

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY  
POSITION DESCRIPTION**

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**Job Title:** Executive Director of Employee and Labor Relations      **Date:** 01-2023

**Department:** Human Resources

**Reports to:** Chief of Human Resources

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**Summary of Position:**

This position reports to the Chief of Human Resources and is responsible to exercise independent judgment in managing multifaceted functions and projects within the Division of Human Resources with a concentration in the administration of an effective employee and labor relations program and chief contract negotiator.

**Essential Duties and Responsibilities:**

- This position is responsible to represent the Authority as primary negotiator in collective bargaining and must demonstrate strong writing skills to craft clear, concise contract language and proposals as well as build collective bargaining strategy throughout the negotiation process;
- This position is responsible as the final authority on grievance resolution;
- This position is responsible to represent the Authority in mediation and arbitration proceedings;
- This position will assist and act in a confidential capacity to managers in developing and implementing personnel policies which promote administrative goals and as applicable conform with collective bargaining agreement(s);
- This position is responsible to ensure that all RIPTA policies, procedures and labor contracts are adhered to and enforced;
- This position works closely with Finance to estimate cost implications of economic changes through proposals presented during contract negotiations;
- This position is responsible for managing specific functions within the Division of Human Resources as assigned by the Chief of Human Resources;
- Must possess excellent oral and written communication skills;
- Perform other related duties as assigned.

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

**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.

**Basic Knowledge:**

- A thorough knowledge of general personnel administration principles, practices and techniques, and the ability to apply said techniques in a coordinated Human Resources administration program;
- A working knowledge of the rules, regulations and procedures affecting Employee and Labor Relations and the ability to apply them;
- A working knowledge of related state and federal statutes, regulations and guidelines;
- Ability to communicate effectively in public, conduct hearings and prepare written reports;
- Ability to establish effective working relationships with representatives of Labor Unions.

**Education:**

A bachelor's degree with specialization in public administration, management, human resources management, or a closely related field, including or supplemented by courses in personnel administration recommended.

**Experience:**

A minimum of five years employed in a responsible professional position involving considerable responsibility in the area of labor relations and disability management, the application of modern human resources management principles. Experience dealing with the National Labor Relations Board and/or the America Arbitration Association, preferably in a public or quasi-public setting administering Labor and Employee relations.

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

**Independent Action:**

Able to oversee the daily operations of Human Resources with minimal oversight.

**Supervisory Responsibility:**

As assigned within the Division of Human Resources