



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Executive Director Labor and Employee Relations
POSITION NO.	501014
LOCATION	Warwick Campus
REPORTS TO	Vice President of Institutional Equity, Human Resources, and Organizational Development
GRADE/CBA #	BOE 16
WORK SCHEDULE	35 hours per week; Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
SUPERVISION	Professional and clerical staff
LIMITATION (if applicable)	N/A
REVISION DATE	October 2023

JOB SUMMARY:

Reporting to the Vice President of Institutional Equity, Human Resources, and Organizational Development, the Executive Director of Employee and Labor Relations ("ED") will plan and manage CCRI's labor and employee relations programs in support of the college's commitment to maintaining a positive, productive, supportive workplace for all employees. The ED will provide guidance and coaching to other senior officers, college Human Resources staff, department managers, and local supervisors and Human Resources representatives regarding labor and employee relations issues at all levels.

DUTIES AND RESPONSIBILITIES:

- Oversee the investigation process in such areas as working conditions, disciplinary actions, policy violations and employee and applicant appeals and complaints.
- Provide guidance to management and makes recommendations for problem resolution
- Provide coaching, recommend education and training initiatives in an effort to upgrade managerial skills and capabilities related to employee and labor relations
- Oversee the dispute resolution process involving employees, management, unions, legal counsel, government agencies, other firms, etc
- Direct and advise managers to ensure compliance with the corrective action process
- Partner with legal counsel to mitigate organization risk
- Analyze and advise on contractual requirements
- Conduct analyses and provide input in support of bargaining objectives, arbitration cases, and other legal proceedings
- Provide input on hiring, promotion, termination, disciplinary and commendations

LICENSES, TOOLS, AND EQUIPMENT:

Personal computer and software; standard office equipment including telephone and fax machines.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree required; Master's degree in a related field such as Public Administration, Human Resources Management, or Law preferred.
- Minimum of eight to ten years' experience in human resources, six of which must have been in a responsible employee and labor relations role.
- Mastery of labor relations needs and challenges as related to a higher education institution's collective bargaining agreements.
- Demonstrated advanced working knowledge of employee and labor relations principles, best practices, labor regulations, and unions.

- Excellent verbal and written communications and strong interpersonal communications.
- Must be self-directed and motivated.
- Work with minimal supervision and exercises common sense and strong independent judgment to problem-solve

PREFERRED QUALIFICATIONS:

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