



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Director of Human Resources
LOCATION:	Office of Human Resources
REPORTS TO:	Vice President for Business Affairs
GRADE:	BOE 18
WORK SCHEDULE:	Non-Standard, 35 hours per week
SUPERVISES:	Professional, support staff and student help

BASIC FUNCTION: To provide strategic and programmatic leadership of the human resources function to enable CCRI to pursue its stated mission and goals. The Director will coordinate and direct a comprehensive human resources program incorporating training and development; performance assessment; wage and classification analysis and administration; interpretation and implementation of personnel policies of the Board of Education, RI State Civil Service System and all negotiated union contracts; and adherence to the objectives and standards of affirmative action laws and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with implementation of the College's strategic plan by providing comprehensive human resources long range planning and team building, incorporating service-oriented leadership style.

Establish and implement a comprehensive training and development program for all College employees in order to enhance or acquire new employee skills; improve service and client satisfaction; and increase staff morale and productivity.

Coordinate implementation of fringe benefits programs including health insurance, retirement and leaves; supervise the operation of the College's Workers' Compensation Program.

Conduct a new employee orientation program that provides for a full understanding of the College's wage and benefit package, Human Resources procedures, College policies and procedures, as well as the history, philosophy and future direction of the institution.

Provide direction and counsel to supervisors and employees on all personnel related matters including the implementation of the Family Medical Leave Act, Americans with Disabilities Act and Employees' Assistance Program, as well as College and State policies and procedures.

Supervise the implementation of all procedures related to the recruitment and search process in

Knight Campus

accordance with related union contract agreements, federal and state statutes.

In close cooperation with the College's Director of Affirmative Action, work actively to recruit and retain a talented and diverse workforce.

Advise College administration on all labor relations matters including contract negotiations, interpretation and grievances; participate in contract negotiations with the College's bargaining units.

Supervise and implement the College's performance assessment process in concert with the College's management team.

Direct and supervise the development, implementation and evaluation of wage and classification policies and procedures according to established and/or negotiated guidelines.

Develop and direct maintenance and revision of record systems, procedures and data processing applicable to Human Resources Department operations.

Direct the research and preparation of reports, manuals, contracts and policy statements, etc.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer and software; standard office equipment including telephone and fax machines. 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, such as Public Administration, Human Resources Management or Law preferred.

At least five years of progressive, senior management experience in a full-service human resources arena required, preferably in higher education.

A hands-on administrator who equally enjoys managing personnel operations and working with senior management to develop and implement a human resources strategy necessary for the institution to reach its stated goals.

Experience with Affirmative Action regulations and guidelines, and active participation in labor negotiations essential.

Excellent interpersonal, communications and supervisory skills required.

Must be flexible and capable of reacting appropriately to rapidly changing situations.

Familiarity with the RI State Civil Service System desirable.

Experience with SCT Banner HR system is desirable.

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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