

**CLASS TITLE: EXECUTIVE DIRECTOR OF HUMAN
RESOURCES/PERSONNEL ADMINISTRATOR**

Class Code: 02733800
Pay Grade: 50A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To have administrative, technical, and financial responsibility for the execution of the functions of the Division of Human Resources which includes Personnel Administration, and Labor Relations Administration, with particular focus on strategic organization of human capital resources, modernization of administrative functions through technology innovation, development of financial models to maximize efficiencies of compensation and benefit structures and all aspects of public employee and labor relations; to provide all departments and agencies with strategic and financial direction and advice regarding organizational structure and effective deployment of human capital; and to plan, coordinate, direct and review the work of human resource professionals; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director or Deputy Director of the Department of Administration with whom consultations are held on major matters of policy and procedure; exercises independent judgement as to methods, techniques, practices and procedures to be initiated and pursued to carry out and effectively administer provisions of state laws relating to workforce administration.

SUPERVISION EXERCISED: Plans, coordinates and directs the work of subordinates, determining matters of policy within limits of statements of the overall policies made by the Director or Deputy Director of the Department of Administration; reviews work in progress and upon completion for compliance with instructions, conformity with policies and adherence to accepted methods, techniques 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, financial management, technology innovation, directing, developing and implementing a statewide program of personnel administration, labor relations, employee benefits, performance management, and training and development 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 provide strategic advice and direction to state agencies and departments regarding optimizing organization structure and customer service.

To facilitate implementation of reforms to the state's personnel systems, including installing and sustaining classification and compensation systems and human resource information systems.

To attract, retain, train and develop a talented and diverse workforce that is responsive to the needs of Rhode Island customers and committed to improving government operations and services.

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 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, performance management and technology projects 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 and enhance a statewide program for the administration of efficient and competitive employee benefit programs.

To have administrative and technical responsibility for the execution of the functions of the Division of Human Resources including the Division of Personnel Administration within the Department of Administration, and to administer the provisions of law, rules and regulations relating to the operation of the merit system of personnel administration for the state service.

To administer the position classification and pay plans for the classified service and rules for their implementation; and to prepare a pay plan for the unclassified service.

To administer an examination program designed to determine fairly the qualifications of persons examined to perform duties of classes of positions in the classified service, and to prepare, promulgate and maintain employment and/or promotional lists for the appointment, or promotion, of persons to positions in the classified service; to supervise the preparation, establishment and maintenance of reemployment lists of employees who have resigned, dismissed, or laid off.

In accordance with the provisions of laws and rules, to supervise the certification, to appointing authorities, of the names of persons eligible and available for appointment to, or promotion in, the classified service.

As required as the Director's designee, to conduct public hearings involving issues surrounding the position classification program and the pay plan program for the classified service.

As required, to provide consultative advice and direction to heads of boards and commissions on matters of personnel administration consistent with sound personnel practices, rules, regulations and law.

As required, to participate in labor management issue negotiations, collective bargaining, and contract administration.

As required, to conduct administrative hearings and/or to oversee the conduct of administrative hearings involving the disposition of disciplinary matters.

To establish and supervise the maintenance of a roster of all officials and employees in the unclassified and classified and non-classified services, recording therein every appointment, transfer, promotion, demotion, dismissal, vacancy, change of salary or wage rate, leave of absence, absence from duty, and other temporary or permanent change in status of employees.

To recommend to the Director of Administration or Deputy Director rules necessary, appropriate or desirable to carry out the provisions of laws relating to the operation of the merit system of personnel administration for the state service, and, as required to recommend amendments to such rules. To provide the Director of Administration or Deputy Director with data and information for his/her use in cases of appeals to him/her on matters pertaining to the administration of the classified service personnel program.

To lead or support state compliance with 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 management and administration, including human resources, financial management and technology innovation; 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 develop and apply the modern principles and practices of public employee and labor relations; the ability to establish and maintain effective cooperative working relationships with agency officials, department officials, state employees, 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, and a Master's degree in Public or Business Administration; and

Experience: Such as may have been gained through: employment in a highly responsible executive or administrative position with experience in strategy development and implementation and management of large-scale technology, financial and human resource related projects. Ideal candidate should have demonstrated success in designing and implementing organizational change and systems reform.

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

Class Revised: May 29, 2016

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