Job Class: Management Analyst 1 – Job Posting 31334
Working Title: HR-TSM Metrics Analyst

Who May Apply: Open to all qualified job seekers  
Date Posted: 3/21/2019  
Closing Date: 4/4/2019  
Hiring Agency/Seniority Unit: Minnesota State - System Office  
Division/Unit: Human Resources  
Appointment Type: Temporary, Full-time
Work Shift/Work Hours: Day Shift  
Days of Work: M-F  
Travel Required: Yes, occasionally for training and conferences  
Salary Range: $19.46 - $28.15/hourly; $40.632 - $58,777/annually  
Classified Status: Classified  
Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE  
FLSA Status: Non-exempt  
Connect 700 Program Eligible: No

Job Summary:

This position will last up to 6 months.

This position supports the success of a high-performing HR shared services model and helps foster an environment in which continuous improvement in business processes and services is welcomed and recognized. The incumbent will perform data analytics to support project information and reporting needs including progress and performance dashboards, progress to plan reports, and ad-hoc reports as requested. Coordinate with IT product development team and HRIS team to ensure data availability and integrity. Preparation of written documents and presentations to support project needs is required.

Minimum Qualifications:

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

- Ability to use appropriate statistics in data analysis
• Sufficient computer skills to design, construct, retrieve, manipulate, and analyze data and develop reports
• Ability to set priorities and meet deadlines
• Ability to access and utilize data sets, summarize and communicate information effectively to stakeholders (both oral and written)
• Knowledge of organizational processes, policies, and systems in order to perform data analysis and make recommendations for process improvements

Preferred Qualifications:

• Demonstrated communication, presentation, interpersonal, and organizational skills
• Demonstrated skill in establishing and maintaining effective working relationships with leaders and other key customers
• Demonstrated ability to solve problems and make decisions

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

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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.