



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>TITLE:</b>	Personnel Officer
<b>LOCATION:</b>	Office of Human Resources
<b>REPORTS TO:</b>	Director of Human Resources
<b>GRADE:</b>	BOG 8
<b>WORK SCHEDULE:</b>	35 hours per week; Monday through Friday

**BASIC FUNCTION:** To administer the human resources functions related to the employment of non-classified staff and faculty. To assist the staff of the Office of Human Resources with the planning and implementation of day-to-day operations for the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Initiate and process all personnel actions for the College's non-classified and faculty employees to include, but not limited to, hires, terminations, leaves, upgrades, promotions and changes to demographic data. Initiate actions and correspond with non-classified employees and faculty regarding such activities as changes in employee status, changes in wages, leave requests and changes in work schedules.
- Update and verify the paper record and Banner HRIS for the above actions as well as any other actions which affect the employment of the non-classified employees and faculty.
- Process the electronic storage of specific HR documents using Banner Document Management System (BDMS).
- Serve as a point of contact for customers. Obtain general information from visitors and callers in order to provide accurate information and/or make appropriate referrals. Establish and maintain an office environment conducive and sensitive to the varying needs of the college's employees, other agency officials and the general public
- Process complex material such as State required forms, department initiated studies, mass e-mailings, and statistical reports, as well as routine correspondence.
- Coordinate the processes associated with the annual employee evaluation program, including, but not limited to, organizing and disseminating evaluation materials; monitoring returned evaluations; checking for completion; informing the Director of unfavorable employee ratings; and updating job descriptions.
- Assist in the maintenance of the applicant database; process correspondence and respond to inquiries pertaining thereto.
- Participate in the training and supervision of student workers and temporary help staff.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Prioritize work so that all required deadlines are met and the efficient operation of the department is consistently maintained; responsible for the upkeep of all office records and files.
- Maintain cordial working relationships with various College departments to ensure the proper processing, delivery and/or receipt of information.
- Respond to emails sent to the Human Resources email address.
- Provide new hire orientation to new employees regarding fringe benefits, leaves, working conditions; respond to questions and provide follow up when necessary; ensure the completeness and accuracy of all forms.
- Process verifications of employment in a timely and accurate manner.
- Process requests for unemployment benefits. Review monthly listing of those employees receiving unemployment benefits for accuracy/overpayment. Attend unemployment hearings regarding overpayment or eligibility of benefits.
- Review tuition waiver billing to ensure accuracy of billing and eligibility.
- Respond to questions from employees and the public concerning employment issues that do not require the attention of the Director.
- Assist in processing purchase requisitions for the Human Resources Office; monitor and maintain office inventory of supplies.
- Act as backup for other Human Resources department staff during periods of absence or peak periods.
- Ensure the confidentiality of all office transactions, files and reports.
- Assemble benefits and employment materials for individual and group orientation sessions.
- Assist with the planning, scheduling and conduct of large scale department activities such as training sessions, orientation sessions, benefits opening drives, award ceremonies, etc.
- Other related duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computer, typewriter, telephone, fax machine, copiers and calculators.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

- High school diploma or equivalency including or supplemented by training in typing, business practices and computer software programs, including MS Word, Access, Excel and PowerPoint required; Associate's degree in related field preferred.
- At least 2 years of experience in a similar capacity required, preferably in an institution of higher education.
- At least 1 year of hands-on data management experience working with the Banner HRIS required; experience with Banner Document Management System (BDMS) preferred.
- Experience working with RI State Personnel system preferred.
- Experience working in a human resources office preferred.

- Must possess strong organizational and interpersonal skills.
- Must be able to understand and maintain the confidentiality of all transactions.
- Ability to respond to employees, state agency personnel, general callers, etc., in a polite, sensitive and competent manner is an absolute necessity.

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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9/2013