



**Job Class: State Prog Admin Coordinator. – Job Posting 77750**  
**Working Title: Academic Unclassified Compensation**  
**Senior Business Partner**

**Who May Apply:** This posting is open all qualified job seekers.

**Date Posted:** 06/18/2024

**Closing Date:** 06/27/2024

**Hiring Agency/Seniority Unit:** Minnesota State - System Office

**Division/Unit:** Human Resources

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** No

**Salary Range:** \$35.13 - \$52.25/hourly; \$73,351 - \$109,098/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 217 – Confidential

**FLSA Status:** Exempt

[Connect 700 Program Eligible:](#) Yes

## **Job Summary**

Telework availability and negotiated at the time of hire.

This position serves as the systemwide college faculty compensation authority to act on the final evaluations for initial salary placement and subsequent salary movement. This position will ensure Minnesota State is compliant with the salary setting terms pursuant to the Minnesota State College Faculty (MSCF) collective bargaining agreement. Final decisions involve thorough analysis and independent judgement utilizing practices and principles to ensure accuracy and consistency of decisions. This position acts as a systemwide human resources expert and exists to provide advanced professional level counsel and will act on a myriad of unclassified compensation matters involving Minnesota State's academic professional unclassified positions. This position will source applicable data and provide analysis support to a myriad of executive compensation processes.

This position exists to execute HR and LR strategies, policy, and procedures. This position is the human resources expert and exists to provide consulting, advising, project management and the design and development of training services to system office and campus HR professionals, administrators, managers and supervisors, and employee groups in a wide range of academic unclassified areas, to include but not limited to, organizational structure design, compensation analysis, academic staffing, strategic workforce planning, employment law and collective bargaining contract and compensation plan administration. This position will serve on a myriad of HR management projects, committees, bargaining teams, or support the collective bargaining process including the establishment of bargaining proposals, and initiatives which may impact all Minnesota State institutions and/or other state agencies or lend expertise to a single institution or state agency on various academic unclassified issues.

## Minimum Qualifications

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

- 4 years of experience in compensation, job analysis, classification, and workforce planning OR an equivalent combination of education and experience. (Higher education degree in HR or related field may substitute for one year of experience).
- Experience interpreting and applying human resource related statutes, rules, regulations, administrative procedures and labor agreements to provide effective consultation to HR Staff, supervisors and managers across the enterprise.
- Ability to organize ideas; conceptualize problems; collect, analyze, categorize, and interpret relevant and irrelevant data using a variety of techniques and methodologies for resolving complex human resource issues and providing written documentation.
- Effectively communicate orally in individual and group settings to explain, clarify, present, and negotiate human resource subject matter or proposals.
- Ability to manage large, enterprise-wide projects from inception through execution and evaluation, determining project scope and deliverables, creating clear action steps, building project requirements and budgets, managing project constraints, costs and deadlines, and communicating progress and end results.
- Experience designing, developing, and delivering training that engages learners and achieves learning objectives

## Preferred Qualifications

- Higher education degree in HR or related field to this position.
- Certification in specialty area such as SPHR, CEBS, CCP, etc.
- Demonstrated expertise conducting complex compensation determinations and/or recommendations.
- Experience aligning HR analytics programs with HR and business strategies.
- Experience interpreting and evaluating salary surveys and recommending survey sources.
- Experience working with professional and/or executive level compensation.

- State of Minnesota compensation and/or classification training and experience.
- Experience directing or implementing change initiatives or efforts for continuous improvement.
- Skill in Excel and database management sufficient to manipulate, retrieve, and analyze data and produce ad-hoc queries and reports for business decision making.
- Demonstrated on-going professional HR development.

## **Additional Requirements**

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

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 <https://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 our web page: [Working 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 (\$38.50 per month single and \$262.66 per month family) and dental insurance with low deductibles (\$400 - \$800), a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with rollover 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

Shane Moore

Email: [shane.moore@minnstate.edu](mailto:shane.moore@minnstate.edu)

Phone: 651-273-3967

## 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 <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

*Minnesota State is an affirmative action, equal opportunity employer, and educator.*