

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**Bemidji State University and Northwest Technical College**

**POSITION DESCRIPTION A**

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<b>Employee Name:</b>	Vacant	<b>Position Control Number:</b>	01098379
<b>Division:</b>	Bemidji State University and Northwest Technical College	<b>Activity:</b>	
<b>Classification Title:</b>	Personnel Officer (Classified Commissioner's Plan)	<b>Working Title:</b>	Associate Affirmative Action Officer and Professional Development Specialist
<b>Prepared By:</b>	Linda Gilsrud	<b>Appraisal Period:</b>	<b>To</b>

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**EMPLOYEE SIGNATURE/DATE**

**SUPERVISOR SIGNATURE/DATE**

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

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**POSITION PURPOSE:** The position performs professional human resources responsibilities for both a University (Bemidji State University) and a College (Northwest Technical College). Assesses classified managers' and supervisors' training needs and ensures that identified training needs are met through curriculum development or contracting external trainers. Monitors and ensures progress toward Affirmative Action objectives. Collects data and compiles statistics regarding achievement of Affirmative Action objectives. Develops grievance responses for President and CHRO as requested. Investigates discrimination and/or harassment complaints using the 1B.1 Non Discrimination in Employment and Education policy and procedure. Maintains familiarity with University collective bargaining agreements and College collective bargaining agreements.

**REPORTABILITY**

**Reports to:** Chief Human Resources Officer/Affirmative Action Officer,  
Bemidji State University and Northwest Technical College

**Supervises:** Provides work direction for junior or senior level University intern and student workers

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**DIMENSIONS**

**Budget:** Training Budget (\$55,000)  
Affirmative Action and ADA Accommodation Budget (\$37,000)

**Clientele:** Bemidji State University and Northwest Technical College administrators, Chairs, Directors faculty, staff, and students; MnSCU staff

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**Principle Responsibilities, Tasks, and Performance Indicators:**

1. Prepares biennial Affirmative Action Report for Bemidji State University/Northwest Technical College for review and approval by CHRO/Affirmative Action Officer in a timely manner so that state-mandated Agency (BSU and NTC) compliance is maintained. Prepares mid-plan review of progress made toward identified Affirmative Action objectives.

**Priority: A            Discretion: A            Percent of Time: 35%**

- A. Gathers data and statistics necessary to prepare combined Bemidji State University/Northwest Technical College Affirmative Action Plan.
  - B. Ensures that DRAFT Affirmative Action Plan is submitted to the CRHO/Affirmative Action Officer by mid-July for review and possible modifications, additions and/or deletions.
  - C. Participates in University, College, and/or Division accreditation reviews as Affirmative Action expert for accreditation visitors.
  - D. Communicates affirmative action objectives and confidentiality requirements to Selection Advisory Groups for unclassified and classified vacancies within Bemidji State University and Northwest Technical College.
  - E. Reviews submitted search materials for classified and unclassified vacancies to ensure compliance with BSU affirmative action plan objectives and BSU/NTC preferred format/language
  - F. Ensures that Affirmative Action files for unclassified searches are easily retrievable and contain all required documents for possible audit.
  - G. Investigates discrimination or harassment complaints, as assigned by the CHRO brought by faculty, staff, or students at BSU or NTC. Compiles information to present to Campus decision maker.
  - H. Responds to requests for Affirmative Action reporting and other compliance materials.
  - I. Reviews and recommends approval regarding submitted requests for accommodation under the Americans with Disabilities Act (ADA).
  - J. Prepares and updates timely revisions of HR/Affirmative Action vision statement, mission and departmental initiatives and objectives for Bemidji State University and Northwest Technical College.
  - K. Prepare and manage affirmative action budget for review by CHRO/AA Officer
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2. Assesses classified managers' and supervisors' training needs at Bemidji State University and Northwest Technical College. Ensures that identified training needs are met through curriculum development or contracting with external trainers.

**Priority: A            Discretion: A            Percent of Time: 35%**

- A. Develops and delivers training on various Human Resources or Affirmative Action related topics.
- B. Researches and conducts formal needs assessment and analyzes common staff development

needs for supervisors and classified staff for Bemidji State University and Northwest Technical College.

