



MINNESOTA STATE
System Office Human Resources

Job Class: Project Functional Manager – Job Posting 60803
Working Title: NextGen HCM Implementation Team Coordinator

Who May Apply: This posting is open all qualified job seekers.

Date Posted: 11/18/2022

Closing Date: 12/09/2022

Hiring Agency/Seniority Unit: Minnesota State - System Office (Managerial)

Division/Unit: HR/NextGen HR Implementation Team

Appointment Type: Limited, Full-time

Work Shift/Work Hours: Day Shift

Assignment End Date: Up to 3/2/2024

Days of Work: M-F

Travel Required: Up to 20% for training and campus visits

Salary Range: \$37.84 - \$54.64/hourly; \$79,010 - \$114,088/annually

Classified Status: Unclassified

Bargaining Unit/Union: 220 – Managerial Plan

FLSA Status: Exempt

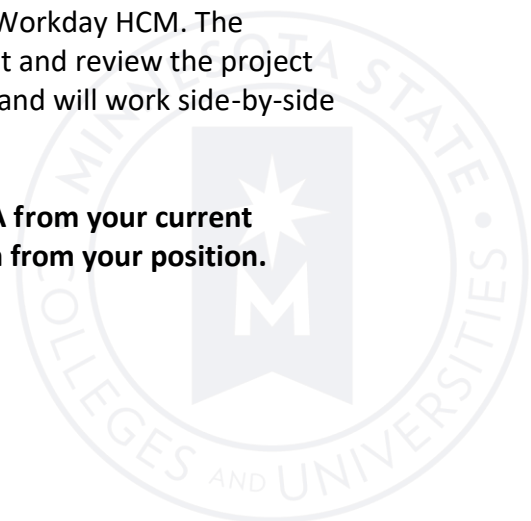
Connect 700 Program Eligible: No

Job Summary:

Telework is available and negotiated at the time of hire, however, travel is required to the St. Paul office or other campus locations a minimum of twice a month.

This position exists as part of the NextGen project initiative to modernize technology and create pathways and opportunities to implement next generation technology across Minnesota State. The incumbent will lead the hands-on functional and technical project activities for the Workday Human Capital Management (HCM) Benefits implementation and will partner with other functional area coordinators to support the implementation of Workday HCM. The incumbent will serve as the subject matter expert for the development and review the project deliverables, design, and policy decisions specific to the HCM module and will work side-by-side with a representative from Team Workday.

Current State Employees: This position will require you to take a LOA from your current unlimited position. Current temporary employees will need to resign from your position.



Current Minnesota State Employees: 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://mnsocu.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.

- Extensive knowledge of key HR business functions including Recruiting and HRIS systems, knowledge of business process analysis, business process redesign, and process improvement methods, tools, and techniques.
- Experience gathering, analyzing, and documenting business requirements.
- Demonstrated ability to organize ideas; conceptualize problems; collect, analyze, categorize, and interpret relevant and irrelevant data using a variety of techniques and methodologies for resolving complex issues and providing written documentation.
- Strong interpersonal, written, and oral communication, facilitation, and presentation skills, and the ability to communicate with a diverse set of stakeholders from the business and technical communities.
- Demonstrated competency in Microsoft applications, especially Excel, Word, and PowerPoint.
- Demonstrated Commitment to equity and inclusiveness; able to bring diverse perspectives and experiences together.

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

Preferred Qualifications:

- Three (3) years of experience with Minnesota State enterprise and third-party systems, such as ISRS HRIS, Finance and the State of Minnesota SEMA4 and SWIFT systems.
- Extensive knowledge of State of MN regulations and statutes regarding recruiting; and the processes and procedures of the full recruitment cycle.
- Extensive knowledge of Human Resources practices in higher education.
- Experience developing test plans and scripts.
- Demonstrated ability to lead a project team to complete assigned tasks, monitor and evaluate progress.
- Demonstrated collaborative decision-making ability.

- Ability to effectively interact, negotiate and influence staff at various levels of the organization.
- Proven organizational skills sufficient to ensure on-time project deliverables.

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 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 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.