



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: NUNC  
Date created or revised: 3/30/2023  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Personnel (Human Resources) Assistant (Leaves, WC, Staff Evals)  
Status: Full-time, 35 hours per week  
Grade: 7  
Union Affiliation: NUNC (Non-union/Non-classified)  
Reports To: Manager of Human Resources

**PRIMARY PURPOSE:**

Assist the Manager of Human Resources with the day-to-day administration related to requests for leave of absence, worker's compensation claims and requests for reasonable accommodations. Responsible for receiving, logging, documenting, processing and follow-up all related requests. Ensure timely responses and documentation is distributed to employees, applicable offices and supervisors as needed. Assist with any related benefits and compensation matters and documentation as needed. Support a variety of other routine human resources functions and complex projects as needed.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Assist the Manager of Human Resources with the day-to-day administration of leaves of absences including sabbaticals, medical leave, maternity leaves, personal leaves, worker injury leaves. Respond to related first-line questions/issues
- Receive and log all requests for leave of absence and Worker's Compensation (WC) leaves, create electronic file with history and timeline of related actions for each leave. Create a hard copy leave file for related medical documentation, WC documentation and any correspondence including FMLA letters.
- Enter leave data on reports and appropriate fields in enterprise system (People Soft) or on spreadsheets. Create and disseminate related reports as needed.
- Communicate with employees and others regarding documentation needs, follow-up data/documents and return/release dates.
- File WC reports with appropriate agencies and insurer. Receive and log WC reports. Coordinate and produce WC reports; follow-up as needed and submit to the appropriate State agency.
- Send out FMLA letters. Track work-related incidents on a monthly basis (OSHA reporting).
- Receive and log American's With Disabilities Act documentation, such as Self-Identification forms, Request for Accommodation forms and Medical Inquire forms. At the direction of the appropriate HR administrator, coordinate meetings between employee, HR and/or supervisor. Provide related documentation to all parties. Follow-up to ensure accommodations are in place and report any issues or follow-up needed to the HR administrator.
- Coordinate and produce invoices for group health and other related group insurance missing co-share premiums for all groups of employees (classified and non-classified) on leave without pay; follow-up as needed and submit to the appropriate State agency.

- Provide back-up to as needed related to health and welfare benefit plans/programs. Respond to first-line questions/issues regarding medical, dental, vision, retirement, life, LTD, AFLAC, dependent care and FSA, legal plans and, tuition waiver plans, as needed. May assist in resolving matters with State Employee Benefits Office, Payroll office and third-party administrators as needed.
- Assist as needed with the preparation and organization of the annual open enrollment process and dissemination of notices and material.
- Assist with compiling and/or processing complex material and reports including but not limited to union matters or grievances, state and federal required forms/reports, department-initiated studies, mass mailings, and other HR statistical reports, as well as routine correspondence; maintain related HR files as needed.
- Prioritize work to ensure efficiency and that all required deadlines are met. Maintain an office environment conducive and sensitive to the varying needs of employees, College and other agency officials and the general public.
- Maintain cordial working relationships with various college departments to ensure the proper processing, delivery and/or receipt of information.

Occasional Job Functions:

- Assist with large scale department activities such as training sessions, onboarding, orientation sessions, award ceremonies, etc.
- Other related duties as assigned by the Manager of HR or Director of Human Resources.

**REQUIRED QUALIFICATION STANDARDS:**

Education and Experience:

High school diploma with six (6) years of experience in human resources or related field,

*OR*

Associate's degree in a related field,

*OR*

Two years of post-secondary education in a related field with two (2) years of experience in human resources including leave and/or benefits administration.

Skills, Knowledge, and Abilities:

- Ability to understand and keep current with leave plan requirements and relevant federal and state regulations such as WC, ADA, FMLA, RIFMLA, OSHA, EEO, etc.
- Ability to respond to employees, state agency personnel, union representatives, general callers, etc., in a polite, sensitive, and competent manner.
- Excellent communication, organizational skills along with strong analytical skills.
- Ability to understand and maintain the confidentiality of employee personal data, medical files, benefits, union related matters/grievances, affirmative action matters, HR transactions, files and reports.

- Ability to remain calm under pressure.
- Ability to collaborate cooperatively with others.
- Demonstrated competency in use of contemporary computer software including word processing and spreadsheets, and business practices.

**PREFERRED:**

Experience in administration of leave plans, WC or benefits administration in higher education.

**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 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.*