

**Classified Service** Public Hearing Notice # **250**  
Date of Meeting: Monday, December 16, 2013  
Date Notice Posted: Tuesday, December 10, 2013

DEPARTMENT OF ADMINISTRATION  
One Capitol Hill  
Providence, Rhode Island

**Notice of Public Hearing**  
**Consider Changes to the Classified Service Classification and Pay Plan**

On Monday, December 16, 2013 at 9:00 AM at the Labor & Employment Law Practice Group Conference Room 3F, Third Floor, William E. Powers Building (Department of Administration), One Capitol Hill, Providence, Rhode Island 02908-5890, the Director of the Department of Administration Richard A. Licht will hold a public hearing in accordance with the provisions of Sections 36-3-3 (17) and 36-4-15 of the General Laws of 1956, as amended, to consider revisions to the Classified Service Classification and Pay Plan. The changes include:

- Proposed New Classes of Position (1):
  - (1) Department of Administration: Accounts and Control Centralized Accounting Clerk at G-321A (pay range: \$39,574 - \$44,504)
- Proposed Changes in Content Only (2) – no salary change:
  - (1) Department of Health: Chief Division of Dental Public Health
  - (2) RI Nuclear Science Commission: Assistant Director For Radiation And Reactor Safety

The purpose of this hearing is to invite comment from all parties on the proposed changes to the Classified Service Classification and Pay Plan as described in an attachment to this Notice entitled Section I through Section IV.

Richard A. Licht  
Director  
Department of Administration

Any individual requiring reasonable accommodation in order to effectively participate in this public hearing should contact James A Pitassi, Jr., Department of Administration, Office of the Personnel Administrator at (401) 222-6395 (voice) or # 711 (R.I. Relay) at least three (3) business days prior to the hearing.

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## PREFACE

Pursuant to various provisions of Rhode Island General Law, the Division of Personnel Administration (RIGL 36-3) is charged with the responsibility of maintaining a Merit System (RIGL 36-4) to manage and supervise the operation of the classified service classification and pay plan. The initiative includes the designation and maintenance of classifications and class definitions that appropriately reflect the character of work in each classification and the identification of worker characteristics that are required to successfully perform. The pay plan establishes salary parameters for equitable compensation. It's important to note that classifications evolve as a result of changing organizational needs. Their nature may change as a result of agency reorganizations, legislative mandates, changing technologies, shifts in the demand for various types of service and/or negotiated agreements related to work flow or work distribution. The "public hearing agenda" is the result of this activity. Pertinent governing law is as follows:

RIGL 36-4-10 Changes in plan - Notice of establishment of new position, states in part: Additional classes may be established and existing classes may be divided, combined, altered, or abolished upon recommendation of the personnel administrator, recommendation by the director (of administration) after public hearing, and approval by the governor. This action may be initiated by the personnel administrator, the director, or on request of an appointing authority.

RIGL 36-4-15 Changes in pay plan for classified service - New classes, states: Pay rates shall be established for new classes of positions, and amendments to the existing pay plan may be made upon recommendation of the personnel administrator, recommendation of the director (of administration), after public hearing, and approval by the governor. This action may be initiated by the director, the personnel administrator, or at the request of an appointing authority.

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<b>Items:</b>	<b>Proposed Changes in Content</b>	<b>Section II</b>	<b>Page 7</b>
13-12-2	Chief Division of Dental Public Health (work week: Nonstandard) G-140A (current range: \$80,458 - \$92,447) – no change in salary - Nonunion.		
13-12-3	Assistant Director for Radiation and Reactor Safety (workweek: Nonstandard) G-139A (current range: \$77,626 - \$87,964) – no change in salary - Nonunion.		

**Note:** Salary schedules and pay ranges referenced above are primary identifiers but may deviate depending upon salary schedules in effect for various other unions and bargaining units representing members within these classifications.

**Note:** The effective date for the identified proposals if adopted shall be Sunday, December 29, 2013.

\*\*\*\*\***END**\*\*\*\*\*

SECTION I  
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND PAY PLAN  
(Involving New Classes of Position)

	<u>GRADE</u>	<u>WORK WEEK</u>
13-12-1 Accounts and Control Centralized Accounting Clerk	21A	35.0

**CLASS TITLE:     ACCOUNTS AND CONTROL CENTRALIZED  
                          ACCOUNTING CLERK**

**Class Code:**  
**Pay Grade: 21A**  
**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To conduct pre-audit of documents and/or computer files received in a centralized office in connection with vendor invoices, payment requisitions, payroll vouchers, adjustment vouchers, employee reimbursement and travel vouchers, imprest reimbursement vouchers, state payrolls and pension payrolls in order to determine their accuracy, legality and compliance with federal regulations and state policies and procedures; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received in outline form; work is reviewed for conformance with federal and state laws and rules, as well as department policies.

