

CLASS TITLE: CHIEF OF HUMAN RESOURCES SERVICES

Class Code: 02782900
Pay Grade: 33A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Office of Personnel Administration (OPA), to plan, develop and implement and integrated system for effective and timely processing of personnel transactions; to consult with agency and departmental personnel on formulating business practices which will maximize the utilization of emerging electronic and web-based processing and recordkeeping capabilities; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgement in the development of business practices for electronic enablements; work is subject to review for conformance with applicable laws, rules and negotiated agreements.

SUPERVISION EXERCISED: Plans, organizes, coordinates and reviews the work of administrative support and dedicated staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Office of Personnel Administration (OPA), to plan, develop and implement and integrated system for the effective and timely processing of personnel transactions; to consult with agency and departmental personnel on formulating business practices which will maximize the utilization of emerging electronic and web-based processing and recordkeeping capabilities.

To evaluate existing personnel transaction systems and procedures to identify those functions and elements which would best be performed at the agency/department level.

To consult with agency end-users and advise them on the most effective use of electronic technology in the processing of personnel transactions.

To assist and act in a confidential capacity to managers who formulate, determine and effectuate management policies in the field of labor relations; to have access to confidential information concerning proposed or anticipated changes which may result from collective bargaining negotiations.

To review operational systems for processing personnel transactions for the unclassified, non-classified, and classified services, and to identify common elements of effective and parallel electronic processing practices.

To review personnel transaction procedures in order to develop electronic processing mechanisms which reduce duplication and promote relational database utilization.

To be responsible for overseeing the processing of personnel transactions suitable for a centralized (OPA) level of involvement.

To be responsible for a centralized review of various personnel action forms and transactions to assure accuracy, completion and propriety; areas of review include salary computations, incentive awards, longevity increases, increments for advanced degrees, shift differentials, reallocations, and similar actions.

To be responsible for the maintenance of civil service lists including preferred, promotional, employment and reemployment lists; to be responsible for implementation of probationary reports and status certificates.

To utilize electronic equipment, computer software, automated databases and related technology and equipment in the research and development of HR products and analyses.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of those provisions of the Rhode Island Merit System Act and Personnel Rules as they relate to employment, promotion, termination, working conditions, reemployment, leaves of absence, and the classified, non-classified and unclassified pay plans; a thorough knowledge of personnel business practices, and operating procedures, and the ability to integrate those functions into a comprehensive statewide electronic processing system for personnel transactions; the ability to review the preparation and maintenance of a large volume of personnel actions and records; the ability to supervise and coordinate the work of subordinate staff; the ability to communicate effectively; the ability to establish effective working relationships with a variety of internal and external customers; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a bachelor's degree with specialization in business administration, management, human resources, or a closely related field; and

Experience: Such as may have been gained through: employment involving supervisory responsibility for the implementation of business practices and operating procedures for an electronic personnel recordkeeping process.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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