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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Vice President, Human Resource
Administration

DIVISION: Administration

REPORTS TO: Vice President, Administration

GRADE: 18

DIRECTLY SUPERVISES: Director of Personnel Services and other
Professional, technical and clerical support
Staff

BASIC FUNCTION:

Provide leadership and guidance for the Human Resources area of the University, and recommend, maintain, enforce, and suggest revisions to Board of Governors and University human resource policy and procedures. Oversee the administration of the Office of Human Resource Administration, including employment and compensation services, recruitment, union relations, dispute resolution, employee communications and relations, employee benefits and wage/salary administration. Responsible for cultivating a work environment that encourages diversity, seeks opportunities for learning and growth for its employees, demonstrates respect and support, is service-oriented, fosters innovation and creativity, and utilizes progressive technology. Take the lead in developing policies and procedures designed to attract and retain an excellent and diverse workforce for a four-campus system. Oversee the planning, coordination and management of university-wide human resource functions in accordance with State, Board of Governors and University rules, regulations and strategic goals. Advise the President and Vice Presidents and other University officials on human resource matters. Serve as the primary University representative concerning human resource matters with the Board of Governors and other State officials. Responsible for coordinating labor relations and collective bargaining contracts and issues for the Rhode Island Higher Education system, including the Office of Higher Education, the University of Rhode Island, Rhode Island College and the Community College of Rhode Island; serve as liaison to and represent the Board of Governors on labor relations matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership, vision and guidance in overseeing the planning and management of the Office of Human Resource Administration, including Personnel Services and Labor Relations

Lead the administration of a comprehensive human resources program for employees on the University's four campuses.

Direct adherence to University and Board of Governors' and State human resources policies and procedures.

Oversee the representation of URI to the State and Board of Governors in contract negotiations, direct the administration of union contracts, and develop and maintain sound labor/management relations in accordance with contractual commitments and sound management principles.

Provide leadership in the employment process in accordance with Board of Governors' and State human resources policies and procedures and applicable union contracts.

Give broad direction to developing and implementing improvements in the classification, employee evaluation, compensation, employee benefits, and reward programs for all positions at the University, and support the process of classification and compensation review and revisions thereto.

Provide leadership in the improvement of employee communications as they relate to human resources, including new employee orientation and continuing employee development.

Direct preparation of budgets and be responsible for fiscal oversight for the Office of Human Resources Administration.

Provide leadership in the implementation and management of the PeopleSoft Human Resources module in an Enterprise Resource Planning environment.

Direct change in the maintenance of employee records and reporting systems and employee files.

Coordinate all Higher Education system-wide labor relations/collective bargaining activities on behalf of the Commissioner of Higher Education and the Board of Governors; lead the collective bargaining and labor relations administration functions for the Office of Higher Education, the University of Rhode Island, Rhode Island College, and the Community College of Rhode Island; serve as legal representative in judicial proceedings; enter into mediation and arbitration processes on behalf of the Board of Governors; research, recommend and implement improvements to system-wide and individual institutional labor relations programs under the authority of the Board of Governors and the Commissioner of Higher Education.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as one of the University's appointing authorities.

Perform other job-related duties as requested by the Vice President, Administration.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; human resource information system technology.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree from an accredited university or college in human resource administration or related field; ten years of progressively responsible experience in human resource administration in the public or private sector, with specific experience in compensation and benefits programs and labor relations; experience in working effectively within a multicultural environment, and a commitment to equal opportunity, diversity, and gender equity; and knowledge of successful strategies to recruit and retain a diverse workforce; knowledge of PeopleSoft or other complex human resource information system technology in an Enterprise Resource Planning (ERP) environment and its implementation. Must also possess: excellent management, interpersonal, communication (both oral and written) and problem-solving skills combines with a collaborative leadership style; an ability to create and lead a forward-thinking, service-oriented human resources organization; demonstrated competence in leading major organizational change; commitment to fostering an organization which supports and serves the University's teaching, research and service missions; and commitment to creating a work culture which emphasizes continuous improvement in its systems and services, and training and development for its employees.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.