

**Classified Service Public Hearing Notice # 255**

**Date of Meeting: Friday, November 14, 2014**

**Date Notice Posted: Friday, November 7, 2014**

**DEPARTMENT OF ADMINISTRATION**

**One Capitol Hill**

**Providence, Rhode Island**

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

**On Friday, November 14, 2014 at 9:00 A.M., Conference Room B, Second Floor, William E. Powers Building (Department of Administration), One Capitol Hill, Providence, Rhode Island 02908-5890, the Director of the Department of Administration Steven T. Hartford will hold a public hearing in accordance with the provisions of Sections 36-3-3 (17), 36-4-10 and 36-4-15 of the RI General Laws of 1956, as amended, to consider revisions to the Classified Service Classification and Pay Plan. The changes are:**

**• Proposed New Classes of Position (6):**

- 1. State Collections Manager**
- 2. Chief of Marine Resources Management (DEM)**
- 3. Medical Examiner Investigative Agent**
- 4. Supervising Medical Examiner Investigator**

**5. University of Rhode Island Police Officer**

**6. Associate Director, Division of Management Services (DOT)**

**• Proposed Title and Content Language Changes Only (2):**

**7. Administrator, Transportation Planning & Finance (DOT) to Associate Director, Transportation Planning & Program Development (DOT)**

**8. Chief, Audit and Final Review (DOT) to Chief, Audit and Performance Review (DOT)**

**• Proposed Content Language Changes only (1):**

**9. Community Relations Liaison Officer**

**It is the purpose of this hearing to invite comment from all parties on the proposed changes to the Classified Service Classification and Pay Plan as identified above.**

**Steven T. Hartford**

**Director**

**Department of Administration**

**Any individual requiring reasonable accommodation in order to effectively participate in this public hearing should contact Thomas**

**Mannock, Ph.D. at (401) 222-6377 (voice) or #711 (R.I. Relay) at least three business days prior to the meeting.**

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**ITEMS FOR CONSIDERATION**

**Agenda Item #1: Proposed New Class of Position**

**“State Collections Manager” proposed pay grade G-128A (current range: \$53,832 - \$60,777) Nonunion. The class of position will be in a nonstandard workweek. The proposed effective date is Sunday, November 2, 2014.**

**Agenda Item #2: Proposed New Class of Position**

**“Chief of Marine Resources Management (DEM)” proposed pay grade G-138A (current range: \$78,002 - \$88,470) Nonunion. The class of position will be in a nonstandard workweek. The proposed effective date is Sunday, November 2, 2014.**

**Agenda Item #3: Proposed New Class of Position**

**“Medical Examiners Investigative Agent” proposed pay grade G-326A (current range: \$48,268 - \$55,748) Council 94. The classification will be in a 40 hour standard workweek. The proposed effective date is Sunday, November 2, 2014.**

**Agenda Item #4: Proposed New Class of Position**

**“Supervising Medical Examiner Investigator” proposed pay grade G-332A (current range: \$62,159 - \$70,029) Council 94. The class of position will be in a 40 hour standard workweek. The proposed effective date is Sunday, November 2, 2014.**

**Agenda Item #5: Proposed New Class of Position**

**“University of Rhode Island Police Officer” proposed pay grade G-321A (current range: \$41,172 - \$46,302) Council 94. The classification will be in a 40 hour standard workweek. The proposed effective date is Sunday, November 2, 2014.**

**Agenda Item #6: Proposed New Class of Position**

**“Associate Director, Division of Management Services (DOT)” proposed pay grade G-146A (current range: \$110,167 - \$124,165) Nonunion. The classification will be in a nonstandard workweek. The proposed effective date is Sunday, November 2, 2014.**

**Agenda Item #7: Proposed Title and Language Content Change only**

**“Administrator, Transportation Planning & Finance (DOT)” to “Associate Director, Transportation Planning & Program Development (DOT)”. The proposed effective date is Sunday, November 2, 2014.**

**Agenda Item #8: Proposed Title and Language Content Change only**

**“Chief, Audit and Final Review (DOT)” to “Chief, Audit and Performance Review (DOT)”. The proposed effective date is Sunday,**

**November 2, 2014.**

**Agenda Item #9: Proposed Language Content Change only  
“Community Relations Liaison Officer”**

**The proposed effective date is Sunday, November 2, 2014.**

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**CLASS TITLE: STATE COLLECTIONS MANAGER**

