



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>TITLE:</b>	Associate Director of Human Resources
<b>LOCATION:</b>	Office of Human Resources
<b>REPORTS TO:</b>	Director of Human Resources
<b>GRADE:</b>	BOE 15
<b>WORK SCHEDULE:</b>	Non standard; 35 hours per week
<b>SUPERVISES:</b>	Professional and administrative support staff and activities as they relate to areas of specialization.

*The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.*

*We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.*

**JOB SUMMARY:** Reporting to the Director of Human Resources, this position is a generalist in nature and will be responsible for a variety of managerial, technical and confidential responsibilities to support various aspects of human resources administration at the College, with a focus on providing guidance and support to the college's leadership with regard to labor and employee relations, and on supporting the development of the college's employees through training, policy development and communications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

With the Director, plan and administer policies relating to all phases of human resources activities. Identify legal requirements, contract requirements and government reporting regulations affecting human resources functions and ensure that policies, procedures and reporting are in compliance. Support the department's work with classification and compensation, benefits, HR metrics and HRIS reporting. Write and/or communicate directives advising department managers of new policies and/or changes in current policies.

**Knight Campus**

Assist the Director with the day-to-day activities of the office, and serve as the department head in his/her absence.

Interpret and advise staff, faculty and administration regarding contract provisions contained within the various bargaining unit agreements, college policies, personnel policies of the RI Board of Education, and the State Merit System Laws.

Provide guidance and training on Human Resources policies and practices such as performance management and due process. Analyze and recommend solutions to employee performance issues.

Assist supervisors and employees with employee relations concerns. Advise management in appropriate resolution of employee relations issues. Investigate complaints, analyze issues and advise supervisors and employees on potential resolutions or next steps.

As needed, conduct workplace investigations and recommend appropriate actions.

With the Director, administer the salary administration program for both the biweekly and part-time payroll to ensure compliance and equity within the organization. Monitor the internal pay equity and external competitiveness. Determine the placement of new faculty into rank and ensure internal equity.

Assist in monitoring the processing of information related to employment such as hires, promotions, transfers, leaves of absence, terminations, retirements and the annual salary adjustment process.

Maintain open communications and a strong working relationship with various departments within the State Division of Personnel Administration, State Controller's Office and Information Processing, as well as all College departments to ensure the timely coordination of activities.

Serve as a backup in completing compensation, benefits and organization development surveys as required. Conduct surveys as needed. In the absence of the HR Manager, complete AAUP, IPEDS and CUPA and related surveys.

As needed, design databases, spreadsheets, PowerPoint presentations, and reports that meet management information needs.

As needed, prepare job descriptions and specifications. Conduct position audits for purposes of determining proper job classification; represent the Human Resources Department at union Appeals Committee hearings.

Serve as a backup in HRIS and remain up-to date on college's Banner HR system. Design HR reports as needed using Argos.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Work collaboratively with others and demonstrate a commitment to a welcoming, productive, collegial, diverse and inclusive environment.

Other related duties as assigned.

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

Personal computer hardware and software including database management, word processing, spreadsheet and utility programs. Office equipment such as telephone, copiers and calculators. Must have access to and use of own transportation.

## **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

## **QUALIFICATIONS:**

Bachelor's degree required. Master's degree in related field preferred such as Business Administration, Public Administration, Human Resources Management or Labor Relations.

At least five years of experience managing human resources in a unionized environment performing high-level professional and labor relations duties including but not limited to, handling grievances and participation in contract negotiations.

Experience in a higher education environment is preferred.

Significant experience in classification and compensation, recruitment, benefit and retirement administration, AA/EEO compliance, HRIS reporting, and training and development is required.

Demonstrated success in mediating human relations issues and resolving conflict is required.

Strong interpersonal and communications skills essential.

Knowledge and experience with State of RI Merit System policies and procedures preferred.

Knowledge of local, state and federal employment regulations and laws required.

Proficiency in using MS Word, PowerPoint, and Excel required.

Experience with payroll and budgeting processes desirable.

Incumbent must be a self-starter, comfortable working in a busy, and time-deadline oriented office.

Must have excellent problem-solving skills.

Ability to plan, organize and manage projects.

Must be able to independently analyze and present data and information.

Must be customer service focused with a helpful and positive attitude.

## **CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for

lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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