



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Assistant Director – Human Resources

**LOCATION:** Office of Institutional Equity & Human Resources  
Warwick Campus  
May be required to travel to other campuses as needed

**REPORTS TO:** Director – Human Resources

**GRADE:** BOE 13

**WORK SCHEDULE:** Non-Standard; 35 hours per week

**SUPERVISION:** Supervise full and part-time staff

**ABOUT CCRI:**

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 Rhode Island. 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.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

**JOB SUMMARY:** Assist the Director with the Office of Human Resources (HR) administration including all day-to-day activities, supervising HR special projects, ensuring timeliness of cyclical HR requirements and, making appropriate policy and procedural recommendations. Make relevant recommendations. Research, develop, implement, coordinate and supervise human resources programs regarding: welfare and fringe benefits, leaves (including FMLA compliance), non-classified classification and compensation, orientation programs and training.

**Knight Campus**

Oversee non-classified job descriptions and recruitment and Personnel Review Committee submissions. Oversee the HRIS system, reporting tools, and other automated HR systems. Serve as HR consultant and expert on a variety of HR-related issues for non-classified employees and retirees of CCRI. Provide guidance to other HR personnel as it relates to non-classified policies and procedures. Act as the HR Department head in her/his absence. Assist in complying with state and federal law, bargaining agreements and government reporting regulations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Commitment to CCRI's Mission:**

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

Work collaboratively with others in a diverse and inclusive environment.

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.

### **Benefits Administration**

Administer, monitor, develop and disseminate information related to the College fringe benefits and retirement programs; complete internal and external reporting requirements as needed; counsel employees regarding retirement plan contributions and retirement planning; provide ongoing consultation and service to growing group of retirees and spouses. Maintain necessary contacts with applicable vendors; coordinate and develop appropriate educational material and workshops.

Ensure compliance with State and federal guidelines including FLSA, FMLA, COBRA, ERISA; develop educational material and/or training for staff/managers. Administer the College's Worker's Compensation program. Oversee sick leave advance and sick leave bank requests from employees, coordinate and participate on the sick leave bank committees.

Manage the Total Disability Insurance Program to include employee enrollment, monthly remittances, processing employee claims and counseling employees regarding disability procedures and options.

### **Compensation Administration**

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.

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.

Complete AAUP, IPEDS and CUPA reports/surveys. Complete other compensation and benefits surveys as needed.

## **HRIS**

Manage the design, development, and maintenance of the Banner HRIS system as it relates to benefits administration. Help ensure data accuracy and completeness of employee information within the database system. Troubleshoot changes and modifications with Payroll, IT, and state offices as appropriate.

Supervise updating of CCRI's fringe benefits and non-classified compensation information in Banner and State data systems; provide related budgetary data as needed.

Develop HR reports for multiple users from the Banner database using College reporting tools, including but not limited to Argos and PeopleAdmin.

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

Masters Degree preferred in related field; CEBS certification; experience in a higher education environment.

Other related duties as assigned.

## **QUALIFICATIONS:**

**Required:** Bachelor's Degree in HR or Business Administration; minimum of 8 years administering all aspects of HR; five years' experience as a benefits specialist and/or human resources generalist with benefits administration expertise; experience supervising HR staff.

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

- Various office equipment, which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.
- Must have access to and use of own transportation.

## **ENVIRONMENTAL CONDITIONS:**

- This position is not substantially exposed to adverse environmental conditions.

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

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. 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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