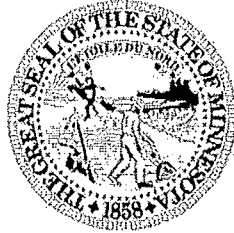


**STATE OF MINNESOTA**  
Executive Department



**Governor Tim Walz**

**NOTICE OF APPOINTMENT**

**Julie Coffey**

Because of the special trust and confidence I have in your integrity, judgment, and ability, I have appointed you to the office of:

**School District Human Resources Director  
Professional Educator Licensing and Standards Board**

Effective: May 17, 2020

Expires: January 1, 2024

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.

Signed and sealed May 12, 2020.



Handwritten signature of Tim Walz in black ink.

Tim Walz  
Governor

Handwritten signature of Steve Simon in black ink.

Steve Simon  
Secretary of State

**RECEIVED**

MAY 15 2020

Replacing: Katie Groh de Avina

President of the Senate

Filed on May 13, 2020  
Office of Minnesota  
Secretary of State,  
Steve Simon

# Application for the position School District Human Resources Director

## Part I: Position Sought

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**Agency Name:** Professional Educator Licensing and Standards Board

**Position:** School District Human Resources Director

## Part II: Applicant Information

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**Name:** Julie A Coffey

**Phone:**

**County:** Washington

**Mn House District:** 53B

**US House District:** 4

**Recommended by the Appointing Authority:** True

## Part III: Appending Documentation

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### Cover Letter and Resume

Type	File Type
Cover Letter	application/msword
Resume	application/msword

### Additional Documents (.doc, .docx, .pdf, .txt)

Type	File Name
No additional documents found.	

## Part V: Signature

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**Signature:** Julie Coffey

**Date:** 12/30/2019 10:47:44 AM

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MAY 15 2020

President of the Senate

Julie Coffey  
880 Moonlight Drive  
Woodbury, MN 55125  
651-492-3427 (cell)

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**Experience:**

**ISD 622 – North St. Paul-Maplewood-Oakdale Public Schools**

Director of Human Resources, July, 2017 – present

- Oversee the human resources functions for the school district including supervision of six human resources staff members.
- Lead negotiator for seven bargaining units and oversee terms and conditions of employment for all non-represented employees.
- Oversee all district investigations and disciplinary action including reporting to MDE maltreatment and other required agencies and any necessary follow up with PELSB teacher ethics.
- Oversee labor relations including handling all union grievances and data requests.
- Monitors and coordinates district performance management and evaluation procedures.
- Oversee all recruitment, hiring and retention for the district.
- Enhance and/or develop and implement human resource policies and procedures by creating systems that will improve the overall operation and effectiveness of the district and set the conditions for student success.
- Leads a culture of customer service orientation and continuous improvement that sets the tone for the district and the department.
- Provide updates and presentations to the Board of Education as necessary.
- Oversee the district's insurance committee including insurance renewal process.
- Respond to all district employee data requests.
- Coordinates and participates in preparing compliance, pay equity, affirmative action, STARS licensure and unemployment reports.
- Provides analysis and counsel on legal, policy and school issues related to data privacy, equal employment opportunity complaints, due process, compliance, outsourcing agreements; draft review of vendor contracts and actual or anticipated lawsuits..
- Interprets and implements HR policies and procedures, union contracts and collective bargaining processes and procedures.

**ISD 199 - Inver Grove Heights Schools**

Director of Human Resources, July, 2014 – June, 2017

- Oversee the human resources functions for the school district.
- Lead negotiator for 9 bargaining units and oversee terms and conditions of employment for all non-represented employees.
- Oversee all district investigations and disciplinary action including reporting to MDE maltreatment and other required agencies and any necessary follow up with PELSB teacher ethics.
- Oversee labor relations including handling all union grievances and data requests.
- Provide updates and presentations to the Board of Education as necessary.

