



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

## Human Resources Specialist

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### COMMISSIONERS PLAN POSTING

<b>CLASSIFICATION:</b>	Human Resources Specialist 1 (PCN 00138861)
<b>OPENING DATE:</b>	January 18, 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) Specialist**. 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 Specialist 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 Specialist** performs personnel administrative functions within the HR Department to ensure that the requirements of all personnel rules, regulations, laws, and collective bargaining agreements are met. The HR Specialist performs advanced HR transactional work for BSU and NTC faculty (IFO / MSCF); serves as resource to the management team for labor relations information, as defined in M.S. 13.37, used in collective bargaining; researches and responds to complex employee inquiries related to pay and benefits; and provides general HR support to BSU and NTC employees.

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 Specialist include:**

- **HR Generalist (45%)**  
Advises and explains personnel policies, laws, and collective bargaining agreements to agency staff so the Agency's personnel actions are in compliance. Records and maintains agency personnel data so information is readily available. Generates official internal documents such as appointment letters. Tracks and maintains employee training records in adherence with OSHA regulations. Maintains physical and digital files for employees' personnel records and actions including probationary periods, midpoint and annual evaluations, and faculty credentials. Maintains accurate seniority rosters and Organizational Charts. Processes verifications of employment.
- **Labor Relations & Contract Interpretation (40%)**  
Assists the Campus Human Resources Officer, administrators, and staff in solving complex human resource issues related to contract interpretation for all collective contracts and plans specifically related to MSCF and IFO transactions including onboarding, pay, benefits, retirement and separations. Serves as a liaison to the Minnesota State system office labor relations' staff to ensure compliance with employment law and collective bargaining agreements.
- **HR Information Systems (HRIS) Transactions & Data Entry (15%)**  
Prioritizes, enters, monitors, and modifies all phases of HR data entry and reconciliation for a broad range of complex transactions including faculty assignments (IFO and MSCF), pay, benefits, leave accounting and retirement. Provides technical support to the HR Department and other supervisors and employees. Ensures records are accurately maintained and compliant with established policies, regulations, laws, and bargaining unit guidelines for 10 bargaining units and personnel plans. Independently researches, resolves, and responds verbally and/or in writing to inquiries from employees, supervisors or bargaining unit leadership on policy-related, process-related, or procedural issues.

**Minimum qualifications for this position include:**

- Associate's degree in Human Resource Management, Business, Communication or a related field **AND** at least two (2) years of experience working with confidential HR records and information **OR** an equivalent combination of education and experience.
- Analytical skills sufficient to audit data and identify and correct errors.
- Demonstrated problem-solving ability (ability to recognize errors, identify causes, identify & evaluate alternatives, and choose the most effective action/solution).
- Experience responding to inquiries or complaints regarding personnel issues, gathering relevant information, and performing preliminary assessments for resolution.
- Knowledge of or experience working with diverse cultures and populations.

**Preferred qualifications include:**

- Bachelor's degree in Human Resources, Business or a related field.
- Human Resources experience working in the Minnesota State system.

**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 52119**, 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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