**SUPERVISION EXERCISED:** May supervise other staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To conduct pre-audit of documents and/or computer files received in a centralized office in connection with vendor invoices, payment requisitions, payroll vouchers, adjustment vouchers, employee reimbursement and travel vouchers, imprest reimbursement vouchers, state payrolls and pension payrolls in order to determine their accuracy, legality and compliance with federal regulations and state policies and procedures.

To post invoices and other financial information to an integrated financial system after first determining the accuracy and appropriateness of data.

To update and maintain state payroll and pension data.

To process and post payments in an integrated financial system and prepare reconciliation reports.

To facilitate the processing of financial data, as needed.

To examine personnel and pension action forms, payroll vouchers and payroll deductions to determine accuracy and proper authorization, and ensure associated payments and deductions are made as authorized.

To correct erroneous payroll and pension payments, update computer files with such corrections and communicate with departments regarding corrections and the proper processing of payroll and pension forms.

To post invoices and other financial information to an integrated financial system after first determining the accuracy and appropriateness of the data.

To process and post payments in an integrated financial system and prepare reconciling reports,

To operate computer hardware and software in order to process invoices and payments through an integrated financial system, to update and maintain state payroll and pension data, and to utilize personal computer-based software (including spreadsheets) and data systems for analyzing various documents and records.

To assure the legality, accuracy, and propriety of department financial transactions by verifying their conformance to federal and state laws, personnel rules, contractual agreements, administrative regulations, and department policies and procedures.

To pre-audit and/or post audit various types of payments and/or reimbursements, including purchase card transactions.

To assist in the preparation of periodic and annual employer tax returns, calendar year-end wage and tax statements (W-2's), and duplicate and corrected year-end wage and tax statements (W-2's).

To review various business processes and practices used by department for effectiveness, economy, efficiency and compliance with federal and state laws, policies and procedures, as well as internal policies and procedures.

To provide instruction and advice to state employees and departments, and act as a liaison between the department, other state agencies and vendors.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices and techniques involved in the operation of the post and pre-audit components of an accounts payable, finance system of a state agency or private business operation, or a payroll system for a large state department/agency, and the ability to apply such knowledge; a thorough knowledge of the preparation and processing of a variety of vendor, employee payments and reimbursements and/or the processing of a variety of regular and special payrolls; the ability to review, pre-audit and post various types of accounting/financial data; the ability to interpret and apply rules and regulations relating to the function of the payroll and accounts payable offices; the ability to determine the mathematical accuracy and propriety of payroll transactions; the ability to prepare clear and concise oral and written reports; a familiarity with spreadsheets, databases, and word processing computer software; the ability to establish and maintain effective working relationships with superiors, department sections and other state and private agencies, organizations and employees; the ability to maintain a current working knowledge of the latest requirements and developments in processing payment documents; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from high school, including or supplemented by courses in bookkeeping, accounting, or related subjects; and

Experience: Such as may have been gained through: employment in a responsible position with responsibility for the preparation and processing of financial transactions or payroll in a state agency or private business operation, or employment with responsibility for a specific accounts payable function or activity, or a specific payroll function or activity in a state agency or private business operation.

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

Class Created:

SECTION II  
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND PAY PLAN  
(Involving Changes in Content Only)

	<u>GRADE</u>	<u>WORK WEEK</u>
13-12-2 Chief Division of Dental Public Health	40A	NS
13-12-3 Assistant Director for Radiation and Reactor Safety	39A	NS

**CLASS TITLE: CHIEF DIVISION OF  
DENTAL PUBLIC HEALTH**

**Class Code: 02919500  
Pay Grade: 40A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning and administration of a state-wide public health dental program for improving dental conditions among pre-school, school, and the adult population of the state; to conduct educational activities relating to dental health in schools, teachers colleges and professional schools; to initiate programs for the public in education for dental health; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Assistant Director of Health (Health Programs) with considerable latitude for the exercise of initiative and independent judgment; work is reviewed for the application of expected professional standards, principles methods for the application of expected professional standards, principles, methods and techniques, and for conformance to law, rules, and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, reviews and evaluates the work of professional, sub-professional, clerical and other personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administration of a state-wide public health dental program for improving dental conditions among pre-school, school, and the adult population of the state.

To conduct educational activities relating to dental health in schools, teachers colleges, professional schools and public health meetings and seminars.

To initiate programs for the public in education for dental health.

To serve as a consultant to local Dental Clinics and demonstrate the latest dental care and practices, techniques and equipment.

To establish and maintain standards of dental care for the statewide Public Health Dental Program.

To assist in developing, and making available, facilities such as portable dental equipment for loan to private dentists in order to render dental care to the homebound and shut-ins.

To initiate and promote dental health research projects of interest and concern to the public, such as the topical application of fluoride, the fluoridation of public water supplies and the scope, magnitude and effect of state dental health problems on the community.

To coordinate the work of other dental programs which are tax supported such as those of the Department of Social Welfare.

To assist in planning, conducting and analyzing research dental studies which include the Cleft Palate and Cleft Lip Dental Care Program, and the Dental Care Program for retarded children.

To continually evaluate the extent of dental services provided by the various communities and prepare reports containing findings, analyses and recommendations for improvement.

To represent the Department of Health at conferences and meetings of public and private agencies relative to Dental Public Health.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles practices and techniques of corrective and preventive dentistry and pedodontia and skill in the application of such principles, practices and techniques in the field of Public Dental Health; a thorough knowledge of the anatomy of the teeth and supporting oral structures; a thorough knowledge of clinical procedures and techniques as applied to children's dental health clinics and the ability to instruct and advise local dentists and other clinical personnel in such procedures and techniques; a thorough knowledge of specialized dental equipment, instruments and materials used in corrective and preventive dentistry in public dental health and the ability to instruct local dentists and other clinical personnel in the use of such equipment, instruments and materials; a familiarity with bio-statistics and the ability to apply such knowledge in the collection, recording, analysis and interpretation of public dental health data; the ability to initiate, conduct and administer educational programs in public dental health and to initiate and conduct dental health research projects leading to the reduction and elimination of dental diseases; the ability to establish dental health care standards; the ability to prepare and present educational information orally and in writing; the ability to plan and supervise the work of dentists and clinic personnel; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through; graduation from a dental school approved by the Rhode Island Board of Education and accredited by a regional or national accrediting agency; and possession of a Master's Degree in Public Health or a certificate in Public Health from an accredited program; and

**Experience:** Such as may have been gained through: employment as a dentist in the field of pedodontia or as a dentist in private practice.

**SPECIAL REQUIREMENT:** Must meet established requirements of the Rhode Island Department of Health to practice dentistry in Rhode Island and must maintain such requirements as a condition of employment.

Class Revised:

**CLASS TITLE: ASSISTANT DIRECTOR FOR RADIATION  
AND REACTOR SAFETY**

**Class Code: 02505500  
Pay Grade: 39A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for radiation and reactor safety at the Rhode Island Nuclear Science Center (RINSC) and radiation safety at the University of Rhode Island (URI) to include both ionizing and non-ionizing forms of radiation with responsibility for planning, organizing and maintaining an effective radiation protection program; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the technical and administrative supervision of the Director, Rhode Island Nuclear Science Center and the URI Radiation Safety Committee with considerable latitude for the exercise of independent judgment in the application of accepted methods, procedures, and techniques of health physics; work is reviewed by the Nuclear and Radiation Safety Committee (RINSC) and the Radiation Safety Committee (URI) for evaluation of such methods, procedures and techniques.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of professional, technical and clerical personnel assigned to assist in performance of assignments.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for radiation and reactor safety at the Rhode Island Nuclear Science Center (RINSC) and radiation safety at the University of Rhode Island (URI) to include both ionizing and non-ionizing forms of radiation with responsibility for planning, organizing, and maintaining an effective radiation protection program.

To plan, organize and maintain a program of facility monitoring, environmental monitoring and personnel exposure monitoring and maintain required records to ensure the safety of individuals and to ensure compliance with Federal and State Licensing conditions and applicable safety and environmental laws.

To exercise authority to halt radiological operations, when necessary, for health and safety reasons.

To serve as member of the RINSC and URI radiation safety committees.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of the field of health physics especially as it relates to the programs at RINSC and URI; a thorough knowledge of Federal and State regulations and licensing procedures; the ability to plan, supervise and review the work of technical assistants and others engaged in health physics matters; the ability to demonstrate computer proficiency in the use of programs associated with radiation assessment; the ability to prepare scientific, technical, and other reports containing findings, conclusions, and recommendations relating to health physics problems and techniques; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master's Degree in Health Physics or Radiological Health; and

Experience: Such as may have been gained through: three years of applied health physics experience in a program with radiation safety problems similar to those in the program to be managed.

Class Revised: