Job Class: State Prog Admin Coordinator. – Job Posting 77679

Working Title: Senior HR Business Partner

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

Date Posted: 06/15/2024

Closing Date: 06/27/2024

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: Unclassified

Bargaining Unit/Union: 217 – Confidential

FLSA Status: Exempt

Connect 700 Program Eligible: No

Job Summary

Telework availability and negotiated at the time of hire.

This position acts as a system-wide human resources expert and exists to provide advanced professional level consulting, advising, project management, and training services to managers and supervisors in a wide range of human resource talent management areas including compensation, organizational structure and design, job analysis, classification, staffing, strategic workforce planning, employment law, and collective bargaining contract administration. This position is asked to work on HR management projects, committees and initiatives which may impact all State agencies or lend expertise to a single State agency on a defined HR issue. The position has access to labor relations information as defined in M.S. 13.37; participates in meetings where state management labor negotiation proposals are discussed and evaluated and serve as a resource for responding to classification/job auditing proposals; may introduce and provide data and information to labor negotiations as related to job classification.
Specific Duties Include:

- Provide comprehensive compensation, organizational design and job classification services to Minnesota State Colleges and University and the Human Resources staff of the system office so that consistent and appropriate processes are used to organized human resources.

- Ensure positions are appropriately established and allocated in accordance with the state's and Minnesota State College and Universities' overall classification plans, class concepts/criteria, policies, collective bargaining agreements, and compensation plan provisions and procedures; and compensation best practices are implemented.

- Provide project management services in the areas of strategic workforce planning, compensation, classification, staffing, etc. to ensure system-wide strategic workforce planning, HR process improvement, and HR capacity issues are addressed in an efficient and effective manner.

Minimum Qualifications

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

- 4 years of experience in compensation, job analysis, classification, and workforce planning OR an equivalent combination of education and experience. (Higher education degree in HR or related field may substitute for one year of experience).

- Experience interpreting and applying human resource related statutes, rules, regulations, administrative procedures and labor agreements to provide effective consultation to HR Staff, supervisors and managers across the enterprise.

- 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 human resource issues and providing written documentation.

- Effectively communicate orally in individual and group settings to explain, clarify, present, and negotiate human resource subject matter or proposals.

- 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.

- Experience designing, developing, and delivering training that engages learners and achieves learning objectives.

Preferred Qualifications

- Higher education degree in HR, IR or related field.

- Certification in specialty area such as SPHR, CEBS, CCP, etc.

- Demonstrated expertise conducting job evaluations using the Hay Group Guide Chart-Profile Method of Job Evaluation

- Experience aligning HR analytics programs with HR and business strategies.
Experience interpreting and evaluating salary surveys and recommending survey sources.
State of Minnesota classification training and experience.
Experience directing or implementing change initiatives or efforts for continuous improvement.
Skill in database management sufficient to manipulate, retrieve, and analyze data and produce ad-hoc queries and reports for business decision making.
Demonstrated on-going professional HR development.

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](http://www.mn.gov/careers)

Internal Applicants: Go to Self-Service/Careers.

**Contact**

Shane Moore  
Email: shane.moore@minnstate.edu  
Phone: 651-273-3967

**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](mailto:careers@state.mn.us). Please indicate what assistance is needed.

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