

**LES C. JOHNSON**  
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**OBJECTIVE**                      Middle or upper management position in human resources or operations management in an educational institution.

**EDUCATION**                      **Doctor of Education Degree in Higher Education (Ed. D.)**  
University of Minnesota, Minneapolis – Projected completion 2008

**Masters of Science Degree in Business Administration (MBA)**  
University of North Dakota, Grand Forks, ND - December 1992

**Bachelor of Arts Degree in Business Administration**  
Minot State University, Minot, ND - May 1973

**CAREER RELATED EXPERIENCE**

August, 1995-  
Present Time

**Director of Human Resources**

*University of Minnesota, Crookston, Minnesota 56716-5001*

- Develop systems to direct, coordinate, and supervise human resource functions/activities affecting Civil Service, AFSCME-Technical, AFSCME-Clerical, and Teamster employees
- Oversee employment functions including recruiting, hiring, orientation of new employees, reassignment, and performance appraisals
- Serve as internal consultant/resource to employing units and search committees
- Interpret civil service rules, negotiated bargaining agreements, professional and administrative policies, employment law, and government regulations
- Coordinate compensation policies, job classification processes, and job re-classification processes
- Facilitate and encourage participation in professional development programs
- Maintain appropriate contacts with supervisors, program directors, and employees in order to identify and resolve human resource issues
- Coordinate the grievance process for employees
- Assist employees with questions regarding the organization's benefit package
- Facilitate special employee programs such as: Employee Assistance Program, Professional Development funds, and other employee centered programs
- Ensure EEO/AA and ADA policies are followed in hiring, promotion and employment practices
- Supervise human resource support staff

June, 1991 -  
August, 1995

**Business/Human Resource Manager**

*Families First, Grand Forks, North Dakota 58201*

- Manage employee benefits package, worker's compensation claims, unemployment insurance claims, and ADA, and EEOC regulations
- Develop, maintain and implement personnel policies; and maintain employee personnel files
- Hire, train supervise, motivate and discipline supervise office support personnel Assist in training staff in the use of computers, software, and use of technology
- Responsible for all accounting and financial functions
- Formulate, submit and implement annual budgets and human resource policies
- Monitor and control actual revenues/expenses in relation to projections
- Prepare and analyze routine and ad hoc financial reports
- Prepare major purchase proposals and assist in negotiation of leases/contracts
- Assist in formulating and implementing funding alternatives
- Manage accounts payable, accounts receivable, payroll; prepare and submit quarterly reports; and responsible for budgeting, accounting & financial reporting functions

May, 1986 -  
June, 1991

**Business Manager - Director of Agency Development**

*Development Homes, Inc., Grand Forks, North Dakota 58201*

- Performed human resource management functions
- Worked closely with the Executive Director and Board of Directors on short range and long range planning
- Prepared and submitted grant proposals to various governmental agencies, foundations, and funding sources
- Responsible for management and operation of the organization's charitable gaming sites
- Performed accounting, financial management, and reporting functions

September, 1967 -  
October, 1985

**General Store Manager**

*Young America, Inc., Minot and Grand Forks, North Dakota 58201*

- Performed human resource management functions: Hire, train, motivate and supervise sales and support staff
- Responsible for all operational procedures: marketing, promotions, public relations, and budgets
- Responsible for merchandise buying and inventory control

# LES C. JOHNSON

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## **SUPPLEMENTAL INFORMATION**

### **HONORS AND ACTIVITIES**

- Taught college level courses at the University of Minnesota, Crookston, 1995 - present time
  - Mgmt. 3220-*Human Resource Management*, Mgmt. 3210-*Supervision and Leadership*, Mgmt. 3100-*Principles of Finance*, Mgmt. 3240-*Total Quality Management Applications* and Ent3400-*Entrepreneurial & Small Business Finance*
- Provided consulting services and training to regional organizations and businesses in Minnesota and North Dakota, 1993 - present time
- Member of Beta Gamma Sigma National Honor Society
- Member of Society of Human Resource Management
- Treasurer, Den Leader, and Pack Leader for Cub Scout Pack 130, 1993-1996
- United Way Loaned Executive, 1989-1991 and 1973-1975
- North Dakota Board of Higher Education Scholarship Program, 1990-1995
- Member of Columbia Mall Advisory Board, 1984-1986
- Guest Speaker a local high schools, 1972-2003

### **OTHER**

#### **Hardware**

- Familiar with IBM personal computers, printers, scanners, digital cameras, etc.
- Familiar with IBM and NCR cash register and inventory control systems

#### **Software**

- MS Windows, Excel, Word, Powerpoint, and Access
- Accounting software including Great Plains, Open Systems, Peachtree, and Quicken
- Desktop publishing software including Aldus Pagemaker and Paint Shop Pro
- Human resources, financial, and operations management software packages
- Netscape, MS Explorer and other internet applications
- Familiar with Novell network software

**ADDITIONAL INFORMATION AVAILABLE UPON REQUEST**