



Job Class: Administrator 6 – Job Posting SO130P
Working Title: Assistant Director of Labor Relations

Who May Apply: This posting is open to all qualified applicants.

Date Posted: 03/14/2023

Closing Date: 03/28/2023

Hiring Agency/Seniority Unit: Minnesota State - System Office (Administrator's)

Division/Unit: Labor Relations

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally for training and conferences

Salary Range: \$85,000 - \$136,000/annually

Classified Status: Unclassified

Bargaining Unit/Union: 220 – Administrator's Plan

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) No

Job Summary:

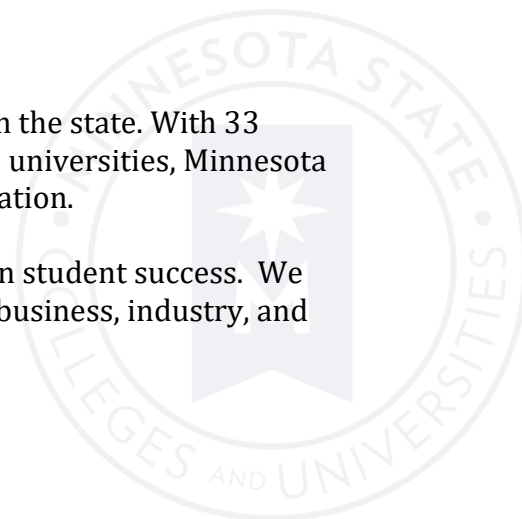
A hybrid working arrangement is possible and would be negotiated at the time of hire.

In coordination with the Senior System Director for Labor Relations and the Director of Labor Relations, develop system level labor relations strategy and positions. To represent Minnesota State in the negotiations and administration of collective bargaining agreements with employee exclusive representatives and in the preparation of arbitration cases, to develop and provide labor relations training, to resolve grievances with union agents, to coordinate system-wide labor policies and strategy, and to provide other technical staff assistance in all other phases of labor relations programs for the Division.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 33 institutions, including 26 community and technical and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.

We employ more than 14,800 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.



The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

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 in Industrial Relations or related field or equivalent education.
- Knowledge of federal and state employment and labor laws.
- Three (3) years' progressively responsible professional labor relations experience. Comparable working experience as a Human Resources professional can be used to satisfy this requirement.
- Direct experience with Labor Relations management, methodologies, and strategies in a higher-education or public-sector environment.
- Ability to work individually and as a team member in an environment that uses both paper-based processes as well as electronic processes and technologies.
- Demonstrated superior skills and/or accomplishments in writing, speaking, and interpersonal and intercultural communications.
- Demonstrated ability to work successfully with people of diverse backgrounds, and commitment to diversity, equity and inclusion in staffing and operations.

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

Preferred Qualifications:

- A Juris Doctor degree or a Master's degree in industrial relations, human resource management, business administration, public administration, or a closely related field.
- Five (5) years' progressive labor relations experience in higher education or public sector labor relations.
- Direct experience as a lead negotiator of a collective bargaining agreement or as a member of bargaining team leadership (e.g. second-chair negotiator or similar responsibilities). Direct experience preparing and presenting cases in labor arbitrations (or similar administrative hearings or litigation).
- Experience working with public-sector and/or higher-education collective bargaining agreements and personnel plans such as: AFSCME, IFO, MMA, MAPE, MSCF, MSUAASF, Commissioner's Plan, Minnesota State Administrator's Plan, and Managerial Plan.

Other Requirements

Applicants that are selected for an interview will be asked to provide a copy of a recent persuasive written work product (e.g., an arbitration brief, legal memo, brief for another type of third-party contested-case hearing, grievance response, etc.) that they have authored and that they believe exemplifies their professional writing and analytic skills.

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 <https://mn.gov/mmb/employee-relations/labor-relations/>

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 (\$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 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

Please go PeopleAdmin at: <https://mnsystem.peopleadmin.com/postings/1799>

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- All application materials must be received by the Human Resources Department by 11:59pm on the date the position closes.

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 Shawna.tienter@minnstate.edu