

Minnesota North College Administrator Position Description

ADMINISTRATIVE TITLE: Vice President of Human Resources	
NAME OF ADMINISTRATOR:	
RANGE ASSIGNMENT: 6	POSITION CONTROL NUMBER:

POSITION PURPOSE: The Vice President of Human Resources is responsible for leading all human resources functions including staffing, labor relations, classification and compensation, faculty credentialing, benefits, staff development, performance management, policy development and transactions. This position participates in strategic planning for the college and is a catalyst for achieving Minnesota State Equity 2030 goals and driving organizational change, which embraces the evolving workforce and workplace. This position is a member of the Executive President’s Cabinet.

This position fulfills all human resources functions in the best interest of the College ensuring compliance with state and federal laws, regulations and procedures and the policies of Minnesota North College.

This position requires occasional travel to Minnesota North College campuses.

Signature of Employee _____ **Date** _____ .

Signature of Supervisor _____ **Date** _____ .

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- 1. Provide Human Resource consultation to the President leadership team and supervisors.**
 - a) Assist as appropriate in development of policies, rules, and regulations governing the colleges and in implementation of human resources plans.
 - b) Advise on human resources matters and act as a resource on planning issues. Provide data and information which will be used in decision-making and strategic planning.
 - c) Bring forward human resources and labor relations issues to President Executive Leadership team as appropriate. Participate in the planning and resolving of human resources issues.
 - d) Develop and maintain cooperative working relationships with Minnesota State, MMB, and other community and university college human resources staff.
 - e) Implement directives from the President, Minnesota State and the State of Minnesota related to human resources management and direct the completion of projects requested from these entities.
 - f) Prepare presentations for the President’s Executive Cabinet and leadership team on hiring issues; labor relations; personnel issues; and statistical information.
 - g) Represent the Colleges at human resources meetings on the local and State level, and participate in national meetings if necessary or for the advancement of human resources management.

- 2. Oversee supervision of the Human Resources department**

- a) Recruit, hire, promote, evaluate, assign work, supervise and discipline staff.
- b) Manage employee staffing plans to ensure optimal staffing levels.
- c) Provide coaching and professional development to ensure employees are skilled and successful in their work.
- d) Ensure compliance with bargaining unit agreements, hiring procedures, employee management practices and federal and state laws related to employment and employee relations.
- e) Provide regular communication with staff through team meetings.
- f) Manage Human Resources budget.

3. Lead contract administration/labor relations

- a) Manage the administration of faculty and classified staff labor contracts to ensure compliance with negotiated terms and conditions of employment.
- b) Advise administrators and supervisors on the administration and interpretation of classified and unclassified labor contracts, rules, policies and regulations, and procedures; analyze and advise; Recommend alternatives to resolve conflicts/problems and/or grievance denials.
- c) Conduct and/or oversee investigations and make recommendations in the resolution of grievances including grievance response.
- d) Provide input to the unclassified and classified negotiations process.
- e) Conduct or arrange for training of appropriate staff on labor relations topics as necessary.
- f) Answer inquiries from union representatives and meet with same to discuss issues and practices in attempt to resolve issues before going to the formal grievance process.
- g) Participate in labor-management meetings with bargaining unit representatives, employees, and other administrators.
- h) Manage the layoff process including advising supervisors and employees and ensuring employees are informed of their rights/benefits/options.

4. Oversee classification, compensation and the hiring process

- a) Manage the classification system so that the plan is consistent with college, System, and State needs.
- b) Conduct local audits of individual positions as delegated by Minnesota State and review and prepare reallocation request to be sent to Minnesota State System Office.
- c) Advise and assist in the preparation of position descriptions for new positions as well as for changing positions. Advise administration and supervisors regarding organizational units and classification levels.
- d) Provide explanation of compensation grids, faculty lane/column structures, position classifications and related contract language to employees and to management.
- e) Ensure that the appropriate compensation offers are made in adherence with contract language, and state guidelines at time of hire and assure salary changes are processed in a timely and accurate manner.
- f) Respond to auditor questions and concerns during the auditing process. Provide all information requested and maintain transparency in all processing. Assure separation of duties as required.
- g) Assist in development and administration of internal staffing and hiring processes meeting all federal, state and contractual procedural requirements as well as the service requirements of the college.
- h) Create and maintain Hiring Guidelines and assure consistency in the process throughout the College.
- i) Enhance recruiting strategies to ensure a diverse candidate pool.
- j) Ensure hiring committees are diverse and well trained to work toward Minnesota State's Equity 2030 goals and Minnesota North College goal of faculty and staff better representing our student body.
- k) Oversee hiring process including management of search committees, postings, advertising, affirmative action guidelines, screening of applicants, and reference checking.

