



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: MnSCU Administrator 6 (SO024P) Working Title: System Office HR Director

Who May Apply: Open to all qualified job seekers

Date Posted: 08/31/2020

Closing Date: 09/15/2020

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

Division/Unit: Human Resources

Appointment Type: Unlimited - Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, up to 30%

Salary Range: \$80,858- \$129,377/annually

Classified Status: Unclassified

Bargaining Unit/Union: 220/Administrators Plan

FLSA Status: Exempt Executive

Location: St. Paul

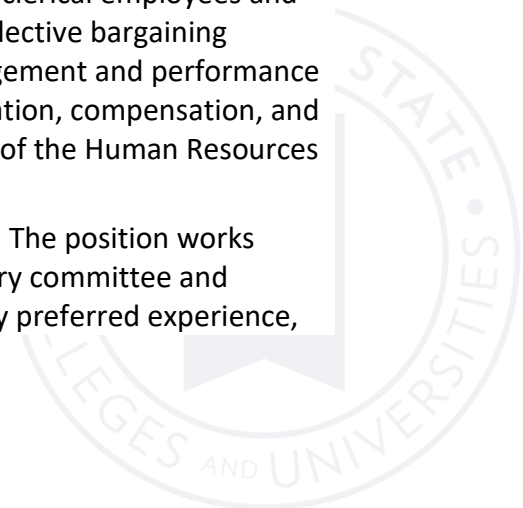
[Connect 700 Program Eligible:](#) No

Job Summary:

This position is responsible for the leadership, direction, development and improvement of the Minnesota State system human resources and office services units that actively recruit, welcome and support a diverse and inclusive workforce advancing the system's strategic plans, goals and objectives.

This position oversees talent management for all system office divisions and advises system office leaders on human resource and labor relations policies for approximately 370 classified and unclassified administrators, managers, professional, technical and clerical employees and 30 campus presidents. The position is responsible for adherence to collective bargaining agreements; recruitment, and on boarding processes; employee engagement and performance management; leadership and staff training and development; classification, compensation, and benefits administration; HRIS systems administration; and supervision of the Human Resources office.

This position is responsible for managing the executive search process. The position works closely with the Minnesota State Chancellor's office, the search advisory committee and campus leaders to profile and describe executive-level positions, clarify preferred experience,



and personal qualities sought in ideal candidates for executive vacancies. The position contracts with an executive search firm to develop and maintain a highly qualified candidate pool and guides decision makers throughout the screening, interview and selection process. The position conducts reference checks on finalists and prepares the employment contract following selection. In addition, the incumbent routinely evaluates and recommends improvements to the executive search process for Minnesota State.

The position is expected to apply principles of equity, inclusion, affirmative action, and equal employment opportunity to all system office human resources practices. The position involves significant discretion and substantial involvement in the development, interpretation, and implementation of system office policy.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.

The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

Minimum Qualifications:

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

Education:

- Bachelor's degree in Human Resources Management, Personnel Administration or related field

Professional Licensure/Certification:

- Demonstrated on-going professional HR development

Type and Length of Experience:

- Five (5) years of successful and progressively responsible professional experience in human resource management
- Three (3) years management experience

- Experience working with multiple HR functions: sourcing and recruitment, AA/EEO, retention, compensation, benefits, classification, diversity, employee relations, labor relations, HRIS, payroll, records management, talent management
- Experience working with personnel laws, rules, policies and procedures sufficient to align them with overall goals of the organization
- Experience conducting complex investigations of discrimination/harassment/sexual violence complaints applying Civil Rights, Human Rights, ADA/504 Rehabilitation Act, or other similar laws or regulations
- Ability to communicate effectively, both orally and in writing, and establish and maintain collaborative working relations with a variety of constituents
- Demonstrated ability to conduct fact-finding investigations as well as analyze complex civil rights issues and disputes
- Demonstrated commitment to diversity and affirmative action principles
- Ability to manage office operations to include by necessarily limited to negotiating space and equipment leases, overseeing office space design and build out, records retention management systems, mail services, and purchasing processes
- Computer software skills sufficient to work with a variety of business software applications and create documents for senior managers and decision-makers

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications:

Education:

- Master's degree in Human Resources Management, Personnel Administration or related field

Professional Licensure/Certification:

- Certification in human resources areas such the Senior Professional in HR (SPHR)

Preferred Experience:

- Previous experience managing the logistics of search process, developing recommendation for hiring of executive leaders, and working with a search advisory committee
- Experience in public sector human resource management
- Experience administering HR operations including contract administration, benefits management, classification and compensation administration
- Evidence of effective administration of employee and labor relations

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://www.minnstate.edu/system/working/relations.html>

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

- Please go PeopleAdmin:
<http://mnsystem.peopleadmin.com/postings/1497>
- All application materials must be received by the Human Resources Department by 11:59pm on the date the position closes.
- Most job postings require that you attach a cover letter and resume to your online job Application.

Contact

If you have questions about the position, contact Jay Nelson at JNelson@anokatech.edu

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.