human resource management, business administration, public administration, or a closely related field AND 4 years of related professional experience OR an equivalent combination of post-secondary training, education and experience, that demonstrates knowledge, skills and abilities in professional labor relations principles, practices, and procedures involving negotiations of contract language, grievance handling, arbitration, and contract analysis and interpretation sufficient to interpret and apply rules, administrative procedures and/or labor agreements and provide effective assistance to colleges and for negotiating contracts.

Labor Relations Consultant 1:

- A Bachelor's degree in industrial relations, human resource management, business administration, public administration, or a closely related field AND 2 years of related professional experience OR an equivalent combination of post-secondary training that demonstrates knowledge, skills and abilities in professional labor relations principles, practices, and procedures.

Both Positions:

- Knowledge of federal and state employment and labor law.
- Knowledge of legal research techniques such as the use of law library materials (federal and state statute, case law), computer resources (Internet search engines, on-line journals and databases), academic library materials (scholarly journals, textbooks, monographs), sufficient to locate relevant personnel or labor laws or determinations.
- Knowledge of grievance and arbitration hearing procedures sufficient to prepare and argue a case, including the opening and closing statement, examination of witnesses, and writing persuasive hearing briefs.
- Leadership ability sufficient to direct and control negotiating team processes and further the objectives of Minnesota State while maintaining credibility and constructive working relationships with co-workers and all clientele.
- Ability to analyze and condense large volumes of information, synthesize data, and present information in a clear, useful manner.
- Ability to write professional level research reports and draft management contract proposals for small-impact labor agreements which are clear, concise, and at the appropriate level of detail for use by decision makers.

- Ability to communicate orally in group and individual settings to explain, clarify, argue and negotiate labor relations subject matter or contract proposals.
- Ability to design, develop and deliver training that engages learners and achieves learning objectives.

Preferred Qualifications:

Labor Relations 2:

- A Master's degree in industrial relations, human resource management, business administration, public administration, or a closely related field, or a Juris Doctor degree.
- Experience working with public personnel practices, policies, and operations as applied to labor relations issues and problems.
- Experience working with collective bargaining agreements and personnel plans such as: AFSCME, IFO, MMA, MAPE, MSCF, MSUAASF, Commissioner's Plan, Minnesota State Administrator's Plan, and Managerial Plan.

Labor Relations 1:

- A Master's degree in industrial relations, human resource management, business administration, public administration, or a closely related field, or a Juris Doctor degree.
- Experience working with public personnel practices, policies, and operations as applied to labor relations issues and problems.
- Experience working with collective bargaining agreements and personnel plans such as: AFSCME, IFO, MMA, MAPE, MSCF, MSUAASF, Commissioner's Plan, Minnesota State Administrator's Plan, and Managerial Plan.

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-relations/Labor>.

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made 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 is needed.

