CLASS TITLE: **DIRECTOR OF HUMAN RESOURCES**

Class Code: 02733400
Pay Grade: 148A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To establish strategic direction, develop policies and procedures, and manage the quality of the state's human resources functions and services, including: strategic planning, directing, developing and implementing a statewide program of personnel administration, labor relations, equal employment opportunity and diversity, employee benefits, training and development, and workers' compensation for state employees; to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Administration, from whom statements of overall policies are received and with whom consultations are held on major matters of policy and procedures; has considerable latitude to exercise judgment as to methods, techniques, practices and procedures to be initiated and pursued to carry out and administer the operation of the state human resources system.

SUPERVISION EXERCISED: Plans, supervises, coordinates, organizes, inspects, reviews and evaluates the work of administrative, management, professional, technical, and clerical staff engaged in implementing the state's human resources policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To establish strategic direction, develop policies and procedures, and manage the quality of the state's human resources functions and services, including: strategic planning, directing, developing and implementing a statewide program of personnel administration, labor relations, equal employment opportunity and diversity, employee benefits, training and development, and workers' compensation for state employees.

To oversee and coordinate the state's human resources/personnel systems for the Executive Branch of state government, including monitoring and administering established standards and procedures as well as identifying opportunities for improvement.

To develop statewide human resources goals, objectives and systems.

To facilitate implementation of reforms to the state's personnel systems, including installing a revised classification and compensation system.

To execute a statewide program of equal opportunity/affirmative action and diversity/outreach to foster a competitive and diverse workforce of highly-skilled and capable employees.

To develop a talented and diverse workforce that is responsive to the needs of Rhode Island customers and to foster an atmosphere of equity and respect within the state workforce.

To direct a statewide labor relations program, including an integral role in contract negotiations and contract administration.

To work with departments and agencies to recruit and retain qualified individuals committed to improving government operations and services.

To develop an employee-oriented organizational culture that emphasizes quality, continuous improvement, high performance and customer satisfaction.

To enhance continuous employee training systems that ensure state employees are able to best apply technological and other innovative solutions to problems to enhance efficiency and customer satisfaction.

To set goals and performance measures for state human resources functions that lead to high performance and customer satisfaction.

To direct strategic and performance management reports on a periodic basis.

To develop the annual budget and corrective action plans related to expenditures within the state's human resources division.

To direct a statewide program for the administration and maintenance of all employee benefit programs.

To lead state compliance with all existing governmental reporting requirements including, but not limited to, the Equal Employment Opportunity (EEO) Act, the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), U.S. Department of Labor standards, workers' compensation provisions, and Occupational Safety and Health Administration requirements.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the modern principles, practices, procedures and techniques in the field of public human resources management and administration; the ability to apply such principles, practices, methods and techniques; the ability to perform the duties involved in planning, organizing and coordinating the major functions of a public human resources program; the ability to supervise the work of a staff engaged in the performance of various tasks within the statewide human resources program; the ability to apply the principles of public relations; the ability to establish and maintain effective cooperative working relationships with state employees, department officials, state officials and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree in Public or Business Administration supplemented by coursework in the field of human resources; or a related program; and

Experience: Such as may have been gained through: employment in a highly responsible administrative position in the field of public administration including the responsibility for directing a public personnel program under a merit system; or employment in a highly responsible capacity in directing a broad technical area of public human resources administration in a central merit-system agency. Ideal candidate should have demonstrated success in implementing organizational change and systems reform; contract negotiation and labor relations experience; and, a track record of implementing successful employee evaluation systems.

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

Class Created: July 14, 2013