



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: Management Analyst 4 – Job 20561 **Working Title: HR Data Reporting Analyst**

Who May Apply: Open to all qualified job seekers

Date Posted: 2/23/2018

Closing Date: 03/7/2018

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

Division/Unit: HR Division

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally for training and conferences

Salary Range: \$26.06-38.64/hourly; \$54,413 - \$80,680/annually

Classified Status: Classified

Bargaining Unit/Union: 2/17-Commissioner's Plan

Location: St. Paul

Connect 700 Program Eligible: Yes

Job Summary:

This position will serve as the subject matter expert and advisor for the delivery of data analysis and reports. This position exists to organize, compile, and analyze human resource data to inform decision making by HR leaders, the Leadership Council, Board of Trustees, Legislature, and other entities. The incumbent will be responsible for the development of both standard and ad hoc queries and reports that can be used by campus and system office HR staff. This position will work with HR staff system-wide to provide training and assistance with data analysis and reports and to ensure consistent reporting of HR data across the system.

Minimum Qualifications:

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

- A minimum of three years of advanced professional analysis experience, or a bachelor's degree in a human resources, business, or other related field, plus one year of human resources experience.



- Analytical ability to independently research, analyze, and resolve simple to complex problems
- Experience successfully imparting knowledge of tools and systems to end users through training, mentoring or formal training sessions.
- Communication and collaboration skills to understand needs and develop results.
- Advanced experience with Microsoft Office especially Excel (pivot tables, charts, formula lookups, etc.)
- Ability to meet deadlines for multiple projects.

Preferred Qualifications:

- Solid command of general human resources policies and practices of personnel management in a higher education environment.
- Advanced knowledge of Microsoft Access including database connections to Excel.
- High level technical knowledge of system (or external) reporting tools (i.e. EPM11,OBIEE), and other web-based tools, such as online databases maintained by state and federal agencies
- Strong statistical techniques including regression analysis, forecasting, and modeling
- Working knowledge of faculty pay practices used in the system and in other higher education institutions.

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.