



**Job Class: State Prog Admin Coordinator – Job Posting 76496**  
**Working Title: HCM Operations Report Writer**

**Who May Apply:** Open to all qualified job seekers.

**Date Posted:** 05/06/2024

**Closing Date:** 05/16/2024

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

**Division/Unit:** Human Resources

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** No

**Salary Range:** \$35.13 - \$52.25/hourly; \$73,351 - \$109,098/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 214 – MN Assoc Of Professional Empl/MAPE

**FLSA Status:** Nonexempt

[Connect 700 Program Eligible:](#) Yes

## **Job Summary**

Telework availability and negotiated at the time of hire.

The Workday Human Capital Management (HCM) Operations Report Writer has overall responsibility and/or ownership of the design of enterprise-wide reports for HCM Core/Comp/Benefits, Recruiting, Payroll, Time, and Absence. The incumbent in this position will work with HCM Report users throughout the enterprise to identify opportunities to create and modify certified reports to meet recurring business needs. Through strong knowledge of Minnesota State's technology infrastructure and Workday functionality, the HCM Report Writer helps the business address changes through technology. The HCM Report Writer will be responsible for all work activities associated with the design, build, test, and implementation of Workday HCM reports, including management of the review and sign off process with Functional Leads and will work with the Reporting Lead to understand the proposed design of the Workday solution and the impact to providing reports to users. The HCM Report Writer will work with the Reporting Lead and Functional Leads / SMEs to gather reporting requirements and prepare the corresponding report inventory. The incumbent will be responsible for

analyzing Workday delivered HCM reports, determining whether current reports can be leveraged/configured or whether new ad hoc or custom reports are required. The Workday Human Capital Management (HCM) Operations Reporting Coordinator supports the critical HCM Reporting functions for the Minnesota State system. The incumbent is responsible for leading firsthand functional and technical project activities for the Workday Reporting functional area including activities related to Workday twice yearly releases. Responsible for the development and review of deliverables, design, and policy decisions specific to Workday HCM. The incumbent is responsible for assisting stakeholders in identifying and configuring business processes and suggesting refinements and process improvements. The incumbent provides user support in complex problem analysis and resolution; partners with the report writer to design and develop reports; partners with the technology team on integrations and data extracts that support business processes and the development of technical specifications; configures and assists in quality assurance testing. The position serves as a bridge between the campus, system office, end users and the system office technical team.

## Minimum Qualifications

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

- 2-3 years of HCM Reporting, Analytics, experience for enterprise software applications including working knowledge of complex calculated fields & data objects.
- Demonstrated experience with complex reporting, calculated fields, merging multiple data sources.
- Strong qualitative and analytical capabilities with advanced Excel skills.
- Strong understanding of HR processes, data structures, and HR Tech best practices.
- Familiarity with data privacy regulations and practices, ensuring data security and confidentiality.
- Demonstrated Commitment to equity and inclusiveness; able to bring diverse perspectives and experiences together.

## Preferred Qualifications

- Broad and deep understanding of all areas of Workday Reporting & Analytics including Report Writer, Prism Analytics, Composite Reporting, Calculated Fields, Dashboards, Discovery Boards, and Worksheets.
- Strong understanding of Workday Report Security.
- Proven organizational skills sufficient to ensure on-time project deliverables.
- Ability to troubleshoot and solve complex technical problems.

## Additional Requirements

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

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://www.minnstate.edu/system/working/relations.html>

## 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 our web page: [Working 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 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

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

Shane Moore

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## 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 <mailto:careers@state.mn.us>. Please indicate what assistance is needed.

*Minnesota State is an affirmative action, equal opportunity employer, and educator.*