**Class Code:**

**Pay Grade: 28A**

**EO:**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Administration within the Division of Facilities Management, to conduct the State of Rhode Island’s interpretive cultural and natural history objects, art and artifacts collection program including the documentation and organization, transfer and storage of collections; to develop and maintain a collection record-keeping system and implement strategic plans for basic conservation of collection items; to inspect and make recommendations on collection and accessioning values; to provide technical information on artifact

**maintenance and preservation techniques, as well as, developing and recommending updates to collections policies and procedures; and to do related work as required.**

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with a considerable degree of latitude for the exercise of initiative and independent professional judgment; work is reviewed upon completion for results attained, professional and technical adequacy to desired objectives and goals.

**SUPERVISION EXERCISED:** As required, supervises and reviews the activities of technical and clerical personnel assigned to assist.

#### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

**In the Department of Administration within the Division of Facilities Management, to conduct the State of Rhode Island's interpretive cultural and natural history objects, art and artifacts collection program including the documentation and organization, transfer and storage of collections; to develop and maintain a collection record-keeping system and implement strategic plans for basic conservation of collection items; to inspect and make recommendations on collection and accessioning values; to provide technical information on artifact maintenance and preservation techniques, as well as, developing and recommending updates to collections policies and procedures.**

**To be responsible for the planning, coordination, implementation, and maintenance of both short and long-term art and artifacts collection**

**exhibits.**

**To closely collaborate with the Rhode Island State House Restoration Society, and multiple state agencies, including: the Rhode Island Historical Preservation and Heritage Commission, the Rhode Island State Archives, and the Rhode Island State Council of the Arts, to bring a professional approach to the collection, organization, preservation and interpretation of the artifacts, artworks, monuments, memorials, and other historically-significant objects owned by the State of Rhode Island.**

**To be responsible for monitoring the preservation maintenance program for buildings, in collaboration with other state agencies.**

**To develop specifications and standards for conservation, restoration, or replication of art collection items; to coordinate the storage, maintenance, preservation, and restoration of such items.**

**To evaluate potential collection additions and any restrictive conditions of donations for inclusion in the system.**

**To develop budgets for collection conservation and display, and to seek funding through a variety of sources.**

**To identify grant opportunities and prepare grant applications for funding implementation of projects which further the goal of protecting, enhancing and interpreting the state's collections.**

**To solicit and care for items loaned to the state of significant art and artifacts and to manage the loaned collection.**

**To collaborate with the Secretary of State's Office on ongoing programs for interpreting the State House to the public, including updating tour guide interpretative plans, assisting with the**

**management of the Visitor's Center, preparing pamphlets and other publications, and developing digital content.**

**To develop a strategic plan to create a welcoming, comfortable and meaningful experience for visitors to the State House, coordinating with the State House Restoration Society, the Secretary of State's Office and other appropriate agencies and partners.**

**To provide an interpretative vision for the Rhode Island State House and a defensible mission for display standards.**

**To collaborate with representatives of other historical and cultural sites throughout the state in an effort to develop new exhibit opportunities.**

**To prepare reports and other documents.**

**To do related work as required.**

#### **REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of cultural and architectural history, particularly Rhode Island history; a thorough knowledge of interpretive collections record-keeping methods; a thorough knowledge of special techniques for artifact maintenance, preservation, restoration, storage, packaging and shipping; a thorough knowledge of cultural and natural objects including fine art antiques, relics, woods, stone, textile materials, metals, and natural history specimens; a thorough knowledge of the methods of identifying and classifying objects with cultural or natural history significance; a thorough knowledge of the principles of

**museum administration and exhibit practices; a working knowledge of administrative, budgeting and supply methods; the ability to devise and implement a registration and control system for statewide collections coordination; the ability to evaluate objects for their appropriateness to remain in or be added to the collection heritage; the ability to inspect and recommend necessary maintenance, preservation, restoration, storage, display, sanitation, safety, and handling methods; the ability to establish and maintain cooperative working relationships with individuals, organizations and other agencies contacted in the course of the work; and related capacities and abilities.**

#### **EDUCATION AND EXPERIENCE:**

**Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree in humanities or closely related field; and**

**Experience: Such as may have been gained through: considerable professional experience in interpretation, research or museum work in connection with artifact collections, accessioning, registration, cataloging or technical identification, and preservation responsibility.**

