Job Class: Management Analyst 4. – Job Posting 32429
Working Title: Senior HRIS Analyst

Who May Apply: Open to all qualified job seekers
Date Posted: 5/2/2019
Closing Date: 5/13/2019
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
Salary Range: $27.18 - $40.30/hourly; $56,751 - $84,146/annually
Classified Status: Classified
Bargaining Unit/Union: 217 Commissioner’s Plan
FLSA Status: Exempt - Administrative
Connect 700 Program Eligible: Yes

Job Summary:

Provide leadership in the planning and delivery of HRIS capacity building and HR/payroll shared services efforts across the Minnesota State system. Analyze HR and payroll business processes, identify best practices for systemwide adoption. Oversee the planning and implementation of HR and payroll capacity building efforts related to HR systems, payroll processing, reporting, and data integrity, and deliver comprehensive HRIS support services. Oversee the development and delivery of training and resources for all HR and payroll business processes. Maintain the relationship with MMB, Central Payroll, and outside vendors on issues related to HRIS, HR, and payroll transaction processing.

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

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

- Three years (3) of advanced professional level HR, Payroll, or Benefits experience OR a bachelor’s degree in Human Resources, Business Administration, computer science or related field plus one year of advanced professional level experience.
- Technical knowledge of information systems and the ability to translate policy and/or employment contract needs necessary to make system modifications.
- Demonstrated planning and execution skills
- Demonstrated communication, presentation, interpersonal, organizational, and facilitation skills

Preferred Qualifications:

- Bachelors or master’s degree in HR, Business Administration, computer science or related field.
- Experience aligning HR analytics programs with HR and business strategies.
- Experience interacting with those in leadership positions on a routine basis.
- Experience directing or implementing change initiatives or efforts for continuous improvement.
- Solid command of general human resources policies and practices of personnel management in a public sector environment.
- Analytical ability to independently research, analyze, and resolve simple to complex problems and to make effective recommendations for process improvements.

Additional Requirements:

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

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.