



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Director Human Resources
POSITION NO.	501635
LOCATION	Warwick
REPORTS TO	Vice President Institutional Equity, Human Resources, and OD
GRADE	BOE 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	HR Generalist, administrative support and part-time employees
LIMITATION (if applicable)	N/A
REVISION DATE	September 2021

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 regarding this area of focus, in partnership with Director of DEI and Organizational Development.

DUTIES AND RESPONSIBILITIES:

- Assist the Director of Human Resources with planning and administering 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 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.
- 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.
- May serve as hearing officer in formal grievances/ complaints involving employees under the terms of the union contracts, non-union personnel handbooks, or state and federal discrimination laws and recommend appropriate actions.
- Represents the human resources office on college wide efforts such as strategic planning, the development of goals and objectives, program assessment, etc.
- Assists in monitoring the processing of information related to employment such as hires, promotions, transfers, and terminations.
- Maintains 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.
- As needed, design databases, spreadsheets, PowerPoint presentations, and reports that meet management information needs.
- May assist Sr. Leadership developing job descriptions and specifications. Oversees position audits with HR generalist staff for purposes of determining proper job classification; represent the Human Resources Department at union Appeals Committee hearings.
- Assist in drafting new or refined college policies and procedures.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- May assist the Director with the day-to-day activities of the office, and serve as the department head in

their absence.

- 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:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree required.
- 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.
- Demonstrated success in mediating human relations issues and resolving conflict is required.
- Strong interpersonal and communications skills essential.
- Knowledge of local, state and federal employment regulations and laws required.
- 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.

PREFERRED QUALIFICATIONS:

- Master's degree in related field preferred such as Business Administration, Public Administration, Human Resources Management or Labor Relations.
- 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 plus.
- Knowledge and experience with State of RI Merit System policies and procedures preferred
- Proficiency in using MS Word, PowerPoint, and Excel required. Experience with payroll and budgeting processes desirable.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.