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Developed by:....TEP; SG
Reviewed by:.....RHL
Approved by:.....RHL
Date:.4/92,.7/97.....

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Personnel Services
DIVISION: Business and Finance
REPORTS TO: Vice President, Human Resource Administration
GRADE: 16
SUPERVISES: Professional and clerical staff

BASIC FUNCTION:

Direct all aspects of the personnel services functions for all University faculty and staff employees, including recruitment and placement, personnel records administration, benefits, classification and compensation, and employee relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer the personnel services functions for all University employees, including the processing and maintenance of employee records, files and databases.

Oversee the recruitment and placement of classified and non-classified employees, including the Civil Service selection process, posting and advertising vacant positions, administering candidates' travel, and interviewing and appointing applicants to positions; serve as a de facto member of the University Affirmative Action Committee.

Direct the University's employee benefits program, including ERS and Board of Governors' 403(B) retirement plans, health insurance, life insurance, tax sheltered annuities, tuition waivers, disability insurance, prepaid legal, dependent care and other employee benefit welfare programs; oversee the research and development of new program options and compliance with both Board of Governors' and Civil Service policies and procedures.

Review reclassification requests for classified and non-classified positions; write job descriptions, develop organizational charts, conduct salary surveys and analyze comparable positions to determine appropriate placement of reclassified and new positions into the classification and pay grade structures under both the Board of Governors' and State Civil Service jurisdiction; consult with departments in the creation of new positions and the reorganization of workload/assignments to current staff members; research, design and implement improvements in the Board of Governors' classification plan; with the Vice President of Business and Finance, represent the University at Board of Governors' Personnel Review Committee meetings; as appropriate, serve as hearing officer or on appeals committees for URI's PSA classification grievances.

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Serve as University liaison to the Rhode Island Employees' Assistance Program (RIEAP); counsel employees and supervisors on related issues affecting job performance; refer employees to the RIEAP as appropriate and monitor compliance and progress in the program.

Coordinate and conduct new employee orientation workshops; participate as a member of the advisory committee for Professional Development, Leadership and Organization Training (PDLOT) in the development and delivery of employee training courses and workshops; evaluate and approve incentive courses for civil service employees.

Interpret State of Rhode Island Personnel Rules, Merit System Law, Board of Governors' and University policies, University Manual, collective bargaining contracts and oversee the implementation of appropriate procedures concerning employee personnel services.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the University with various constituencies and serve on University and external committees.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and Word Processing, Database Management and Spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

MBA, MPA, MSLR or related advanced degree required. Also required are at least five years supervisory experience involving all aspects of human resource administration, preferably in higher education, with demonstrated strong oral and written communications skills and experience with database systems, and demonstrated analytical and administrative problem-solving ability. This position requires that the incumbent be able to organize, coordinate and supervise support staff and be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must also possess strong interpersonal skills. Preference will be given to applicants with extensive experience in research university environments.

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