



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
SUPERVISES: May supervise student help

BASIC FUNCTION: To manage the operation of the Community College's fringe benefits program, retirement programs, family medical leave program, and workers' compensation programs. Manage the design, development, and maintenance of the Banner HRIS system as it relates to benefits administration. Assist with classification and compensation activities. To provide support to other functional areas in the department and to serve as a backup for other Human Resources department staff on an as needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the Community College fringe benefit program to include: (1) interpreting benefit provisions and policies and their relationship to College and Board policy and bargaining unit agreements, (2) resolving routine and extraordinary problems regarding benefit coverage, (3) train/advise all other Human Resources staff of fringe benefit policy changes and interpretations.
- Coordinate benefits opening drives and announcements of new benefits or changes to benefits to include preparing notices, coordinating visits by benefits representatives, ordering supplies and processing applications.
- Manage the Community College retirement programs to include: (1) interpreting program provisions and their relationship to College and Board policy and bargaining unit agreements, (2) resolving routine and extraordinary problems regarding program coverage, (3) advising the Director of Human Resources of retirement program policy changes and interpretations; notify eligible employees of their options and obligations under the College's retirement plans and ensure timely enrollment and processing of enrollment forms.
- Determine and counsel employees regarding their tax sheltering options and limitations as these options/limitations relate to College and Board policy and IRS laws and regulations.

Knight Campus

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

- Manage the Total Disability Insurance Program to include employee enrollment, monthly remittances, processing employee claims and counseling employees regarding disability procedures and options.
- Manage the Workers' Compensation Program in conjunction with the State Department of Administration to include the timely and accurate processing employee injury reports, counseling employees regarding Workers' Compensation policies and procedures, advising Human Resources Department staff of policies and procedures, acting as liaison between Workers' Compensation, the employee and the employee's supervisor; consult as needed with the Director of Human Resources in cases such as those involving light duty employment and the Americans with Disabilities Act.
- Advise and counsel supervisors and employees on all personal related matters relating to the Family Medical Leave Act, Military Leave Act and School Involvement Leave Act, as well as College and State policies and procedures. Ensure timely processing of FMLA documentation and return to work paperwork. Oversee sick leave advance and sick leave bank requests from employees, coordinate and participate on the sick leave bank committees.
- 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.
- Develop HR reports for multiple users from the Banner database using College reporting tools, including but not limited to Discoverer and Argos.
- Complete AAUP, IPEDS and CUPA reports/surveys. Complete other compensation and benefits surveys as directed.
- Assist in the on-going review and revision of procedures and systems regarding the Human Resources administration function; make suggestions for the improvement of office procedures.
- Provide support to other functional areas in the department and to serve as a backup for other Human Resources department staff on an as needed basis.
- Provide benefit counseling to all new employees regarding fringe benefits, leaves, working conditions and fees; respond to questions and provide follow up when necessary; ensure the completeness and accuracy of all forms.
- Assist with developing effective, streamlined on-boarding processes for all employees; participate in the orientation programs.
- Advise and counsel employees concerning the interpretation of College policies, rules, and procedures as well as those of the Board of Governors, Merit System Laws, State Personnel Rules, and contracts.
- Maintain a strong working relationship with key College offices; maintain a cordial and helpful relationship with all College employees and the public; maintain a strong working relationship

with various state offices such as State Human Resources, State Controller, and Employee Benefits.

- Perform position audits for purpose of determining proper job classification; prepare job descriptions and specifications; prepare audit recommendations.
- Determine the placement of new faculty into compensation classification and ensure internal equity.
- Respond to questions from employees and the public concerning employment issues which do not require the attention of the Director.

LICENSES, TOOLS AND EQUIPMENT:

- Automated computer systems to include word processing, spreadsheets and data base management; typewriter, calculator, telephone, copying machines, fax machines.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

- Bachelor's degree in a related field and at least 2 years of experience required; or, an associate's degree in a related field and at least 4 years of experience required; or a high school diploma or equivalency and at least 8 years of experience required.
- Significant experience working in a Human Resources office requiring knowledge of employment laws and practices, including COBRA and FMLA regulations required.
- Must have extensive working experience with the administration and interpretation of fringe benefits programs.
- Experience with workers' compensation systems required.
- Experience using Microsoft office software required.
- Exceptional interpersonal and communications skills (oral and written) essential.
- Must be able to effectively present information and respond to questions from groups of managers, employees and the general public.
- Extensive experience in at least one other Human Resources functional area such as labor relations, recruitment, training and development, etc.
- Must be a self starter and able to work under pressure.
- Must be able to maintain the strictest confidentiality of information.

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

PERS501635
Rev. 7/2016