



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Director of Human Resources
POSITION NO.	501635
LOCATION	Warwick Campus
REPORTS TO	VP Institutional Equity, HR, and Organizational Development
GRADE	BOE 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Supervises administrative support staff and student help
LIMITATION (if applicable)	N/A
REVISION DATE	September 2021

JOB SUMMARY:

In cooperation with the Director of Human Resources, the Associate Director is responsible for administering institutional Human Resources policies and practices and making appropriate recommendations; provide related guidance to less-senior HR staff. Ensure HR policies and practices are in compliance with State and federal law, bargaining agreements and government reporting regulations. Administer College fringe benefits programs; develop appropriate educational materials and training. Ensure Banner business practices are consistent with the goals of the HR department. Supervise Staff. Act as the HR Department head in the Director's absence.

DUTIES AND RESPONSIBILITIES:

- Supervise HR day-to-day activities including special projects with a focus on evaluating appropriateness of new or ongoing projects, available resources, reducing duplication and ensuring equal team contributions
- Ensure timeliness of cyclical HR reporting and events requirements and make appropriate policy and procedural recommendations
- Establish procedures for updating and archiving files and related material. Supervise HR Web Pages and related services
- Ensure Banner business practices with regard to HR data and reporting needs are consistent with the goals of the HR department; provide HR Staff with related guidance
- Supervise the employment functions and administer compensation program for all non-classified employees; provide related guidance to the Payroll office and work closely with the Budget Office
- Develop non-classified orientation program and oversee classified orientation program to ensure consistency
- Ensure compliance with College, bargaining agreements, State and federal guidelines
- Administer, monitor, develop and disseminate information related to the College fringe benefits and retirement programs; complete internal and external reporting requirements as needed; counsel employees regarding retirement plan contributions and retirement planning; provide ongoing consultation and service to growing group of retirees and spouses
- Maintain necessary contacts with applicable vendors; coordinate and develop appropriate educational material and workshops
- Supervise updating of CCRI fringe benefits and non-classified compensation information in Banner and State data systems; provide related budgetary data as needed
- Ensure compliance with State and federal guidelines including FLSA, FMLA, COBRA, ERISA; develop educational material and/or training for staff/managers
- Identify skill gaps of HR staff and develop/recommend/coordinate appropriate training
- Work with Manager of Human Resources, in developing appropriate training for employees make appropriate recommendations to Director of HR
- Assist Director with bargaining unit labor relations and grievances as needed; participate or represent College in collective bargaining negotiations as needed
- Supervise HR Staff. Assist the Director with the evaluation of HR staff
- Serve on committees at the request of the Vice President for Administration and Finance and Director of Human Resources

LICENSES, TOOLS, AND EQUIPMENT:**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Human Resources or Business Administration
- Minimum of 10 years' administering all aspects of HR
- Seven years' experience as a benefits specialist and/or human resources generalist with benefits administration expertise
- Experience supervising professional HR staff
- Demonstrated ability to provide high quality of service to both internal and external customers
- Ability to provide leadership to a group comprised of professionals and support staff. Evidence of problem-solving ability and professional management skills
- Knowledge of State and federal regulatory requirements pertaining to all aspects of the workforce and welfare and fringe benefits, including statutory and tax code requirements, regulations and reporting procedures and Social Security guidelines
- Proven expertise as an HR and benefits administrator and knowledge of retirement planning
- Knowledge and understanding of College bargaining agreements and non-union policies
- Excellent analytical, organizational and multiple-project management skills
- Ability to communicate effectively both orally and in writing
- Demonstrated ability to prepare documents and reports
- Must be computer literate in windows-based applications including spreadsheets

PREFERRED QUALIFICATIONS:

- Master's Degree in related field
- Experience in a higher education environment

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.