Job Class: Administrator 5 – Job Posting SO101P
Working Title: HCM HR/Payroll Implementation Lead

Who May Apply: This posting is open to current State of Minnesota employees only.
Date Posted: 10/07/2022
Closing Date: 10/21/2022
Hiring Agency/Seniority Unit: Minnesota State - System Office (Administrator's)
Division/Unit: HR/NextGen HR Implementation Team
Appointment Type: Limited, Full-time
Work Shift/Work Hours: Day Shift
Assignment End Date: Up to September 2024
Days of Work: M-F
Travel Required: Yes, occasionally for training and conferences
Salary Range: $79,000 - $126,500/annually
Classified Status: Unclassified
Bargaining Unit/Union: 220 – Administrator's Plan
FLSA Status: Exempt
Connect 700 Program Eligible: No

Job Summary:
Telework is available and negotiated at the time of hire.

To provide oversight of the timely completion of deliverables required by the project plan for the implementation of Workday Human Capital Management (HCM) for Minnesota State Colleges and Universities.

This position will require you to take a LOA form your current unlimited position for up to 3 years. Current temporary employees will need to resign from your position.

The Endorsement of Support form must be signed by your supervisor and president/cabinet member and attached to your application.

You may find the Endorsement of Support form and the position descriptions at: https://mnsCU.sharepoint.com/sites/connect/SitePages/topic.aspx?topicID=162&state=resources/.
Minimum Qualifications:

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

- Bachelor's degree OR an equivalent combination of education and/or experience.
- Advanced knowledge and experience with Minnesota State enterprise and third-party systems, such as ISRS HRIS and the State of Minnesota SEMA4 and SWIFT systems.
- Demonstrated commitment and contributions to equity, diversity and inclusion in a higher education setting.
- Demonstrated analytical skills.
- Demonstrated planning and execution skills.
- Demonstrated ability to make well-informed, timely, and data driven decisions.
- Ability to effectively interact, negotiate and influence staff at various levels of the organization.
- Ability to manage large, agency 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.

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

Preferred Qualifications:

- Master’s Degree in Human Resources, Organizational Development, or business-related field.
- Five years of successful and progressively responsible professional experience in human resources management.
- Ability to mentor employees and create a high functioning, diverse team.
- Demonstrated communication, presentation, interpersonal, organizational, and facilitation skills.
- Demonstrated skill in establishing and maintaining effective working relationships with leaders and other key stakeholders.

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 ($37.74 per month single and $257.50 per month family) and dental insurance with low deductibles ($250 - $1500), 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

Internal Applicants: https://mnsystem.peopleadmin.com/postings/1718

Contact

If you have questions about the position, contact Shawna Tienter at Shawna.tienter@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.