



Job Class: Human Resource Specialist 3 (Job 64018)
Working Title: Assistant Director Human Resources

Who May Apply: Open to current Minnesota State College & Universities employees only

Date Posted: 03/15/2023

Closing Date: 03/21/2023

Hiring Agency/Seniority Unit: Minnesota State - System Office/Commissioners

Division/Unit: Minnesota State System Office / HR

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally

Salary Range: \$27.93-\$41.24 hourly; \$58,317-\$86,109/annually

Classified Status: Classified

Bargaining Unit/Union: 217 / Commissioners

Work Area: St. Paul

FLSA Status: Exempt

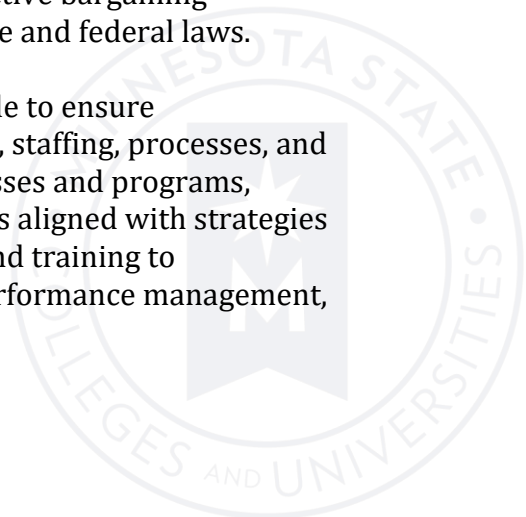
Connect 700 Program Eligible: Yes

Job Summary:

An arrangement consisting of primarily telework is available and negotiated at hire. There will be periodic in office needs as determined by the manager.

The Assistant Director Human Resources (ADHR) serves as a subject matter expert and consultant to administrators and supervisors in a wide range of human resource and organizational management areas, including departmental and positional analysis, interpretation, guidance, and service in all areas of employee classification and compensation, recruiting, employee and labor relations, performance management, acknowledgements and discipline, investigations, and grievances. The ADHR also guides the Minnesota State System Office to ensure compliance with collective bargaining agreements and personnel plans, Minnesota State policies, and state and federal laws.

The ADHR partners with supervisors and administrators office-wide to ensure organizational effectiveness through proper alignment of structure, staffing, processes, and culture. This position actively participates in the creation of processes and programs, including change initiatives and continuous improvement measures aligned with strategies and objectives. Additionally, the ADHR provides team leadership and training to supervisors in multiple areas, including contract interpretation, performance management, employee relations, and transactional processes.



About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 33 institutions, including 26 community and technical colleges 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.

Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) 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 Human Resources, Business, Psychology or related field AND at least three (3) years of human resources experience or an equivalent combination of education and experience.
- Experience conducting or managing misconduct investigation practices and techniques.
- Professional human resources experience in functional areas such as talent acquisition, classification, compensation, employee relations, labor relations, training and development.
- Working knowledge of collective bargaining agreements and applicable laws, rules, and policies sufficient to administer, interpret, and provide guidance to others.
- Intercultural competency skills and experience to successfully interact and bridge communications with students, employees, and stakeholders in both written and verbal modalities and the ability to communicate with sensitivity and discretion, with a strong commitment to diversity, equity, inclusion, and confidentiality.
- Strong analytical and problem-solving skills, including accounting/bookkeeping experience sufficient to prepare and manage department budgets and process invoices for payment.
- Proficient computer skills, especially Microsoft Office applications and human resource information systems, such as Workday.

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

Preferred Qualifications:

- Five (5) or more years of general human resources experience in higher education or non-profit setting
- Professional human resource certification (PHR, SPHR, SHRM-CP, SHRM-SCP, etc.)
- Experience leading change management activities, building trust among teams, and attracting talent
- Experience working in a complex, multi-union environment
- Excellent process facilitation and project management skills
- Advanced verbal, written, and interpersonal communication skills, including making informative presentations and leading professional development sessions.
- Thorough knowledge and understanding of the Minnesota State payroll system application software-SCUPPS and the recruitment software; PeopleAdmin, Recruiting Solutions.

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 the Minnesota State 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 (\$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

External Applicants: Go to the State of Minnesota'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 Shawna Tienter at shawna.tienter@minnstate.edu or 651/583-5519.

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.