

Job Title: **Assistant Human Resources Director – Talent Acquisition and Management**

State Job Classification: Human Resources Supervisor 2

M State Location: Moorhead Campus

Position Purpose Under the general direction of the Vice President of Human Resources (VPHR), this position directs the development, implementation, and management of the Minnesota State Community and Technical College (M State) talent lifecycle strategy, including talent acquisition, talent management, learning and development, performance management and employee engagement.

The incumbent oversees and administers a comprehensive position classification system for unclassified and classified staff positions (AFSCME, MAPE, MMA, Managerial Plan, Commissioners Plan); reviews and suggests improvement to recruitment, selection and onboarding processes; oversees and recommends compensation levels for unclassified and classified staff positions; interviews, selects and trains Human Resources staff. The incumbent conducts analysis and provides guidance regarding compensation and classification. The incumbent directs and supervises the work and performance of the human resources staff and facilitates an inclusive, collaborative, and results-oriented culture with a focus on continuous improvement.

In addition to this set of broad responsibilities, this position researches and compiles classification and compensation information to respond to equity proposals for salary ranges for classes under review in collective bargaining negotiations; serves as a resource to the management team for labor relations information as defined in M.S. 13.37 and used in collective bargaining; and provides assistance and information for use in the development of a strike plan. This position has access to documents/data containing labor relations information, as defined in M.S. 13.37. The execution of all job responsibilities shall conform to the policies of the Minnesota State Colleges and Universities System (MinnState), M State and applicable state and federal laws.

The values that guide our work include access and opportunity, equity, inclusion and belonging, cultural competence, cultural responsive pedagogy & service, and community engagement. Our educational environments are culturally relevant, responsive, and innovative to the students we serve. Our students are assets, we affirm their identities and lived experiences, and provide spaces that are emotionally safe and reflect who students are.

Detroit Lakes
900 Highway 34 E.
Detroit Lakes, MN 56501
218.846.3794 fax

Fergus Falls
1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

Moorhead
1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena
405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax

- Responsibilities:**
- On a daily basis, live the mission and vision of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is core component of the position and work responsibilities.
 - Direct the development, implementation, and management of the Minnesota State Community and Technical College (M State) talent lifecycle strategy, including talent acquisition, talent management, learning and development, performance management and employee engagement.
 - Administer collective bargaining unit contracts, rules, laws, and policies and provide guidance in constructive problem solving to ensure contract guidelines are followed concerning ethics, conduct, and work rules.
 - Oversee and administer a comprehensive position classification system for unclassified and classified staff positions; review and suggest improvement to recruitment, selection and onboarding processes; oversee and recommend compensation levels for unclassified and classified staff positions.
 - Develop, recommend, and implement compensation practices reflective of the local, regional, and national labor markets and the needs of M State, such as those related to market competitiveness, job classification, and internal equity to ensure that MinnState and M State compensation procedures are followed.
 - Provide day-to-day management and supervision of the human resources staff.
 - Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner. Must be able to travel to meetings.

- Position Qualifications:**
- Minimum of three years of professional Human Resources experience; Bachelor's Degree in Human Resources or related field may substitute for 1 year of experience and Master's Degree in Human Resources or related field may substitute for 2 years of experience.
 - Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of students and employees.
 - Experience with the principles and practices of recruitment, position classification, selection, and compensation.
 - Ability to identify training needs of staff sufficient to recommend, develop, and deliver training programs to staff.
 - Knowledge of job evaluation principles and practices sufficient to direct position analysis and advise hiring managers in development of position descriptions, classification process, and performance management.
 - Knowledge of worksite wellness best practices.

Detroit Lakes
900 Highway 34 E.
Detroit Lakes, MN 56501
218.846.3794 fax

Fergus Falls
1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

Moorhead
1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena
405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax

- Excellent verbal and written communication skills, including presentation skills.
- Knowledge of state and federal laws governing labor relations, compensation administration and employee benefits including FLSA, ADA, FMLA, unemployment, worker's compensation and equal opportunity employment sufficient to interpret, administer, and advise agency staff, managers, supervisors, and administrators.
- Proficiency in Microsoft Word, Excel, Outlook, PowerPoint and Sharepoint or other similar software

Preferred Qualifications:

- Master's Degree in Human Resources or a related field
- Experience with PeopleAdmin, PeopleSoft, Workday, or other applicant tracking systems
- Previous Minnesota State, State of Minnesota Human Resource experience, higher education, or other state government experience.
- Strong background in talent and change management with project management and strategic thinking skills.
- Experience building teams and collaborative work environments.
- Demonstrated ability to manage multiple priorities.
- Strong analytical skills involving data analysis and management including using metrics and analytics to drive decisions.

Work Days/Hours: Monday – Friday – 8:00 AM – 4:30 PM

Salary Range: \$27.30 - \$39.54 per hour (\$57,002 - \$82,560 yearly)

Benefits:

A comprehensive benefit package offered by the State of Minnesota, Minnesota State Colleges and Universities, and the bargaining unit contract of the position. Benefits include:

- Holidays, vacation and sick leave
- Retirement
- Medical, dental and vision insurance
- Life insurance
- Accidental Death and Dismemberment
- Disability insurance
- Medical/Dental Expense Account
- Dependent Care Expense Account
- Health Reimbursement Account (eligibility based on bargaining unit contract)
- Tuition Waiver (eligibility based on bargaining unit contract)

APPLICATION DEADLINE: December 6, 2023

How to Apply: Go to <http://www.mn.gov/careers>
Search for **Job Opening ID#71337**.

Detroit Lakes
900 Highway 34 E.
Detroit Lakes, MN 56501
218.846.3794 fax

Fergus Falls
1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

Moorhead
1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena
405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax

Click "Apply" at the bottom of the Job Posting page.
If you are unable to apply online, please contact the job
information line at 651.259.3637.

For more information, Becky McMahan.....218.299.6533
contact: becky.mcmahan@minnesota.edu

NOTICE: *In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.*

Detroit Lakes

900 Highway 34 E.
Detroit Lakes, MN 56501
218.846.3794 fax

Fergus Falls

1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

Moorhead

1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

Wadena

405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax