

Working Title: Human Resources Director
Job Class: Human Resources Consultant 2
Agency: Water & Soil Resources Board

- **Job ID:** 86769
- **Location:** St. Paul
- **Hybrid work Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 06/11/2025
- **Closing Date:** 07/02/2025
- **Hiring Agency/Seniority Unit:** Water & Soil Resources Board / Confidential
- **Division/Unit:** BWSR HR / Strategic Operations
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$37.98 - \$56.50 / hourly; \$79,302 - \$117,972 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 217 - Confidential/Unrep
- **FLSA Status:** Exempt - Administrative
- **Supervisor:** Andrea Fish
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

***For more details on this position, please visit the [BWSR Careers](#) site for the position description.*

This position provides leadership and professional Human Resources and Labor Relations consultation and guidance to the agency and its nine (9) office locations. In addition, this position manages the human resource functions so that the agency is provided with information and services that meet the organizational needs. The BWSR HRM Director Serve as a resource to the management team for labor relations information and also develops relationships with employee bargaining unit representatives while preserving management prerogatives.

- Administers all phases of the personnel program within the agency that is characterized by: multiple programs; complex organization structure; a diverse classification and examination structure.
- Compensation administration.
- Personnel issues/problem solving with impacts beyond the agency boundaries – particularly by working with other agencies.
- Serves as the agency's delegated Affirmative Action Officer.
- Provides oversight of hiring decisions.
- Provides guidance and leadership on staffing, employee reviews and disciplinary procedure.
- All activities related to the hiring and retention of state employees.

Minimum Qualifications

Five years of advanced professional experience in classification, compensation and labor relations activities that demonstrates successful delivery of services related to human resource principles, practices and procedures. Such experience must include 3 of the following:

- Contract interpretation and implementation
- Advising and consulting with management
- Conducting complex job analysis and documenting classification decisions

- Classification audits
- Leading projects or teams
- A bachelor's degree in human resources or related equals on year of experience.

NOTE: A bachelor's degree in human resources or a related field may substitute for one year of experience.

Knowledge of public sector human resources and labor relations laws and regulations, including the Minnesota Government Data Practices Act, and demonstrated ability to apply them.

Problem solving skills sufficient to think beyond tried-and-true solutions and usual remedies

Leadership to foster an environment that promotes diversity, inclusion, and continuous improvement.

Human Relations skills sufficient to develop and maintain reputable internal and external relationships and be able to influence management to consider a wide array of options and to ensure they fully recognize the implications of their decisions.

Interpersonal and communication skills sufficient to make presentations to management, negotiate resolution to sensitive situations, manage client expectations, and establish effective working relationships with all levels of employees, outside consultants, diverse internal and external customers, other agency management and collective bargaining representatives.

Organizational skills and ability to manage multiple and changing priorities within required timelines.

Ability to maintain professionalism and composure in difficult situations.

Ability to work independently and with limited supervision.

Ability to maintain confidentiality.

Must be able to obtain and maintain classification, compensation and selection delegation.

Preferred Qualifications

- Bachelor's Degree or higher in Human Resources or related field
- Labor relations experience in government
- Knowledge of the Statewide Human Resources policies, procedures, labor contracts, and laws sufficient to train and provide work direction to staff.
- HAY Certification
- SHRM certification.

Physical Requirements

Requires occasionally lifting such articles as file boxes and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Board of Water and Soil Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

1. Employment Reference Check
2. SEMA4 Records Check
3. Criminal History Check
4. Education/License Verification

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Andrea Fish at andrea.fish@state.mn.us.

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Carla Swanson-Cullen at carla.swanson-cullen@state.mn.us.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.