

Human Resources

Department of Administration



Small Agency Resource Team

Our Mission

To provide business support services that enable customers to focus on their core business

Our Goals

To provide customers with valuable business support services

To be recognized for our customer service and expertise

To provide accurate, timely and compliant services

Let's face it...

Resources are tight.
Expectations are huge.
Every day we do more with less.

What if you could
**maximize your
potential**

by focusing more
on what is most
important to you?

Think of it...

You're upfront
**focusing on
your core business.**

We're in the background
providing support.

Sound like a

SmART

idea to you?

SmART Services

Depending on needs and interests, the SmART program can offer one or more of the following services.

Human Resource Services

Position filling

- Determining qualifications
- Posting and advertising
- Advising on contract provisions

Payroll/SEMA4 Transactions

- Overseeing payroll for accuracy
- Advising on contract provisions
- Overseeing FMLA requests
- Processing SEMA4 transactions

Classifications

- Making final class determinations
- Coordinating Hay Evaluations when necessary

Labor relations

- Advising on labor relations, employee performance, behavior or attendance issues

Other human resource services may be available as requested. Please contact us!

How we'll meet our goals

- By learning and understanding our customers' operations, we will provide leadership, guidance and be a valued resource.
- By offering sound policy advice, our customers will be able to make wise and informed decisions.
- By meeting Human Resource needs in an efficient and effective manner, our customers will have a greater capacity to succeed in their core businesses.
- By providing timely, accurate and efficient transaction processing, customers will be able to focus on their core business operations.

For more information about SmART, please call Human Resource Services at 651.201.2604.

This document can be made available in alternative formats, such as large print, Braille, or audio tape or disk by calling 651.201.2533. Consumers with a hearing or speech disability may call us through the Minnesota Relay Service at 711 or 800.627.3529, or via email (admin.info@state.mn.us).