



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Manager of Human Resources
LOCATION:	Office of Human Resources
REPORTS TO:	Director of Human Resources
GRADE:	BOE 12
WORK SCHEDULE:	Non-Standard; 35 hours per week; Monday through Friday
SUPERVISES:	May supervise student help and temporary staff

BASIC FUNCTION: To administer the recruitment, employment, compensation and evaluation of job specifications for all Community College of Rhode Island civil service (classified) employees and maintain related records. Provide employment-related counseling. Assist the Director of Human Resources in the area of labor relations and other areas as necessary. To provide support to other functional areas in the department on as needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer the recruitment, employment, compensation, and evaluation processes primarily for civil service classified employees, ensuring adherence to all State and Federal regulations as well as BOE and CCRI policies and procedures. Administer policy and processes for all classified employees changes. Serve as backup for the administration of similar processes for non-classified employees.
- Serve as primary contact for classified employees and their supervisors. Communicate (verbally and in writing) with employees and supervisors regarding such activities as changes in employee status, changes in wages, leave requests, changes in work schedules, etc.
- Assist the Director and College Administrators in the area of labor relations. Prepare materials for and attend grievance hearings at all levels, as needed, noting pertinent factors during the hearing and drafting decision templates for administrative decisions; participate in labor contract negotiations.
- Stay abreast of all changes to the State's civil service system and classified bargaining unit agreements; inform rest of HR staff of such changes.

Knight Campus

- Update and ensure the accuracy of the PeopleAdmin applicant database as it pertains to classified position postings; respond to inquiries pertaining thereto. Update the Banner HR information system related to classified jobs and employees; utilize College reporting software to extract data and provide reports as needed.
- Support and assist search committees with appropriate selection process protocols.
- Provide new hire employment and benefit-related counseling for all classified employees upon hire.
- Administer the program for evaluating probationary employees and assist with the improvement of performance. Coordinate the process associated with annual performance evaluation of classified employees, 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.
- Guide employees and HR staff with immigration-related documentation requirements, including but not limited to the sponsorship of faculty for permanent residence and temporary non-immigrant employment of a foreign national.
- Review, update, further develop and monitor the College's Affirmative Action Plan during each fiscal year. Provide professional support to the Director of Affirmative Action in researching applicable laws and regulations to continue the College's compliance in Equal Employment Opportunity.
- Research HR issues as directed, including but not limited to contract stipulations, state policies, state and federal regulations.
- Provide exceptional customer service to those seeking assistance from the Human Resources Office; obtain general information from visitors and callers in order to provide accurate information and/or make appropriate referrals. Maintain an office environment conducive and sensitive to the varying needs of the college's constituencies; ensure the complete confidentiality of all personnel data.
- Participate in the training and supervision of student workers and temporary help as needed.
- Participate in cross-training activities; serve as backup for other Human Resources department staff during periods of absence or assist during peak periods as needed.
- Assist with the planning, scheduling, and implementation of large scale department activities such as training sessions, orientation sessions, open enrollment benefit drives, award ceremonies, etc.
- Other related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in related field required; Master's degree in Business Administration, Human Resources and Labor Relations, Public Policy, Education or related field preferred.
- At least five years of experience working in the Human Resources/Labor Relations field utilizing knowledge of labor and employment laws and practices is required. Significant experience working in higher education and/or RI State Government is preferred.
- Experience using Microsoft office software required.
- Experience working with RI State Personnel system required.

- Knowledge of related state and federal regulations, laws of the State of Rhode Island Civil Service or other state system required.
- Knowledge of state and federal regulations regarding equal employment required.
- Exceptional interpersonal and communications skills (oral and written) are essential.
- Skilled in interviewing, counseling, and conflict resolution in a human resources setting.
- Must possess excellent problem solving and managerial skills.
- Must be able to effectively present and respond to questions from employees, managers, state agency personnel, general callers, etc., in a polite, sensitive and competent manner.
- Must assume leadership in promoting good public relations in dealing with faculty, staff, and the students; ability to work well with all levels of faculty, staff and students.
- Demonstrated ability to successfully interpret and apply bargaining agreement language.
- Must possess strong organizational skills.
- Must be able to understand and maintain the strictest confidentiality of information.
- Knowledge of state and federal regulations regarding immigration preferred.

LICENSES, TOOLS AND EQUIPMENT:

Automated computer systems to include word processing, spreadsheets and data base management; personal computer, typewriter, telephone, fax machine, copiers and calculators.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

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.