



Job Class: MnSCU Administrator 6 – Job Posting JR 0000001129
Working Title: Assistant Director of Labor Relations

Who May Apply: Open to all qualified job seekers

Date Posted: 11/25/2024

Closing Date: 12/09/2024

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Labor Relations

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$85,000 - \$136,000/annually

Classified Status: Unclassified

Bargaining Unit/Union: 220: Minnesota State Administrator's Plan

FLSA Status: Exempt

[Connect 700 Program Eligible:](#) No

Job Summary

A hybrid working arrangement is possible and will be discussed at the time of hire.

In coordination with the Senior System Director for Labor Relations and the Director of Labor Relations this position will: 1) develop system level labor relations strategy and positions; 2) represent Minnesota State in the negotiations and administration of collective bargaining agreements with employee exclusive representatives and in the preparation of arbitration cases; 3) develop and provide labor relations training; 4) resolve grievances with union agents; 5) coordinate system-wide labor policies and strategy; and 6) provide other technical staff assistance in all other phases of labor relations programs for the Division.

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 Industrial Relations or related field or equivalent education.
- Knowledge of federal and state employment and labor laws.
- Three (3) years' progressively responsible professional labor relations experience. Equivalent experience as a human resources professional, where the professional responsibilities included significant time spent performing labor relations professional level work, can be used to satisfy this requirement.
- Direct experience with Labor Relations management, methodologies, and strategies in a higher-education or public-sector environment.
- Ability to work individually and as a team member in an environment that uses both paper-based processes as well as electronic processes and technologies.
- Demonstrated superior skills and/or accomplishments in writing, speaking, and interpersonal and intercultural communications.
- Demonstrated ability to work successfully with people of diverse backgrounds, and commitment to diversity, equity and inclusion in staffing and operations.

Preferred Qualifications

- A Juris Doctor degree or a Master's degree in industrial relations, human resource management, business administration, public administration, or a closely related field.
- Five (5) years' progressive labor relations experience in higher education or public sector labor relations.
- Direct experience as a lead negotiator of a collective bargaining agreement or as a member of bargaining team leadership (e.g. second-chair negotiator or similar responsibilities). Direct experience preparing and presenting cases in labor arbitrations (or similar administrative hearings or litigation).
- Experience working with public-sector and/or higher-education collective bargaining agreements and personnel plans such as: AFSCME, IFO, MMA, MAPE, MSCF, MSUAASF, Commissioner's Plan, Minnesota State Administrator's Plan, and Managerial Plan.

Additional Requirements

Please provide a copy of a recent persuasive written work product (e.g., an arbitration brief, legal memo, brief for another type of third-party contested-case hearing, grievance response, etc.) that you have authored and that you believe exemplifies your professional writing and analytical skills.

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)
- 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 and dental insurance with low deductibles, 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:

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/Assistant-Director-of-Labor-Relations_JR0000001129

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

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>. Please indicate what assistance is needed.

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