



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 3/29/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Associate Director of Human Resources
Status: Full-time, Non-Standard
Union Affiliation: NUNC (Non-Union/Non-Classified)
Grade: 14
Reports To: Director of Human Resources

PRIMARY PURPOSE:

Assist the Director of Human Resources with oversight of the day-to-day activities of the Office of Human Resources, administer established institutional HR policies and practices and regularly review HR policies and practices to ensure compliance, make appropriate recommendations to the director. As assigned or as needed, conduct complaint and labor matter investigations, hold disciplinary hearings and, participate in grievances and/or arbitrations. Oversee HR data collection and dissemination, data integrity and data analysis, identify trends to inform decision making. Ensure PeopleSoft and PeopleAdmin business practices are consistent with the goals of the college and the HR department. Oversee training initiatives developed for staff, and department supervisors/chairs. Supervise less senior HR professionals as needed and act as the HR Department head in the Director's absence.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Oversee HR day-to-day activities including special projects with a focus on evaluating appropriateness of new or ongoing projects, available resources, reducing duplication and ensuring equal team contributions. Ensure timeliness of cyclical HR reporting and events requirements and make appropriate policy, practices and procedural recommendations. Establish procedures for updating and archiving files, and related material. Provide related guidance to less-senior HR staff.
- Assist Director of HR with bargaining unit labor relations investigations, disciplinary hearings and make decision recommendations; facilitate/participate as needed or required in grievances and arbitrations; assist with negotiations as needed.
- Oversee and supervise development of HR Web Pages and related services. Ensure PeopleSoft business practices with regard to HR data and reporting needs are consistent with the goals of the college and HR department. Provide guidance regarding data collection and dissemination, data integrity, data analysis used to develop benchmarks and identify trends that are used to inform decision making. Serve on data integrity committee.
- Act as liaison with appropriate departments/contacts regarding PeopleSoft and PeopleAdmin and ensure business practices are consistent with the goals of the college and HR.
- Work with less senior HR managers to develop non-classified and classified orientation programs to ensure consistency and compliance with Council and College policies, bargaining agreements, Department of Administration, and State and federal guidelines.
- Review/audit HR compliance practices with State and federal guidelines including Form I-9, FLSA, document retention/destruction regulations/guidelines, and other relevant or critical issues.

Make appropriate recommendations to Director of HR. Create and oversee implementation plans.

- Identify skill gaps of HR staff and develop/recommend/coordinate appropriate training.
- Identify appropriate training regarding HR procedures/processes/performance reviews for college administrators/managers/department chairs; make recommendation to the director; oversee implementation as needed.
- Develop staff skills data collection plan, identify skill gaps and recommend appropriate training.
- Supervise HR Specialist and Business Analyst. Assist the Director with the evaluation of HR staff.

Occasional Job Functions:

- Other duties as assigned by the Director of Human Resources.
- Serve on committees at the request of the Director of Human Resources or the Vice President of Administration and Finance.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree in Human Resources or Business Administration.

Experience:

- 8 years of progressive HR experience with at least 3 years in a specialized HR area such as but not limited to labor, HR communications, training, or HR data collection/reporting.
- Experience supervising professional HR staff.

OR

- With a Master's degree, 4 years of progressive HR experience including 2 years in a specialized HR area as described above.
- Experience supervising professional HR staff.

Skills, Knowledge, and Abilities:

- Demonstrated ability to provide high quality service to both internal and external customers.
- Ability to provide leadership to a group comprised of professionals and support staff.
- Ability to understand and evaluate complex issues along with evidence of ability to problem-solve.
- Ability to work closely with diverse groups toward consensus.
- Knowledge of State and federal regulatory requirements pertaining to all aspects of the workforce and welfare and fringe benefits, including statutory and tax code requirements, regulations and reporting procedures and Social Security guidelines. Proven expertise as an HR and benefits administrator and knowledge of retirement planning.
- Knowledge and understanding of collective bargaining agreements.
- Excellent analytical, organizational and multiple-project management skills.
- Ability to communicate effectively both orally and in writing.
- Demonstrated ability to prepare documents and reports.

- Must be computer literate in Windows-based applications including spreadsheets.

PREFERRED:

- Master's degree in Labor Relations and Human Resources
- Experience in a higher education environment and/or collective bargaining environment.
- Experience in evaluating labor matters and writing decisions.
- SHRM certified.
- Bilingual in English and Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.