



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Manager of Human Resources (Generalist)
Status: Full-Time, 35 hours/week (Non-Standard)
Grade: 12
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Director of Human Resources

PRIMARY PURPOSE:

Administer position and compensation matters for Rhode Island College civil service (classified) employees and maintain related records in compliance with collective bargaining agreements and personnel policies. Develop, administer, and evaluate effectiveness of comprehensive on-boarding program for all classifications. Administer performance evaluation programs for all classifications. Identify internal or external training opportunities for development of RIC support/professional staff employees. Lead person on PeopleAdmin program/system matters. Assist the Director of HR in the area of labor relations and other areas as necessary.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Classified Service

- Supervise the classification and compensation management program for all employees assigned to positions in the classified service, analyze, and evaluate jobs in the classified service within the College. Administer applicable policies for all classified employee's request for transfer, promotion, leaves of absence, termination from service. Direct as needed all related classified service personnel transactions.
- In collaboration with the RI Department of Administration (DOA) and Manager of Recruitment develop and update classified job descriptions as needed.
- Conduct recruitment, selection, and assignment of classified personnel.

On-Boarding

- Develop a comprehensive on-boarding program for all employee classifications that facilitate activities beginning pre-employment, upon employees' start date and during the employees' first year of service.
- Such will include implementation and maintenance of PeopleAdmin on-boarding module, developing and maintaining standard communications for pre-employment and new employee activities and training, as well as communicating and scheduling on-boarding activities to insure readiness with departments responsible for providing related office equipment, furniture, telephone/email/computer equipment and technical or specialized training.
- Address concerns of supervisors and new hires.

Employee Performance Evaluation Programs and Training

- Facilitate performance evaluation programs for all employee classifications, including faculty.

- Develop notifications to employees and supervisors, maintaining applicable performance evaluation tools, disseminate, monitor and track progress of evaluation forms, follow-up with supervisor to insure timely returns, provide performance evaluation tool training and consulting as needed.
- Assist supervisors in addressing classified and staff (excludes faculty) employee performance deficiencies identified through the performance review process.
- Assist supervisors with addressing development of employees including identifying gaps in skills and potential training needed.
- Assist supervisors who identify employees as marginal or poor performers in addressing such issues.
- Insure all performance gaps are fully addressed and documented prior to the end of any probationary period with special attention given to employees who will not pass probation.
- Coordinates in-service training programs for all classified employees according to collective bargaining agreement and personnel rules.
- Liaison with Rhode Island Higher Education Training Consortium; develop RIC communications and announcements, monitor usage and invoicing, provide RIHETC with feedback and identify training needs for RIC support/staff employees.
- Identify additional cost-effective internal or external training (seminars or workshops) opportunities for development of RIC support/staff employees; including but not limited to workshops offered by DOA and behavioral workshops offered through the Employee Assistance Program and Stars12.
- Evaluate relevance and effectiveness of training programs and make recommendations to the Director of HR. May manage training budget where appropriate.
- Provide feedback on job description modifications needed or discrepancies identified through the performance evaluation process.

Labor Relations

- Assist director of HR in the area of labor relations.
- Prepare materials for and attend grievance hearings at all levels dealing with employees covered under the Council 94 and other collective bargaining agreements as needed.
- Assist in the preparation of cases to be submitted to arbitration or to the Labor Relations Board.

Other

- Lead person on PeopleAdmin position management, applicant tracking, on-boarding and other modules that may be added.
- Troubleshoot system issues, workflow changes, applicant or user problems.
- Work with HR staff to develop user communications and user training.
- Work with HR team to update and maintain the Rhode Island College Human Resources Web site.
- Supervise one HR support staff person.

Occasional Job Functions:

- Develop and make policy procedure recommendations to the Director of Human Resources.
- Assist the Director of HR with research and reporting as needed.
- Perform other related duties and responsibilities as assigned by the Director of Human Resources.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree in a field appropriate to the job responsibilities.

Experience:

- Experience as a human resources generalist.
- Experience in administering labor contracts.
- Experience in any one of the following: recruitment, on-boarding, performance evaluation systems, on-line applicant tracking systems, developing training programs, HR communications.

Skills, Knowledge and Abilities:

- Skilled in interviewing, counseling, and conflict resolution in a human resources setting. Evidence of effective problem-solving skills and ability to think outside the box.
- Ability to communicate clearly and effectively, both orally and written at all levels within the organization.
- A willingness to assume leadership in promoting good public relations in dealing with faculty, staff, and the students; ability to work well with all levels of faculty, staff and students.
- Ability to manage highly structured classification position and compensation system.
- Demonstrated ability to successfully, interpret and apply collective bargaining agreement language.
- Strong customer service skills.
- Demonstrated ability to work in a fast-paced environment and maintain a high level of confidentiality.
- Strong attention to detail and ability to multi-task.

PREFERRED:

- Master's Degree.
- Thorough knowledge of the collective bargaining agreement between the State of Rhode Island and AFSCME Council 94.
- Experience in higher education human resources office.
- Working knowledge of Microsoft Office.
- Knowledge of related state and federal regulations, laws and the State of Rhode Island Civil Service or other similar state system.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions. Off-campus facilities may not be handicap accessible.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.