

Job ID: 88957 - Mediator

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Working Title: Mediator
Job Class: Mediator
Agency: Bureau of Mediation Services

- **Job ID:** 88957
- **Location:** St. Paul
- **Telework Eligible:** No
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 09/18/2025
- **Closing Date:** Open until filled. First review of applications to begin on 10/09/2025
- **Hiring Agency/Seniority Unit:** Bureau of Mediation Services / Mediation Srvs-Excluded Other
- **Division/Unit:** Bureau of Mediation Services / Labor Mediators
- **Work Shift/Work Hours:** Day Shift 8-4:40 pm.
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes- considerable travel including overnights.
- **Salary Range:** \$45.47 - \$67.37 / hourly; \$94,941 - \$140,668 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 221 - Excluded All Others/Unrep
- **FLSA Status:** Exempt - Administrative
- **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

The Bureau of Mediation Services (BMS) seeks to hire 2 Mediators to establish and encourage stable and constructive labor-management relationships in Minnesota's public, private, and non-profit sectors. This includes:

- Mediation of disputes between labor and management concerning the terms and conditions of employments or grievances.
- Hearing and deciding issues of union recognition and bargaining structure.
- Facilitation of the establishment and continuation of labor-management committees.

Work involves considerable travel including overnight, and employees may be expected to work long and irregular hours in settling disputes.

Minimum Qualifications

- Five (5) years of direct advanced experience in (1) labor relations, with the responsibility for contract negotiations and contract administration; OR (2) as a mediator of labor-management collective bargaining disputes, including contract negotiations. A law degree with a concentration in labor law or a master's degree in industrial relations with a concentration in labor relations may be substituted for 18 months of experience.
- Thorough knowledge of collective bargaining procedures and principles, relevant statutes and rules, and labor contracts.
- Thorough knowledge of state and federal labor laws and regulations to provide sound technical and practical advice.
- Ability to independently design and execute problem solving interventions to assist clients in reaching a consensus-based resolution.
- Excellent interpersonal and communication skills (writing and oral).
- Strong human relations skills and the ability to maintain control of the environment and process during mediation and representation meetings independently.
- Strong computing skills in a PC environment (MS Office, etc.).

Preferred Qualifications

- Experience as a chief labor negotiator in collective bargaining.
- Experience with mediation proceedings.
- Experience preparing or presenting technical labor relations training materials.

Additional Requirements

It is the policy of the Bureau of Mediation Services that all candidates submit a background investigation prior to employment. The background check may consist of the following components:

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- SEMA4 Records Check
- Criminal History Check
- Employment Reference Check
- Education/License Verification
- Driver's License Record Check
- Ability to travel extensively including overnight and work long and irregular hours.
- A minimum of a Class D Driver's License (i.e., a basic driver's license).

A criminal history does not automatically disqualify an applicant, and each case will be reviewed individually in alignment with fair hiring practices.

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 Teresa Mills at teresa.mills@state.mn.us or [651-201-2428](tel:651-201-2428).

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 Teresa Mills at teresa.mills@state.mn.us.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

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- 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.