- C. Ensures that STARS is familiar to supervisors and classified staff to use for registration and creating a record of professional development participation.
- D. Prepares script and delivers general orientation to newly hired faculty and staff at BSU and NTC. Involves other presenters as necessary. Schedules new hire orientation.

- 3. Serves as lead contact for all H1B and other visa applications for Bemidji State University and Northwest Technical College.

**Priority: A                      Discretion: A                      Percent of Time: 10%**

- A. Reviews I-9 documentation to determine if H1B application or transfer from the previous employer to Bemidji State University or Northwest Technical College is necessary.
- B. Makes contact with immigration attorney to discuss and resolve complex questions. Prepares MnSCU contractual agreement with attorney for services required.
- C. Ensures that all documents are forwarded to attorney as requested and appropriate records and documents are retained.

- 4. Conducts job audits and reviews reallocation requests for classified positions at Bemidji State University and Northwest Technical College

**Priority:                      Discretion: A                      Percent of Time: 15%**

- A. Reviews and analyzes all documents prepared including position description, job content questionnaire, organizational chart, and justification from supervisor.
- B. Prepares job audit request for MnSCU HR Consultant.

- 5. Provides back-up for other professional positions (confidential) within Human Resources/Affirmative Action because of the small size of the Department that serves both a University (knowledgeable regarding IFO and MSUAASF agreements and processing) and a College (knowledgeable regarding MSCF agreement and processing).

**Priority: A                      Discretion: A                      Percent of Time: 5%**

- A. Posts and prepares all advertising for unclassified and classified vacancies
- A. Responds to questions regarding University and College policies, collective bargaining agreements, and benefit plans
- B. Enters accurate information into web-based SCUPPS and SEMA4 in a timely manner.
- C. Participates in planning and implementing faculty/staff recognition events at Bemidji State University and Northwest Technical College
- D. Writes and updates position descriptions
- E. Modifies Bemidji State University and Northwest Technical College strike plan as necessary.
- F. Runs BRIO reports to assist in staffing and budgeting decisions
- G. Accesses documents/data containing labor relations information.

**POSITION DESCRIPTION C****EMPLOYEE NAME:** Vacant

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**NATURE AND SCOPE:** (RELATIONSHIPS; KNOWLEDGE, SKILLS, AND ABILITIES; PROBLEM - SOLVING AND CREATIVITY; AND FREEDOM TO ACT)

**RELATIONSHIPS:**

This position reports directly to the Chief Human Resources Officer (CHRO) also referred to as the Director of Human Resources/Affirmative Action Officer. Incumbent must maintain excellent and credible relationships with University (BSU) and College (NTC) leadership, administration, chairs, directors, faculty, staff, Chancellor's Office staff, and Minnesota Management and Budget (MMB) staff.

**KNOWLEDGES, SKILLS, AND ABILITIES:**

- Knowledge of curriculum development
- Knowledge of adult learner principles
- Knowledge of federal and state employment laws including, but not limited to, Fair Labor Standards Act, Public Employees Labor Relations Act, Family Medical Leave Act, Equal Employment Opportunity, Affirmative Action and the Americans with Disabilities Act
- Knowledge of creating and presenting new employee orientation
- Knowledge of power point and other technology used in presentations and employee development
- Ability to establish learning objectives for employee development or leadership training sessions
- Ability to present employee development sessions to supervisors and staff
- Ability to interact effectively with diverse groups of people from all constituencies
- Knowledge of mediation principles
- Ability to create professional and easily understood written materials
- Knowledge of the Minnesota Government Data Practices Act and other applicable statutes and regulations related to employment and confidentiality
- Knowledge of leadership practices and principles
- Ability to analyze job content to determine appropriate bargaining unit, classification and qualifications
- Ability to complete assigned projects, including the ability to prioritize work, manage multiple projects, and demonstrated focus on detail

**PROBLEM SOLVING:**

- Applies knowledge, experience and education to complex issues
- Advises Deans, Chairs, Directors and Managers regarding supervisory matters

**FREEDOM TO ACT:**

Incumbent recognizes the issue surrounding a problem and offers viable solutions .

Acts independently to resolve concerns presented by Vice Presidents, Deans, Chairs, Directors, and Supervisors at Bemidji State University and Northwest Technical College