Human Resources Director – College of Design

Job ID: 337797
Location: Twin Cities
Job Family: Human Resources
Full/Part Time: Full-Time
Regular/Temporary: Regular
Job Code: 9352GT
Employee Class: Academic Professional and Admin

Special Notice for COVID-19
The UMN has suspended hiring for most positions. However, we will continue hiring for positions critical to the University's mission and operations at this time. Applications are being accepted for this position and you are encouraged to apply. In-person interviews are suspended indefinitely and will be replaced by interviews in a virtual format. Thank you for your continued interest in working at the University of Minnesota.

Qualifications

Required Qualifications:
- BA/BS in Human Resources or related field, plus 8 years of related professional HR experience, including supervisory responsibilities
- Working knowledge of employment laws, rules, and regulations affecting human resources
- Extensive experience in and knowledge of HR practices
- Demonstrated experience and commitment to fostering diversity, equity, and inclusion in the workplace
- Demonstrated success in project management, with excellent organizational and planning skills
- Success working and leading in a complex, multi-layered, and collaborative environment
- Ability to work effectively in dealing with ambiguity, using sound judgment and discretion
- Exceptional interpersonal skills and ability to communicate effectively, both orally and in writing, across all levels of the organization
- Demonstrated leadership ability and an ability to influence others directly and indirectly

Preferred Qualifications:
- Advanced degree in HR or related field
- PHR or SPHR Certification
- Experience in workforce planning/organizational design
- Experience in organizational change and development
- Significant experience leading a team of professionals
- Experience administering needs of different labor and professional categories
- Experience interpreting collective-bargaining agreements and handling corrective action and grievance processes
- Skills and/or training in change management and conflict resolution
• Aptitude with using and adapting technological systems to facilitate and expedite human resources processes
• Experience in higher education and/or a public-sector employment setting

About the Job

Position Overview:
The College of Design (CDes) seeks a highly motivated, proactive, creative, and collaborative leader for the position of Director of Human Resources. This position is responsible for providing strategic leadership, planning, development, coordination, implementation, and oversight of human resources programs and services in the College of Design. The director works with CDes administration, academic units, and research centers to develop and implement a comprehensive human resources program for CDes faculty, staff, students, and administrators. The director's responsibilities include human resources planning; employee and labor relations; recruitment and staffing; compensation; education, training, development, and mentoring; talent management systems, including performance evaluation systems; technological systems for facilitating administration and communication of a variety of matters pertaining to human resources; equal opportunity and affirmative action; and supervision/facilitation of collegiate diversity and inclusion initiatives related to recruiting, retention, and employee relations. The director will collaborate, in a highly dynamic context, to create and implement strategic and tactical policies and processes for the CDes human resources function. The CDes Human Resources team works closely with the Associate Deans in support of faculty-related employment and development issues. The director works collaboratively with the University’s Office of Human Resources to ensure that CDes efforts are aligned with University-wide human resources policies, programs, and strategic initiatives. The director reports to the Dean.

We are committed to attracting candidates from historically underrepresented groups, knowing that diversity enriches the academic experience and provides a knowledge base for innovation.

Appointment Details:
This is a 100%-time, 12-month, academic administrative appointment at the level of HR Consultant 2 (#9352GT). It is annually renewable, with renewal contingent upon performance, funding, and the needs of the college. The desired starting date is November, 2020. Salary is commensurate with experience.

Position Responsibilities:
Strategic Leadership and Planning - 40%
• Lead development, implementation, and assessment of short- and long-term HR strategies and goals, including anticipation of emerging issues that will affect policy and program development within CDes.
• Continuously improve development of and lead a forward-thinking, client-oriented, human resources organization for CDes. Develop strategies and sponsor key initiatives to promote and achieve a culture of service, excellence, and employee engagement.
• Collaborate with CDes leadership to advance strategic direction, facilitate and manage change, and ensure compliance with HR policies and laws.
• Establish and implement human resources best practices.
• Develop and collaborate to implement long-term HR strategies to increase diversity of staff and faculty within the college.
• Collaborate with the CDes budget and finance team to manage procedures that affect both units, such as payroll actions, position management, leaves, annual merit increase processes, etc.
• Perform strategic analysis to identify root problems and impacts across CDes. Provide regular reports to the Senior Leadership Group regarding existing patterns and emerging trends.
• Manage recommendations and changes to business processes, requiring either or both short- and long-term implementation.
• Set priorities on key projects and HR initiatives to support the college’s strategy and goals and provide leadership to ensure successful execution.
• Develop proposals for new programs or policies and present them to leadership.
• Represent CDes to University-wide committees, task forces, and projects.

Workforce Planning, Compensation, Talent Management and Engagement - 40%
• Develop, implement and evaluate effective recruitment, hiring, onboarding, and existing processes.
• Oversee business processes related to employment searches and exceptional and no-search hires.
• Develop and implement policies and practices related to compensation, including special pay situations for promotions, augmentations, and retention offers.
• Provide advice and expertise on evaluating appropriate starting salaries and salary increase requests, ensuring internal equity and competitive compensation.
• Consult with college leaders regarding specific matters of employee performance and behavior.
• Collaborate with units to develop and implement supervisory training and employee development programs, incorporating resources available through the UMN Office of Human Resources.
• Provide on-going consultation to senior leadership, managers, and administrators.
• Stay informed of CDes priorities and business needs in order to anticipate future changes to workforce needs. Consult with and advise leaders and managers about effective staffing.
• Develop, train, and evaluate the talent management program: i.e., supervisor training; coaching/mentorship; performance review processes; merit and other compensation policies; recognition.
• Oversee or conduct investigations into employee and student complaints, and advise on response to complaints and resolution of conflicts or disputes.
• Provide consultation, risk assessment, and coaching to managers, supervisors, and administrators to help resolve issues related to performance and interpersonal relations.
• Serve as the primary HR consultant for faculty, adjunct, and instructional/research P&A employment issues. HR liaison to the Office of the Vice Provost for Academic Affairs.
• Serve as the college’s HR liaison to the Office of the General Counsel.
• Collaborate with the CDes Senior Leadership Group to promote development and implementation of unit and college diversity and inclusion goals.
• Lead professional development and engagement initiatives to increase workplace effectiveness and retain high-performing employees.
Supervision - 10%