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

**Class Created:**

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**CLASS TITLE: CHIEF OF MARINE RESOURCES MANAGEMENT  
(DEM)**

**Class Code:**

**Pay Grade: 38A**

**EO Code:**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Environmental Management, to plan, direct and administer a statewide program of marine fishery resources management and to promote stewardship; to plan, organize and supervise various technical programs, projects and scientific research activities involving marine fisheries for the protection, development and effective utilization of the State's marine resources; to direct the coordination efforts of research, promote sustainable harvests in support of economically viable industry products; to promote the development of effective and efficient gear types to reduce habitat degradation and a reduction of bycatch; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Associate Director for Natural Resources Management with

**wide latitude for the exercise of independent judgment; work is reviewed through conferences and submitted reports for conformance to laws, policies, rules and regulations.**

**SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a technical, operational and clerical staff assigned to assist.**

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

**Within the Department of Environmental Management, to plan, direct and administer a statewide program of marine fishery resources management and to promote stewardship.**

**To plan, organize and supervise various technical programs, projects and scientific research activities involving marine fisheries for the protection, development and effective utilization of the state's marine resources.**

**To draft and assist in the implementation of departmental policies, rules and regulations.**

**To advise departmental superiors, the Governor and members of the General Assembly on matters concerning marine fisheries and environment, and assist in the preparation of legislation affecting marine fisheries management and resources.**

**To cooperate and consult with various federal and state officials, organizations and agencies in the field of marine fisheries and conservation, and assist in the development of inter-state regional plans for the general conservation and management of marine**

**fisheries resources.**

**To represent the State at regional, sectional and national meetings dealing with natural resources and conservation; and to attend numerous meetings, both in-and-out of state, dealing with environment, resources and recreation subjects.**

**To recommend and draft various project proposals which may be eligible for federal grants from the United States Fish and Wildlife Service, the National Marine Fisheries Service and other appropriate federal agencies and sources.**

**To provide guidance and direction to field supervisors and personnel involving the implementation and operation of such projects; and to make periodic field inspections and evaluations of the results and effectiveness of such grant-in-aid projects.**

**To plan and direct educational programs in order to bring about a better understanding of the purposes and objectives of the division.**

**To initiate and conduct public relations programs for promoting public interest, understanding and conservation of the state's marine resources for the benefit of commercial interests and the general public utilizing such resources for sport, recreational and commercial marketing purposes.**

**To oversee the collection, interpretation and evaluation of scientific data and information obtained from surveys and studies relative to the state's marine resources and coastal policies; and to make recommendations to superiors.**

**To prepare plans and implement programs for the development of public fishing areas in the state.**

**To oversee the collection of processing materials such as permit applications, licensing and vessel declaration programs, technical reports and environmental impact statement for technical adequacy, subject matter coverage and conformance to policies and recommendations, and to make final decisions on recommendations for acceptance, modification or disapproval.**

**To prepare regular and special reports for superiors, as required.**

**To assist and oversee the preparation, administration and operation of the divisional operating budget, federal aid, grants management and business management affairs.**

**To assist in personnel administration, labor contract administration and contract negotiations as needed.**

**To do related work as required.**

#### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and methods of marine science, shellfish, fisheries management and conservation; the ability to apply such knowledge in the planning, direction and administration of a state-wide marine resources management, conservation and environmental program; a working knowledge of the state marine fisheries, shellfish and game laws and the ability to interpret and apply such laws; the ability to plan, organize and supervise staff involved in such programs, projects and research activities for the protection, development and effective utilization of marine resources;**

**the ability to advise, cooperate with, and provide consultation services to federal and state officials and agencies, community organizations, and the state legislature on matters involving legislation, management and conservation programs affecting marine resources; the ability to recommend and draft project proposals which may be eligible for federal funding; the ability to draft and implement divisional policies, rules and regulations; the ability to supervise, manage, coordinate and train subordinates; the ability to develop public relations and information programs; the ability to prepare an annual budget, handle fiscal matters and prepare regular and special reports, as required; the ability to establish and maintain effective working relationships with federal officials, other state agencies, community organizations, sports associations, commercial interests and the general public; and related capacities and abilities.**

#### **EDUCATION AND EXPERIENCE:**

**Education: Such as may have been gained through: graduation from a college of recognized standing, with a Master's degree with specialization in fisheries biology, marine sciences, marine fisheries management, oceanography or closely related field; and**

**Experience: Such as may have been gained through: considerable experience in a responsible supervisory and/or administrative position involving the management and conservation of marine**

