

**CLASS TITLE:**

**SUPERVISING EMPLOYEE  
RELATIONS OFFICER**

**Class Code: 02737400**

**Pay Grade: 28A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise and review a comprehensive employee and labor relations program in a large state department; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a unit chief with latitude for the exercise of independent judgement and initiative; work is reviewed for results obtained and conformance with laws and policies.

**SUPERVISION EXERCISED:** Supervises the work of subordinates in process and upon completion for proficiency and conformance to law and policies.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To supervise and review the work of a staff engaged in employee relations and personnel functions in a large state department involving:

the recruitment of department personnel and the processing of all personnel actions in accordance with the Rhode Island State Merit System Act and Rules, and the maintenance and analyses of personnel records; the maintenance of an employee relations program; reviewing qualifications and abilities of individual employees and making recommendations concerning transfers, promotions or reassignments of such employees whenever necessary in order that the skills of employees may be utilized;

explaining State Merit System laws, rules and procedures to the departmental personnel; interpreting departmental and employee needs to the State Personnel Division involving problems of classification, salary, status of employees, layoffs, suspensions, dismissals, leaves, reinstatements, reemployment and examinations;

the coordination of the departmental inservice training program with the overall inservice training program directed by the Personnel Administrator and to cooperate with him or his representative in the development and maintenance of an effective in service training program for the department.

As required, to meet with employee representatives and prepare an agenda for conferences between employee representatives and the Department Director; and, when directed to represent the Department Director in such meetings, and conferences relating to the department's program of labor relations.

As required to represent the department before the State Labor Relations Board.

To be responsible for the planning and programming of the employee relations activities with the overall department activities.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the State Merit System Act and Personnel Rules and the ability to interpret and apply the provisions of such Act and Rules; a working knowledge of the principles and practices of a departmental personnel, training and employee relations program and the ability to apply such principles and practices; a working knowledge of the

State Labor Relations Laws as they apply to state employees; the ability to investigate individual employee problems and complaints and to assist employees in the solution of such problems and complaints; the ability to cooperate with departmental officials in the development and maintenance of good placement practices to assure the best utilization of employees' knowledges, skills and abilities; the ability to lay out, supervise and evaluate the work of assistants engaged in performing assigned tasks in a comprehensive departmental personnel program; the ability to participate in the activities of such a program and to make the more difficult analyses and decisions in such a program; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible position involving the application of modern personnel methods, policies and practices in such fields as public or private personnel administration including staff training and labor relations.

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

Class Created: May 4, 1980

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