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President of the Senate

- Work with the Board of Education Personnel Committee to provide updates and information for personnel action in the district.
- Works with Board of Education Policy Committee on all Personnel related policies, including presentations of policy revisions to the Board.
- Oversee and assist with hiring of all district personnel.
- Oversaw implementation of a new HRIS system (Skyward).
- Oversee the district's insurance committee including insurance renewal process.
- Respond to all district employee data requests.
- Coordinates and participates in preparing compliance, pay equity, affirmative action, STARS licensure and unemployment reports.
- Provides analysis and counsel on legal, policy and school issues related to data privacy, equal employment opportunity complaints, due process, compliance, outsourcing agreements; draft review of vendor contracts and actual or anticipated lawsuits..
- Interprets and implements HR policies and procedures, union contracts and collective bargaining processes and procedures.
- Monitors and coordinates district performance management and evaluation procedures.

### **Saint Paul Public Schools**

Assistant Director – Human Resources, November, 2009 – June, 2014

- Develop strategic plans, goals and objectives for the labor relations and workforce management function.
- Lead negotiator for district's 28 bargaining units (our executive director leads teacher negotiations), part of several labor management committees.
- Handle all third step grievances and mediations. Work with the District's legal counsel on arbitrations and Civil Service hearings.
- Oversee performance management processes specifically geared towards teacher performance improvement plans, progressive discipline and development of a performance management system.
- Oversee recruitment, hiring and onboarding of all new district staff including compliance with compensation practices, Civil Service hiring procedures, and labor agreements. Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of those gaps.
- Oversee administration of all leaves of absence including approval/denial of leave requests and communication of leave policies and procedures.
- Oversee substitute teacher system including selection of substitutes, termination of substitutes and communication of policies and procedures to substitutes and school staff.
- Utilize HRIS systems in order to gather and analyze data to provide information for decision making.
- Board member of District's Peer Assistance and Review (PAR) Program.
- Oversee selection process for principals, assistant principals and administrative interns.
- Oversee teacher licensure and relicensure including communication with teachers and administrators regarding expired licensure and obtaining special permission for licensure from MDE and Board of School Administrators.

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Workforce Management Team Lead, February, 2008 - November, 2009  
Staffing Specialist, June, 2000 - February, 2008

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**President of the Senate**

**United Behavioral Health - United HealthGroup**

Staffing Coordinator, March – June, 2000

**University of Minnesota – Academic Health Center**

Staffing Manager, May 1999 - March 2000

Staffing Consultant – Academic Health Center, February, 1997 - May, 1999

Human Resource Specialist – University Food Services, May, 1994 - February, 1997

**Education:**

- Bachelor of Science degree, University of Wisconsin-Stout
- Graduate Specialization Certificate in Human Resources Development, University of Wisconsin-Stout
- Graduate level extension classes within the Human Resources and Development Program, University of Minnesota
- Continuing Education: Attend various workshops and courses including state and national conferences.
- Professional Human Resource Certification (PHR), Society for Human Resource Management, December, 1999 - present

**Professional Organizations:**

- Society for Human Resource Management (SHRM)
- National Public Employer Labor Relations Association (NPELRA)
- Minnesota Public Employer Labor Relations Association (MNPELRA)

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MAY 15 2020

President of the Senate

December 30, 2019

Appointing Authority  
State of Minnesota  
130 State Capitol  
St. Paul, MN 55155

This letter is to express my interest in becoming the Director of Human Resources representative to the Professional Educator Licensing and Standards Board.

In my nineteen years of experience working directly with PreK-21 public schools, I have gained experience in all aspects of human resources including negotiations, labor relations, staffing and recruitment, benefits, and HRIS. I have worked with three school districts and in each district, hiring has been a main responsibility. As part of the hiring process, I have been very involved with teacher licensure and requesting special permissions through PELSB and the former Board of Teaching. I also have experience in STARS licensure reporting and working with the Board of School Administrators. The breadth of experience that I have acquired, my strong customer service skills and understanding of the specific issues related to school district human resources provide me with the attributes necessary to be an effective member of the PELSB board.

Please feel free to contact with me any questions.

Sincerely,

Julie Coffey

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MAY 15 2020

President of the Senate