**fisheries management and resources.**

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

**Class Created:**

**CLASS TITLE: MEDICAL EXAMINER INVESTIGATIVE AGENT**

**Class Code:**

**Pay Grade: 26A**

**EO:**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES: To conduct medical-legal investigations of deaths reported to the Office of State Medical Examiners (OSME); to assist in determining the jurisdiction of the Office of State Medical Examiners over reported cases; to actively assist in the performance of post-mortem examinations; to maintain mortuary facilities, related offices and equipment; to be responsible for the removal, pick-up and transportation of bodies of decedents to the State Morgue; to obtain follow-up information to help the Medical Examiners determine cause, manner and circumstances of death; and to do related work as required.**

**SUPERVISION RECEIVED: Works under the supervision of a superior from whom general and specific assignments are received; work is**

received upon completion for compliance with law, policies and procedures.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To conduct medical-legal investigations of deaths reported to the Office of State Medical Examiners (OSME); to assist in determining the jurisdiction of the Office of State Medical Examiners over reported cases; to actively assist in the performance of post-mortem examinations; to maintain mortuary facilities, related offices and equipment; to be responsible for the removal, pick-up and transportation of bodies of decedents to the State Morgue; to obtain follow-up information to help the Medical Examiners determine cause, manner and circumstances of death.

To receive and evaluate initial reports of deaths to the Office of State Medical Examiners to assist in determining the OSME jurisdiction over cases.

When appropriate, to investigate circumstances surrounding reported deaths including preliminary body examinations at scene and report such findings to the Chief Medical Examiner or one of his/her designees.

To obtain medical, law enforcement, occupational or other historical data on cases accepted for jurisdiction; to obtain and record adequate information in order to produce the issuance of a complete certificate of death.

**To document findings of medical-legal investigations of deaths reported to the Office of State Medical Examiners in a typed narrative and other entries in the computerized database.**

**To take possession, document and secure all articles of property of the deceased on or about the body and deliver the same to the Office of State Medical Examiner, law enforcement or a member of the family according to the circumstances and maintain a legally defensible chain of custody.**

**To be responsible for the removal, pick-up and transportation of bodies of decedents to and within the State Morgue and be responsible for the operation and minor maintenance of OSME vehicles.**

**To document the identification of decedents and the dates, time and parties involved.**

**In accordance with established procedures, to release bodies to authorized persons; to record the receipt, examination, and release of decedents and the dates, times and parties involved and assist in keeping other mortuary records both written and electronic.**

**To actively assist the pathologists in the performance of post-mortem examinations including eviscerations under direct supervision of a medical examiner when appropriate.**

**To take digital photographs to document pertinent findings at the death scenes, the condition of the body, clothing, evidence and property at the scene and when examined at the OSME; and under the direction of a pathologist, take photographs of pertinent findings during inspections and autopsy examinations.**

**To link digital photographs to the corresponding case in the computerized database and create back up copies of the images when directed.**

**In accordance with established procedures, to document and maintain a chain of custody for evidence and specimens collected from and around the body at the scene and during postmortem examinations utilizing both written and electronic forms.**

**To clean and maintain examination, body storage and laboratory facilities, related offices and laboratory equipment and instruments; and dispose of biological/medical waste, as directed.**

**To maintain, store and discard tissue fixed in formalin and file histology slides.**

**To take X-rays, assist in answering telephones and do laundry.**

**To do related work as required.**

#### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the laws, policies and procedures related to the receipt, possession and release of bodies; a working knowledge of the principles, practices and techniques required in the performance of medical-legal investigations; a working knowledge of the rules of evidence and the ability to maintain a legally defensible chain of evidence; an understanding of the necessity for cleanliness and safety precautions in a laboratory; and the ability to perform mortuary and scene duties; the ability to obtain and accurately document**

**information needed for the adequate evaluation of deaths of medical-legal significance, utilizing written and computerized forms and a digital camera; the ability to operate a motor vehicle for the transportation of bodies and other daily tasks; the ability to communicate with police, medical personnel and other investigatory agencies; and related capacities and abilities.**

## **EDUCATION AND EXPERIENCE:**

**Education: Such as may have been gained through: graduation from a college of recognized standing; and**

**Experience: Such as may have been gained through: employment in a responsible position in the field of medical-legal death investigation (including supervised examination of the scene of death), as an emergency medical technician, physician's assistant, nurse or laboratory scientist.**

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

## **SPECIAL REQUIREMENTS:**

**Conditions of appointment:**

- 1. At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.**
- 2. Must possess and maintain a valid motor vehicle driver's license.**

**Class Created:**

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**CLASS TITLE: SUPERVISING MEDICAL EXAMINER INVESTIGATOR**

**Class Code:**

**Pay Grade: 32A**

**EO:**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To conduct medical-legal investigations and examinations of deaths reported to the Office of the State Medical Examiners; to assist in determining the jurisdiction of the Office of the State Medical Examiner over such cases; and do related work as required.

