



## State of Minnesota Position Description

### Board of Water and Soil Resource

### Position Description A

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Employee's Name:

Position Control Number: 01114607

Agency/Division: Water and Soil Resources

Activity:

Classification Title: Human Resources Consultant 2

Working Title: HR Director

Prepared by: Andrea Fish

Appraisal Period:

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### Signatures

Employee Signature \_\_\_\_\_ Date signed \_\_\_\_\_

(this position description accurately reflects my current job)

Supervisor Signature: \_\_\_\_\_ Date signed \_\_\_\_\_

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

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### Position purpose

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. Under general direction, the BWSR HRM Director 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; personnel issues/problem solving that impacts beyond the agency boundaries – particularly by working with other agencies and local governments.

This position serves as the agency's delegated Affirmative Action Officer, provides oversight of hiring decisions, provides guidance and leadership on employee reviews and disciplinary procedures, and other activities related to the hiring and retention of state employees.

**Reports to:** Assistant Director, Strategy and Operations (an agency Executive Manager)

**Supervises:** Human Resource Technicians, Consultants, and/or OAS Staff

## Dimensions:

Budget: N/A

Clientele:

- Agency Executive Director, Assistant Directors, Managers and Supervisors and agency Staff (around 130 employees)
- Minnesota Management and Budget, Administration, DEED, MSRS
- Representatives for state collective bargaining units, which includes AFSCME, MAPE, MGEC, MMA
- Representatives for the State of Minnesota Managerial Plan, and the Commissioner's Plan
- Employees of other state agencies
- Members of the public, including job applicants
- Local government staff and board from soil and water conservation districts (SWCDs), watershed districts (WDs), water management organizations (WMOs), and counties.

## Position Description B

Employee's Name:

PCN: 01114607

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### 1. Principal Responsibility

***Provide leadership and direction to the agency in human resource management programs and services so the agency is supported with best practices in the full range of human resource functions.***

Priority: A

% of time: 25%

Discretion: A

Tasks

- A. Oversee the organization of ongoing services rendered by the HR office to ensure all facets of state HR work are included.
- B. Create HR policies and procedures so staff understand their obligations for HR work, provide training and guidance to agency managers on policies and procedures.
- C. Train managers and supervisors on HR processes, HR functions versus supervisory functions, and best practices in people management.
- D. Draft responses to Human Rights and EEOC complaints for the AG's Office and assist in providing information for lawsuits on employment law issues.

- E. Provide data and information to the executive team and senior management team in relation to HR topics.
- F. Advise management on the administration of the employee appraisal and job performance rating system and salary increases.
- G. Provide advice on administrative and/or legal issues relating to workplace to maintain compliance with relevant state and federal laws, rules, regulations, policies/procedures to avoid or minimize employment litigations.
- H. Analyze and make decisions on requests for reasonable accommodations under the ADA, prepare affirmative action plans, promote diversity and state diversity initiatives; investigate and resolve equal opportunity concerns.
- I. Analyze, provide direction, representation, and make decisions when necessary on requests for FMLA, unemployment insurance, safety and wellness and workers' compensation.
- J. Provide management and supervisory consultation on performance management, leave administration (e.g., FMLA, sick leave, medical leave, etc.), writing and conducting effective performance appraisals, disciplinary action, and labor contract interpretation.
- K. Participate in statewide HR committees; e.g., ACCESS, HRDP, Labor Relations Partnership, Statewide Recruitment, and State ADA Coordinators.
- L. Oversee the administration and completion of on-boarding/off-boarding, new employee orientation, and DDIR responsibilities.
- M. Oversee processing and ensure that personnel actions are taken in a timely and accurate manner e.g., personnel transaction processing, of probationary review and progression increase reports, and annual performance appraisal deadlines.

Performance Indicators

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## 2. Principal Responsibility

***Serve as a resource to the management team for labor relations information as defined in M.S. 13.37. Continue the process of developing relationships with the employee bargaining unit representatives while preserving management prerogatives. Administer an employee relations/labor relations program.***

Priority: A

% of time: 20%

Discretion: A

Task Statements

- A. Ensure that collective bargaining agreements (CBA) and Plans are administered equitably and accurately by communicating with management and employees, interpreting language where necessary, and developing internal procedures to ensure equitable and accurate implementation.
- B. Negotiate or develop new CBA/plan provisions by serving on statewide master negotiating teams, submitting proposals to MMB, notifying MMB of problems with existing language and similar activities.
- C. Chair labor management meetings to achieve useful goals and enhance relationships with union representatives.
- D. Ensure managers and supervisors follow contract provisions by providing advice, explanation, and training to agency management and agency staff.
- E. Train managers and supervisors in labor relations, employee investigations, contract administration, and other related topics as needed or required.
- F. Facilitate conflict resolution.
- G. Hear, respond, and negotiate settlements of grievances.
- H. Maintain data on levels of employee discipline to ensure consistent treatment of similar infractions.
- I. Provide advice and direction on employee behavioral, performance, and attendance issues; misconduct and appropriate disciplinary action and levels.
- J. Prepare Board strike plans.
- K. Represent management in formal bargaining sessions so that accurate information is provided to the negotiator by: gathering information requested by the negotiator, presenting agency concerns to the negotiator.

Performance Indicators

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### 3. Principal Responsibility

***Advise managers and supervisors on legal and contractual obligations for filling positions. Review and approval minimum and preferred qualifications.***

Priority: A

% of time: 20%

Discretion: A

Task Statements

- A. Provide consultation services to hiring manager/supervisor, e.g., review and develop interview questions, selection criteria, compensation options, labor agreement provisions regarding bidding and posting, conduct or require appropriate reference checks, and assist as appropriate in the interview process.
- B. Resolve issues with managers and supervisors.
- C. Obtain and maintain delegation under MMB for selection and compensation authority.

