

RHODE ISLAND PUBLIC TRANSIT AUTHORITY POSITION DESCRIPTION

Job Title: Chief of Human Resources

Date: January 2019

Department: Human Resources

Supercedes: May 2015

Reports to: Chief Executive Officer

Description of Work:

Within the Human Resources Division at the Rhode Island Public Transit Authority, this executive management position is responsible for the overall administration of a comprehensive human resources department with responsibility for Organizational Development, Employee Relations, Labor Relations, EEO, Employee Benefits, Disability Management, and Staff Recruitment.

Essential Duties and Responsibilities:

- To serve as the senior staff member responsible for the overall administration of a comprehensive human resources department with responsibility for Organizational Development, Employee Relations, EEO, Employee Benefits, Disability Management, and Staff Recruitment.
- To advise and provide regular briefings to the Chief Executive Officer on matters relating to the Authority's HRM functions.
- To manage and direct the Authority's human resource management program staff and as required, supervise consultants.
- To participate as a senior staff member in meetings with administrative and management personnel for the purpose of providing briefings, planning, and related recommendations.
- On an annual basis, to prepare, present, and manage the department's budget;
- To participate in meetings with representatives of labor unions for the purpose of contract negotiations, grievance and arbitration issues and cases, and dissemination of Authority policy and procedure.
- To direct and oversee implementation of policy and procedures throughout the Authority pertaining to human resources management.
- To ensure compliance with EEO rules and regulations in collaboration with the Compliance Officer.
- To supervise a staff assigned to conduct hearings and render grievance decisions, mediate outstanding disputes and contract violations;
- To evaluate human resources program efficiency in order to determine training needs in partnership with the Chiefs, Executive Directors and Supervisors, industry best practices, and/or administrative directive, contract provision, governmental or legal authority.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Basic Knowledge:

A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in the direction of personnel, labor relations and disability management; the ability to make complex studies and prepare analyses and reports involving personnel and labor relation functions, operations, programs and policies; the ability to evaluate the work of subordinates and to assess staff utilization; the ability to prepare agendas and to address the public, both orally and in writing, the ability to develop policies and procedures related to personnel and employee relations; and related capacities and abilities.

Education:

Education: Such as may have been gained through: possession of a bachelor's degree with specialization in public administration, human resources management, or a closely related field, including or supplemented by courses in personnel administration; and experience employed in a responsible professional position involving sound project management and application of modern personnel management principles and techniques in the area of general personnel administration.

Experience:

A minimum of fifteen (15) years Human Resources experience in a unionized setting; five (5) of which were served managing a Division of Human Resources;

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Supervisory Responsibility:

Directs and oversees the work of a staff of professional, para-professional, technical, and clerical personnel.