**SUPERVISION RECEIVED:** Works under the functional supervision of a Chief or Deputy Chief Medical Examiner who reviews work for satisfactory performance and conformance to existing standards.

**SUPERVISION EXERCISED:** Supervises Scene Investigators, Investigative Agents, Medical Examiner's Agents, technical employees and other staff as required.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To conduct medical-legal investigations and examinations of deaths reported to the Office of the State Medical Examiners; to assist in

**determining the jurisdiction of the Office of the State Medical Examiner over such cases**

**To receive and evaluate initial reports of deaths to the Office of the State Medical Examiner.**

**To investigate circumstances surrounding medical-legal deaths, including potential evidence and body examinations at scenes, when appropriate, and report such findings to the Chief Medical Examiner or his/her designee.**

**To report such findings to the Chief Medical Examiner or his/her designee.**

**To obtain medical, law enforcement, occupational or other historical data on cases accepted for jurisdiction.**

**To obtain and record adequate information necessary to issue complete and accurate death certificates.**

**To compile findings and interpretations in order to create official investigative reports.**

**To assist in the transportation of decedents to the State Morgue.**

**To ensure that all specimens obtained during medical-legal investigations are transported promptly to the appropriate laboratory and/or specialist for testing.**

**To ensure that the investigative/agent staff have the appropriate and necessary supplies and equipment to conduct investigations and examinations.**

**To ensure that all examination rooms have the necessary and appropriate supplies for the performance of medical-legal examinations.**

**To ensure that the vehicles assigned to the State Medical Examiner Office are properly maintained and in good working order.**

**To perform various administrative and supervisory duties as assigned by the Chief Medical Examiner or his/her designee.**

**To perform various data management duties as they relate to case development/management within the office of the State Medical Examiner.**

**To perform the duties of a Medical Examiner Agent, Medical Examiner Investigative Agent and/or Senior Medical Examiner Agent, when required by the Chief Medical Examiner or his/her designee.**

**To write and/or dictate investigative reports.**

**To oversee the removal and/or release of decedents (including their personal effects) to appropriate agencies and/or funeral directors.**

**To coordinate the activities and assign work and schedules for Scene Investigators, Investigative Agents and ME Agents to ensure efficient and accurate performance of their duties.**

**To coordinate and implement the necessary training for investigative/agent staff, under the direction of the Chief Medical Examiner.**

**To do related work as required.**

#### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in the performance of medical-legal investigations; the ability to obtain and record the**

**information needed for the adequate evaluation of deaths of medical-legal significance; the ability to communicate with law enforcement officials and other investigatory agencies; and related knowledge, skills, and capabilities.**

#### **EDUCATION AND EXPERIENCE:**

**Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's degree, as well as ABMDI (American Board of Medico-Legal Death Investigators) Certification, and**

**Experience: Such as may have been gained through: substantial employment in a responsible position in the field of medical-legal death investigation, including examination of the scene of death.**

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

#### **SPECIAL REQUIREMENTS:**

**Conditions for appointment:**

- 1. At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.**
- 2. Must possess and maintain a valid motor vehicle driver's license.**
- 3. Must possess and maintain Certification as a Medicolegal Death Investigator by the American Board of Medicolegal Death Investigators (ABMDI).**

**Class Created:**

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**CLASS TITLE: UNIVERSITY OF RHODE ISLAND POLICE OFFICER**

**Class Code:**

**Pay Grade: 21A**

**EO Code:**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To enforce laws and Board of Education and University of Rhode Island regulations as they apply to law enforcement and public safety; to make arrests in accordance with provisions of federal, state, and local laws and ordinances; to maintain order and security on institution premises; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general and specific instructions of a superior Campus or University police officer who reviews work in process and upon completion for conformance to provisions of law, Board of Education regulations and department and institution policies, regulations, and instructions.