- D. Advise managers and supervisors on legal and contractual obligations for interviewing and choosing final candidates.
- E. Ensure all legal requirements for hiring have been met.

Performance Indicators

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#### 4. Principal Responsibility

***Create new positions and reallocate existing positions when warranted so there is equity among positions.***

Priority: A

% of time: 15%

Discretion: A

Task Statements

- A. Maintain delegation of authority for classification from MMB by ensuring that all requirements for classification are followed.
- B. Maintain expertise in multiple classifications across multiple bargaining units to support BWSR's work, and to ensure appropriate classification of positions; provide expert guidance to agency managers on state job classifications
- C. Discuss position descriptions with managers and supervisors to gain an appreciation of the work being done and the necessary know how.
- D. Discuss staffing levels, classification, appointment type and reallocation requests.
- E. Document all classification decisions in formal audit format.
- F. Respond to appeals of classification decisions.
- G. Participate in Hay reviews as required.

Performance Indicators

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#### 5. Principal Responsibility

***Supervise and provide technical direction to HR staff.***

Priority: A

% of time: 20%

Discretion: A

#### Task Statements

- A. Manage and lead BWSR's Human Resource Management team, building a collaborative and cohesive unit that manages hiring, training, coaching, and developing and directing staff, team building, and improving overall agency personnel performance.
- B. Assess the qualifications of candidates and hire employees to perform job duties to achieve objectives.
- C. Assign job duties, train and direct employees in the execution of job responsibilities to achieve work plan objectives.
- D. Evaluate employee performance, reward or discipline employees and promote, suspend, discharge or change their status according to performance.
- E. Write employee position descriptions.
- F. Administer applicable labor contracts and/or plans fairly and equitably and in accordance with statewide employer policies.
- G. Perform all supervisory tasks in accordance with established equal opportunity, non-harassment and employee safety policies and procedures.

#### Performance Indicators

## Position Description C

Employee's Name:

PCN: 01114607

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### NATURE AND SCOPE

### RELATIONSHIPS

The incumbent works closely with the BWSR Executive Team and reports directly to the Assistant Director-Strategy & Operations. This position provides direct service to agency managers, supervisors, and staff, as well as developing policies, interpreting contract provisions, and providing training. The incumbent serves on various statewide and internal committees and works effectively with top management and BWSR staff, external customers include local government partners and Minnesota Management and Budget, as well as with other human resources staff within State of Minnesota agencies. The incumbent is a member of at least one statewide master negotiating team. Additionally, the incumbent has ongoing contact with job applicants, state benefits providers, and recruitment sources.

### KNOWLEDGE, SKILLS, AND ABILITIES

High level of managerial and human relations skills and abilities sufficient to consult with senior management regarding strategic and operational human resource issues is required. Expert knowledge of public and private sector labor relations and HRM practices, principles and procedures is essential. Specific skills in labor relations, compensation, staffing, workers' compensation and leave management is critical. Thorough knowledge of the federal and state employment laws such as: Minnesota Public Employment Labor Relations Act, Family Medical Leave Act, Americans with Disability Act, the Minnesota Data Practices Act, and all pertinent State labor agreements and employee plans, and state and agency policies is necessary to perform the duties of the position.

The incumbent must be able to plan, organize and direct implementation of department-wide human resource initiatives or programs. Must have effective communication skills to enable the delivery of integrated programs through staff assigned to varying locations and who report to other supervisors within the office. The incumbent must possess human relations skills sufficient to conduct effective interviews of all kinds, facilitate group interactions, negotiate contracts and other agreements, mediate disputes, train large and small groups, make effective presentations, persuade others to adopt his/her ideas and supervise staff.

Thorough knowledge of BWSR's organizational structure, functions and lines of authority are essential along with a significant understanding of the unique problems inherent in the department's operations.

The incumbent must have a thorough understanding of the entire department sufficient to make educated decisions about HRM issues that affect all parts of the department. The incumbent shares the responsibility for the overall management of the Board and serves as a key advisor and represents BWSR HRM to other agencies and to a variety of other organizations. Incumbent must demonstrate a thorough understanding of agency operations, clients, and needs of the agency sufficient to be credible and persuasive.

#### PROBLEM SOLVING AND CREATIVITY

The person in this position is expected to use good judgment, understanding of human resource best practices, and interpretation and application of statutes, policies and procedures in order to

solve a wide variety of human resource and contracts issues. This requires analytical and problem-solving ability (judgment/decision-making) sufficient to effectively perform the duties of the position. This position analyzes and solves problems through sound decision-making, and also seek and offers input and advice.

It is necessary for the person in this position to be able to thoroughly review options for resolving problems, and to present these alternatives with sound recommendations for the most effective action and resolutions, consistent with best practices, statutes, policies and procedures.

Problem-solving ability required includes recognizing and defining problems, identifying causes, and developing and evaluate alternatives sufficient to independently resolve HR problems; and to identify sources of information.

#### FREEDOM TO ACT

The incumbent is given a great deal of latitude, independence, and freedom to act. Direction is given on an as-needed basis. The incumbent regularly participates in management level team meetings to exchange information, plan, and review proposed policies and procedures for the organization, and make key decision. Freedom to act is only limited by laws, rules, policies, procedures, and collective bargaining agreements.