



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Human Resources
Status: Full-Time, 35 Hours/Week, Non-Standard
Grade: 18
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Vice President of Administration & Finance

PRIMARY PURPOSE:

Reporting to the Vice President of Administration & Finance, the Director is the Chief Human Resources Officer for the Rhode Island College campus with over-all management responsibility for all related HR functions, activities, policies, programs, procedures and initiatives. The HR Director is responsible for developing and maintaining a centralized, comprehensive, HR programs and services, including benefits, recruitment and employment, classification, wage and salary administration, information and records management (HRIS), training and development, and employee and labor relations for faculty, staff, and management in a unionized environment. Involves the supervision of a staff of eight serving approximately 850 regular employees in the classified civil service (support staff), and the non-classified service (faculty, administrative and executive staff) and 350+ part-time employees (adjunct and monthly employees).

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Labor and Employee Relations:

- Administers and interprets collective bargaining agreements and provides advice, assistance, and guidance in these matters to all College managers and administrators.
- Assists with negotiating collective bargaining agreements.
- Oversees union grievance procedures.
- Serves as hearing official for union grievances within the institution (clerical - AFSCME/Local 2879; rank and file AFSCME/Local 2878; may also be involved with administrative staff - PSA, Local 3302; and faculty - RIC/AFT, Local 1819).
- Defends and/or assists in defending the College grievance decisions at the external grievance levels.
- Coordinates with the legal counsel in matters related to complaints before the Civil/Human Rights Commission, Labor Board, Personnel Appeals Board, courts, arbitrations and mediations, and other appeal and litigation forums.
- Reviews union disputes or disciplinary cases and impose appropriate disciplinary actions including discharge; may review and resolve level-one grievances, if appropriate.
- Promotes positive relations between union and management.

Position Management, Recruitment, Employment, and Job Performance:

- Provides advice, assistance and guidance in HR matters to all College managers and administrators regarding, job description development, filling vacant positions, performance

evaluations and employee coaching and mentoring. Responsible for maintaining these activities in compliance with applicable Board of Education policies, CBA's, civil service law and state and federal regulations, Affirmative Action Plan and college goals.

- Responsible for immigration employment issues, legal filings and responses.
- Responsible for development and design of the PeopleAdmin Position Management and Applicant Tracking system, user training/education and assessing any needs gaps and program effectiveness.

Employee Benefits and Compensation:

- Oversees administration of employee benefits, communications and compliance with Board of Education policy, plan documents as well as applicable federal, state, ERISA, DOL and IRS regulations.
- Oversees administration of the Employee Tuition Waiver program. Review and approve requests and conduct periodic review of program for accuracy and compliance with Board of Education policies, CBA's and IRS regulations.
- Oversees administration of Workers Compensation claims and filings.
- Oversees administration of state and federal leave requirements including FMLA and RIFFMLA.
- Responsible for the equitable administration of wages and salaries as it relates to all classifications in compliance with CBA's, Board of Education, RI State Civil Service law and RI Personnel Policies and FLSA.
- Conducts periodic review of college salary plans, job descriptions and performance evaluation programs for accuracy, compliance and effectiveness.

General Human Resources Functions and Staff:

- Oversees maintenance of PeopleSoft HRIS and data integrity and personnel files.
- Oversees maintenance of employee personnel files in compliance with federal and state laws regarding document retention and security.
- Responsible for periodic auditing of HR practices, procedures and programs for effectiveness and State and Federal compliance.
- Stays current and informs the appropriate individuals and/or groups of changes in legislation, procedures, research, etc. that could impact on the College's HR program.
- Collaborates with other HR executives and legal counsel under the aegis of the Board of Education in HR matters of mutual interest; i.e. policy development, pension plan administration, contract negotiations, grievance responses, etc.
- Oversees the planning and coordination of the college's employee recognition and other employee relations programs.
- Oversee, develop, and assesses needs and effectiveness of employee on-boarding programs, employee and supervisor training, including Sexual and Illegal Harassment Education.
- Oversees and approves HR related communication and HR Website content including requests for information under the RI Public Records regulations.
- Represents the College at meetings, workshops, presentations, conferences, and hearings as required.
- Oversees and coordinates HR activities of HR staff and their respective specializations.
- Conducts regularly performance reviews of HR staff.

Training and Development:

- Provides staff development and educational opportunities for HR staff to assure currency of knowledge in their areas of responsibility.
- Serves on College committees and advises in ex-officio status as requested.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's Degree in HR management or related field.

Experience:

- Ten years of progressively responsible HR administrative experience managing in a collective bargaining environment
- Three years as a supervisor of professional HR staff.

Skills, Knowledge, and Abilities:

- Sound management, interpersonal and communication skills.
- Thorough knowledge and technical expertise utilizing effective HR policies and business practices to enhance a comprehensive HR program in higher education.
- Demonstrated expertise in managing labor relations matters and interpreting collective bargaining contract language.
- Demonstrated ability to serve as an advisor to management in all areas of HR related functions and issues.

PREFERRED:

- Bilingual in English / Spanish (fluent in speaking and writing) strongly preferred.
- Ten years of progressively responsible HR administrative experience managing in a collective bargaining environment in a college/university or similar setting.
- Experience managing HR functions in a state system setting.
- Demonstrated competencies in contemporary approaches to managing HR issues.
- Professional certification in the HR field.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to know 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 that 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.