

VACANCY NOTICE

#12-16

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Human Resources Coordinator</u> CLASSIFICATION CODE: <u>02738500</u> SALARY RANGE: <u>135A; \$67,568-\$76,523 Annually</u> REFERENCE POSITION NO.: <u>2445-10400-tbd</u> DEPARTMENT: <u>Administration</u> APPLICATION PERIOD: <u>2/8/12 - 2/12/12</u> DIVISION/SECTION/UNIT: <u>Human Resources</u> <u>No Grace Period</u> Assignment(s) / Comments: <u>Public Safety Human Resources Service Center</u> Shift and Days: <u>1st Shift; Non-Standard Work Week; Monday-Friday</u> Job Location: <u>Cranston, RI</u> Restrictions/Limitations: Position Covered By Collective Bargaining Union Agreement: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Name of Bargaining Unit Union: There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application or within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Title of your present position and date you entered it</i> • <i>Date you entered State service</i> • <i>Name of department where you are currently employed</i> • <i>Your business telephone number</i> • <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	DUTIES / RESPONSIBILITIES: To plan, organize, implement and review human resource management functions in a small department including labor contract negotiations and administration, grievance resolution, arbitration, recruitment, selection, evaluation of employee, payroll, benefits and workers compensation management; or, in a large department, to manage either the full labor relations program or the full personnel administration program. Specifically, this position will assist the Human Resources Administrator in the planning, organizing, implementation and review of human resource management functions including EEO/EAP/Workers' Compensation/ADA, Labor Relations/FMLA, Personnel Administration/Recruitment, and Payroll Administration for the agencies serviced by the Public Safety Human Resources Service Center (Corrections, EMA, RING, DMV). For additional information, the job description is available at the www.hr.ri.gov/classification/jobspecs.php .
Minimum Education & Experience	Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Business Administration, Management, Human Resources or a related program; and Experience: Such as may have been gained through: extensive employment in labor relations with an emphasis on disposition of grievance contract negotiations and contract administration. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO: <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 60%;"> Kelly L. Liles Department of Administration Office of Human Resources General Government Service Center One Capitol Hill, Providence, RI 02908 </div> <div style="width: 35%;"> Telephone #: <u>(401) 222-6439</u> EMAIL: <u>kellyl-resume@hr.ri.gov</u> TTY/TDD#: <u>711</u> (Telecommunication Device for the Deaf) </div> </div> <div style="text-align: right; margin-top: 20px;">  </div>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER