



Job Class: SPA Coordinator – Job Posting JR0000000479

Working Title: Workday HCM Analyst

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

Date Posted: 09/03/2024

Closing Date: 09/13/2024

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: \$36.71 - \$54.60/hourly; \$76,650 - \$114,004/annually

Classified Status: Classified

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

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) Yes

Job Summary

Telework availability and negotiated at the time of hire.

The Workday Human Capital Management (HCM) Analyst provides advanced professional expertise in the areas of Workday HCM Core/Comp/Benefits, Recruiting, Payroll, Time, and Absence and Reporting. The incumbent has primary responsibility for Workday HCM reporting, but holds responsibility for the configuration and testing of business processes in Workday, development, design, and policy decisions specific to the Workday HCM platforming all areas of HCM. This position is responsible for assisting stakeholders in identifying and suggesting process improvements, providing user support in complex problem analysis and resolution, and the design and development of HCM reports. This position is cross-functional and will collaborate with the technology team on projects that are complex in nature and require integrations and data extracts that support business processes, development of technical specifications and support other configuration areas as a secondary responsibility. The position

serves as a bridge between campus, system office, and HR shared services 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.

- Four (4) or more years applicable experience with related HR policies, procedures, systems, and processes
- Experience in Workday HCM Functional and Business Process configuration, testing and reporting
- Knowledge of key HR business functions in higher education including knowledge of business process analysis, business process redesign, and process improvement methods, tools, and techniques.
- 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 Commitment to equity and inclusiveness; able to bring diverse perspectives and experiences together.

Preferred Qualifications

- Broad and deep understanding of Workday Reporting
- Strong understanding of Workday Report Security
- Proficient with Workday Enterprise Interface Builder (EIB)
- 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

Applicants not currently employed by Minnesota State can access the job posting and apply through: https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/SPA-Coordinator---Workday-HCM-Analyst_JR0000000479

Internal Applicants: All current Minnesota State employees will need to log in to [Workday](#) to apply for this position. Employee should search for “**Browse Jobs – Employee**” in Workday via the search bar at the top to view the opening.

Contact

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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.