- l) Respond to inquiries and challenges to the selection process results (including EEO charges); gather information and assist in the development of responses.
- m) Design and coordinate orientation programs for new employees and actively participate in orientation programs.
- n) Provide oversight in design and content of a Human Resources website.

5. Oversee Human Resources transactions, benefits and credentialing

- a) Ensure that all employees are receiving benefits as provided for in the college bargaining contracts. This includes, but is not limited to, health insurance package and retirement benefits.
- b) Remain well-informed of the various options available to different employee groups and answer questions about these benefits. Delegate management of information and issues to Human Resources staff.
- c) Resolve or supervise resolution of problems involving insurance coverage/premiums and retirement deductions.
- d) Assure that HR staff has relationships with representatives of Benefits Division at MMB and with administrators of employee retirement plans.
- e) Determine eligibility for insurance coverage for all employees. Manage correspondence with employees to sign up or make changes in insurance coverage.
- f) Manage the college's unemployment claims and work with MMB and General Counsel in settlement of claims.
- g) Supervise the establishment of positions, maintenance of position control rosters, and accurate salary and historical wage information on all employees.
- h) Direct the maintenance of employee leave records and the relationship between the human resources side of processing and the payroll side of processing. Address any auditing issues with relation to leave record maintenance.
- i) Confer with Minnesota State human resources staff and College administrators individually or in council to help resolve operational problems, interpretation of policies, rules and regulations, and union contracts.
- j) Ensure faculty credentialing guidelines are adhered to and communicated with faculty member.
- k) Maintain positive working relationships with the HR Service Center and assist as needed.
- l) Provide communication to employees on Human Resources topics.

6. Lead professional development and mandatory training

- a) Ensure all mandatory training for employees is provided and completed.
- b) Plan and facilitate specialized training and workshops as directed by the College President.
- c) Explore other professional development opportunities for employees.
- d) Assist supervisors with performance management, advise on processing employee evaluations and ensure that they are timely. Counsel new supervisors on the evaluation process.

7. Oversee affirmative action

- a) Ensure Affirmative Action Plans and quarterly reporting are completed timely and accurately.
- b) Monitor Affirmative Action hires versus goals to ensure goals are being met.
- c) Work with college administration to develop and carry out Affirmative Action and Diversity goals and activities.

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree in human resources management, business, or related field.

- Experience in human resource management.
- Demonstrated ability to work successfully with persons of diverse backgrounds and commitment to affirmative action in staffing and operations.
- Demonstrated ability to identify and address issues and concerns in a diplomatic, sensitive, and confidential manner.
- High degree of computer literacy, including proficiency and demonstrated ability to use technology to develop business process efficiencies.
- Excellent written, verbal, and interpersonal communications skills, organizational and problem-solving skills, and attention to detail.
- Valid Minnesota driver's license.

Preferred Qualifications

- Experience in public sector human resource management.
Knowledge of interpreting and complying with federal and state legislation, and state, system, and college policies.
- Demonstrated genuine commitment to inclusiveness and shared governance in leadership and decision making.
- Employee relations/labor relations experience, including negotiating and managing collective bargaining agreements and maintaining sound business relationships with union representatives.
- Demonstrated ability to foster participation of others and to work effectively and collaboratively with administrators, faculty, staff, students, and other constituents of the college.
- Experience in strategic planning, project management, and change management.
- SPHR or equivalent professional HR certification.

BUDGET AUTHORITY: Responsible for HR Budget

REPORTABILITY: Reports to the College President

SUPERVISION: HR Staff – 3 employees