



**Job Class: State Prog Admin Manager Sr. – Job Posting 75809**  
**Working Title: System Manager for Retirement Plans**

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

**Date Posted:** 04/16/2024

**Closing Date:** 05/07/2024

**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:** \$41.51 - \$59.72/hourly; \$86,672 - \$124,695/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 220 – Manager

**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 manager of retirement plan management and administration for Minnesota State. Serves as a primary fiduciary for Minnesota State's retirement plans: (1) a 401(a) defined contribution plan known as the Individual Retirement Account Plan (IRAP), a supplemental 401(a) DC plan known as the Supplemental Retirement Plan (SRP), and a 403(b) tax sheltered annuity plan (TSA). The three plans have combined total assets under management totaling more than \$3.5 billion and over 21,000 participants. This position will ensure Minnesota State is compliant with all federal and state laws affecting the system's plans, which includes serving as the system's representative at the Minnesota Legislative Pension Commission to ensure the system's interests and/or obligations are triumphantly achieved.

This position is a member of the HR leadership team and partners with the HR Division to execute HR strategy, policy, and procedures. This position is the human resources expert and exists to provide managerial level leadership and direction, consulting, advising, project management and the design and development of training services to system office and campus administrators, managers and supervisors, employee groups in a wide range of retirement plan administrative matters. This position will lead or serve on a myriad of HR management projects, committees 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 HR/retirement issues.

## Minimum Qualifications

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

- Six (6) or more years of progressively responsible experience related to the position with at least two (2) years of management level experience.
- Successful supervision and leadership experience.
- Extensive knowledge of principles, practices, and procedures, including IRS regulations for 401(a) defined contribution plans known as the Individual Retirement Account Plan (IRAP), a supplemental 401(a) DC plan known as the Supplemental Retirement Plan (SRP), and a 403(b) tax sheltered annuity plan (TSA), or equivalent retirement plans.
- Experience interpreting and applying human resource-retirement related statutes, rules, regulations, administrative procedures and labor agreements to provide effective consultation to supervisors, managers and executive-level leaders.
- Effectively communicate orally in individual and group settings to explain, clarify, present, and negotiate human resource-retirement subject matter or proposals.
- Ability to manage large, systemwide 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

- Bachelor's or graduate level degree in a related field to this position.
- Professional level work experience in or supporting a higher education environment.
- Certified Retirement Plan Professional (CRPP) certification and/or a certification offered by American Society of Pension Professionals & Actuaries (ASPPA).
- Experience working with executive level management on a routine basis.
- Experience working with local and/or state level legislative bodies.
- Experience directing or implementing change initiatives or efforts for continuous improvement.

- 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 using all aspects of the Microsoft Suite.

## 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

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## 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.*