



Bemidji State University and Northwest Technical College  
invite applications for the position of:

## Human Resources Generalist

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### COMMISSIONERS PLAN POSTING

<b>CLASSIFICATION:</b>	Human Resources Specialist 1 (PCN 01098379)
<b>OPENING DATE:</b>	January 10, 2022
<b>CLOSING DATE:</b>	Tuesday, February 8, 2022, at 11:59 p.m.
<b>POSITION LOCATION:</b>	Human Resources – Bemidji State University and Northwest Technical College
<b>JOB TYPE / SCHEDULE:</b>	Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.
<b>PAY / SALARY RANGE:</b>	\$20.40 - \$29.50 per hour

**BEMIDJI STATE UNIVERSITY (BSU) and NORTHWEST TECHNICAL COLLEGE (NTC)** invite qualified applicants to join our Human Resources (HR) team as a **Human Resources (HR) Generalist**. The HR team serves both BSU and NTC, which are members of the Minnesota State system of colleges and universities. We are actively recruiting a dynamic Human Resources professional who can quickly detect workplace challenges as well as identify and drive appropriate resolutions. The HR Generalist will engage with all employees to ensure they are safe, welcome, and validated in the workplace through a diversity, equity, and inclusion lens. This is a challenging yet rewarding role that impacts hundreds of employees in their daily activities and broader personal and career goals!

The [Human Resources](#) team leads the campus communities to achieve workplace excellence by providing services that improve and support BSU and NTC employees. Services include benefits administration, recruiting, training and employee assessment. More than six hundred talented faculty, staff, and over eight hundred student employees with a wide variety of skills and backgrounds, support university and technical college operations every day. The staff enjoy excellent benefits, a team environment, and challenging careers. As affirmative action/equal opportunity institutions, we are committed to supporting the continued growth of our diverse community.

The **HR Generalist** performs professional human resources duties and assists the Campus Human Resources Officer in all phases of human resources programs at BSU and NTC, specifically focused on recruitment and selection processes, working with personnel policies, laws and collective bargaining agreements, and maintaining personnel records and data.

This position is considered confidential as defined by [M.S. 179A.03](#) since it has access to and utilizes information pertaining to labor relations, provides assistance and information for use in the development of a strike plan, and will research/compile recruitment strategies and procedures for classes under review in collective bargaining negotiations.

## **Responsibilities of the HR Generalist include:**

- **Recruitment and Selection (40%)**

Manage the recruitment and selection process for positions so that faculty, staff and administrators are hired and interruptions to BSU/NTC operations are minimized. Results are: 1) staffing needs are analyzed; 2) contractual provisions and all procedures and policies are followed; 3) supervisors are assisted throughout the recruitment and selection processes, including (but not limited to) the formation of the Search Advisory Committees (SAC), assistance in drafting position descriptions, job postings, marketing advice and placement; assistance in drafting interview questions, selection criteria, and reference checking; 4) all related personnel/payroll transactions are processed correctly and associated problems are resolved; and 5) H1B and J1 visas are properly managed, private and confidential information is secure and protected.

- **HR Generalist (40%)**

Advises and explains personnel policies, laws, and collective bargaining agreements to agency staff so that the Agency's personnel actions are in compliance. Records and maintains agency personnel data so that information is readily available. Generate official internal documents such as appointment letters. Track and maintain employee training records in adherence with OSHA regulations. Maintain physical and digital files for employees' personnel records and actions including probationary periods, midpoint and annual evaluations, and faculty credentials. Maintain accurate seniority rosters. Verifications of employment.

- **Labor Relations (10%)**

Assist the Campus Human Resources Officer, supervisors, administrators, and staff in solving complex human resource issues related to contract interpretation for all collective contracts and plans. Serve as a liaison to the Minnesota State system office labor relations' staff to ensure compliance with employment law and collective bargaining agreements. Results are: Proper interpretation and administration of collective bargaining agreements/plans; timely responses to information requests.

- **Other Projects/Duties as Assigned (10%)**

Complete all special projects and assignments from Campus Human Resources Officer/management/System Office to provide and improve the efficiency of the Human Resources office. Employee has access to documents/data containing labor relations information as defined by M.S. 13.37. Employee may serve as resource to management team for labor relations information, as defined in M.S. 13.37, used in collective bargaining.

## **Minimum qualifications for this position include:**

- Bachelor's Degree in Human Resources, Business, or a related field, or two years of para-professional experience performing HR work, or an equivalent combination of education and experience.
- Ability sufficient to analyze problems, recommend solutions using precedents, collective bargaining agreements, and personnel laws and rules.
- Ability sufficient to understand and effectively carry out oral and written instructions.
- Ability to work independently to meet deadlines.
- Ability sufficient to establish and maintain effective working relationships with employees, operating agencies, and the public in a confidential work environment.
- Knowledge of or experience working with diverse cultures and populations.

**Preferred qualifications include:**

- Experience in recruitment, onboarding, employee training programs, benefits administration, retirement programs, employee engagement and recognition programs, and organizational structure and succession planning.
- Demonstrated ongoing professional HR development.
- Knowledge of the State and/or Minnesota State policies, procedures, collective bargaining agreements and plans.
- Knowledge and understanding of the State's payroll system (SEMA4) and the Minnesota State payroll system (SCUPPS).
- Project Management experience.

**To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the qualifications.****Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the Commissioner's Plan – [see plan details](#).
  - The current wage range is \$20.40 - \$29.50 per hour.
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form, and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

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**TO APPLY:**

Apply for **Vacancy Posting 51923**, on the Minnesota Management and Budget (MMB) website:  
<http://mn.gov/mmb/careers/>.

If you are unable to apply online, please contact the job information line at 651.259.3637.  
For additional information about the application process, go to <http://www.mn.gov/careers>.

**Inquiries:**

Ashleigh Haugen, Assistant Director of Human Resources  
Phone: 218.755.2084  
Email: [Ashleigh.Haugen@Bemidjistate.edu](mailto:Ashleigh.Haugen@Bemidjistate.edu)

If you have general questions about this posting or submitting an application, contact Teresa Hanson at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu)

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All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

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## **UNIVERSITY / COMMUNITY**

### **WHY BEMIDJI:**

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

**Bemidji State University**, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university's Shared Fundamental Values include environmental stewardship, civic engagement, and international and multicultural understanding.

**Northwest Technical College** has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college's accessible, affordable, hands-on programs also help the region's employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College can experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds, and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information [About BSU](#) visit our website at <http://www.bemidjistate.edu> or the NTC website at <https://www.ntcmn.edu>.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

**Other Resources:**

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

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**Statement of Notice**

Bemidji State University and Northwest Technical College prohibit discrimination and sexual violence of any kind. Contact the Center for Civil Rights [Investigation Office](#) if you have concerns regarding discrimination and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Steven D. Parker, Campus Diversity Officer & Title IX Coordinator

Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu)

Phone: (218) 755-4121

1500 Birchmont Drive NE, Deputy Hall, Room 211, Bemidji, MN 56601

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*Bemidji State University and Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.*

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