- Supervises human resources professional and provides leadership for CDes colleagues who consult and address recruiting and hiring, onboarding and training, coaching and mentoring, talent management and performance evaluation, employee engagement, and off-boarding. Lead and coordinate as needed with designated collaborators across the college.
- Lead provision of HR services in a shared-services delivery model, with many responsibilities centralized at the college level.
- Evaluate employee performance and provide ongoing training, development, feedback, and coaching to those with HR-related responsibilities.
- Provide leadership, guidance, and training to HR staff, managers, and supervisors on labor and employee relations issues, including corrective action processes, grievances, and labor relations. The scope of employee relations includes labor-represented groups, civil service, P&A staff, adjuncts, faculty, and undergraduate and graduate students.
- Ensure that HR staff have the resources, training, and knowledge needed to deliver professional HR services and consultation.

Compliance - 10%

- Ensure that HR and related management practices across the college comply with law, policy, contracts, and rules related to Human Resources.
- Maintain knowledge of critical employment laws. Oversee and conduct investigations into complaints of violations of employment laws or policies. Ensure that HR team members maintain knowledge of applicable employment laws and HR policies.
- Advise and consult on HR risk management. Take appropriate actions to minimize risk, including providing timely and effective investigations, as well as consultation and advice to managers, leaders, and other HR professionals.
- Provide escalation for consultation and investigation of HR issues that are particularly complex or sensitive, including partnering with the Office of Human Resources, Office of the General Counsel and Office of Conflict Resolution, as necessary.

About the Department

Institutional Setting:
CDes includes programs in apparel design, architecture, graphic design, human factors and ergonomics, interior design, landscape architecture, product design, and retail merchandising. We offer rich opportunities for interdisciplinary research and public engagement through highly regarded centers, including Wearable Technology Lab, Center for Retail Design and Innovation, Human Dimension Lab, Digital Design Center, Minnesota Design Center, Center for Sustainable Building Research, and Goldstein Museum of Design.
The College is situated within a major research university that hosts a broad range of disciplines, faculty, and students. We rely on partnerships and productive connections with other highly ranked UMN entities, such as the Medical School, College of Science and Engineering, the School of Nursing, the School of Public Health, and the Carlson School of Management.

How To Apply
Applications must be submitted online at https://hr.myu.umn.edu/jobs/ext/337797. To be considered for this position, please click the Apply button and follow the instructions. You will
have the opportunity to complete an online application for the position and attach a cover letter and resume. Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section.

**Applicants must submit the following materials to be fully considered for this position:**

1. **Cover letter**
2. **Current resume/cv**
3. **Statement** (no more than one page) which states how you would explain the concepts of Diversity, Equity and Inclusion to colleagues. And, how have you demonstrated a commitment to advancing these issues in the workplace? Please provide specific examples
4. **Contact information for three professional references, who will be contacted near the final stages of the recruitment process**

This position will remain open until filled. The search committee will begin reviewing applications on October 19, 2020.

Inquiries about the position may be addressed to: Charles Burck, at burc0035x@umn.edu

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

**Diversity**

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: http://diversity.umn.edu.

Increasingly, members of the College of Design community are purposefully committing to advancing diversity and equity as foundational goals and values of our strategic work. We realize that diversity and inclusion are not only matters of ethical practice, but the basis of better decision-making. Through our student recruiting and support efforts, we recognize the rich and varied populations of learners who come to the college expecting an environment that honors diversity of cultures, perspectives, and belief systems.

Our diversity-related actions are guided by a collectively formed statement of values: “The College of Design is dedicated to pluralistic thinking, inclusive work practices, and advancement of systems that benefit all. We understand that our success relies on the fundamental principle that human diversity is our greatest strength and source of creative potential. We work to sustain an environment that honors diversity. The College of Design is committed to promoting equity and inclusion, closing the opportunity gap, and improving access without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. We intentionally embrace equity and inclusion as part of our standard decision-making processes,
as we strive for excellence in our projects and programs."

To these ends, colleagues throughout the College have been implementing equity and diversity actions to ensure a fair, inclusive, respectful, and engaging environment that advances learning, student success, and professional development. An emerging faculty-led initiative, the Design Justice Collective, will be coordinating these actions through a multifaceted strategy for culture change within and around the college. To increase diversity of the CDes student population, and ultimately within Minnesota’s design professions, we are formulating transformative change that involves partnerships with K-12 schools, community colleges, programs in the University of Minnesota, and other universities. We are also developing an infrastructure for diversifying our student, faculty, and staff populations and eliminating disparities in student success and degree completion. We are focusing on the changing needs (academic and developmental) of our students, now and going forward. We are also committed to supporting continuous learning for faculty and staff.

Our new Director of Human Resources must be a proactive, inventive leader and collaborator in this work.

**Background Check Information**

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.