**SUPERVISION EXERCISED:** Exercises immediate supervision over lower ranking personnel and civilian personnel. In the absence of a shift supervisor the senior Campus Police Officer will assume those duties for the current shift. While serving in this capacity

**responsibility will include, but not be limited to, recording attendance, filling shift vacancies, responding to requests for an officer in charge, and making notifications to superior officers and other University officials when necessary.**

#### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

**To enforce laws and Board of Education regulations; to make arrests in accordance with provisions of federal, state, and local laws and ordinances; to maintain order and security on institution premises.**

**To patrol an assigned area on foot, in a motor vehicle, or on bicycle.**

**To provide for the safety, security, and protection of life and property.**

**To regularly patrol parking areas, buildings and grounds in order to detect and prevent theft, vandalism and/or defacement of property and to enhance pedestrian safety.**

**To respond to all calls for service in a prompt manner.**

**To enforce traffic and parking regulations; issue summonses where appropriate, and perform traffic control duties. This will include traffic direction, use of radar or laser equipment for speed detection and investigation of motor vehicle crashes.**

**To effectively communicate with individuals by providing assistance, information and directions.**

**To investigate all reports of crimes and other incidents on campus, submitting complete and detailed reports; gathering information by interviewing and obtaining statements from witnesses, victims, suspects, and cooperating individuals.**

**To arrest persons with or without a warrant, as permitted by law, any person for violations of state or federal statutes or local ordinances occurring on or adjacent to University property and to process those arrested in compliance of law and department policy; and to arrest those who are wanted by other law enforcement agencies and properly document such in an official police report.**

**To appear in court and other hearings, including University judicial hearings, to provide testimony and completing reports in advance of said appearances.**

**To seize, transport, photograph, and inventory evidence and property taken into custody and ensure the proper securing of evidence and property seized.**

**To operate a communications office including dispatching and keeping police and other public safety records.**

**To cooperate with other federal, state, and local law enforcement agencies in the enforcement of laws and regulations.**

**To render first aid related to First Responder Certification.**

**To maintain all equipment and weapons, including firearms, in a state of operational readiness.**

**To promptly serve or deliver warrants, summonses, and other official papers and documents.**

**To be able to mediate disputes, defuse situations, and reach a satisfactory resolution between emotionally upset and often irrational persons involved in disputes, drunkenness or under the influence of narcotics, or those involved in situations in which a heightened emotional state may impair judgment.**

**To be able to recognize and effectively engage with individuals who may be suffering from a permanent or temporary mental disorder.**

**To coordinate efforts with other department personnel and where necessary, University employees to ensure that teamwork leads to the successful attainment of police and public safety short and long term goals.**

**To be alert for conditions that endangers public safety.**

**To take measures to expedite the flow of vehicular traffic during periods of congestion.**

**To preserve crime scenes in accordance with department policy; to detect and collect evidence and substances that provide the basis of criminal offenses and infractions.**

**To maintain and operate all department vehicles in accordance with Department policy, including inspecting vehicles for damage, contraband or mechanical defects at the start and completion of the shift.**

**To investigate all alarms and suspicious persons to ensure the safety of the university community.**

**To maintain order and to provide crowd control at various events and activities occurring on state properties.**

**To communicate clearly and effectively over law enforcement radio channels when initiating and responding to radio communications, and while operating a vehicle.**

**To exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree,**

**consistent with department policy and applicable laws.**

**To conduct surveillance for extended periods of time when necessary.**

**To operate law enforcement support equipment to include, but not be limited to telephones, typewriters, fixed and portable radios, computers including mobile data terminals and cameras.**

**To interact with members of the University community and students in particular; engaging in community policing, including close interaction with student interns and attendance and participation in University events designed to foster the relationship between the police and other members of the University community.**

**To attend required periodic advanced law enforcement training, including non-violent conflict resolution, domestic violence and sexual assault investigations, cultural sensitivity and tactics in recognizing and responding to those with mental health issues. (This will be achieved in a combination of in-service training and outside seminars. Officers will also receive mandatory annual training on issues of hazardous materials and blood borne pathogens.)**

**To do related work as required.**

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**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of Board of Education and University institutional regulations as it applies law enforcement and public safety; a working knowledge of**

**the problems involved in safeguarding buildings and grounds covering a considerable area; a working knowledge of the methods and responsibilities of patrolling, protective and police work relating to the protection of people and property; a working knowledge of the methods of investigating accidents; a working knowledge of and skill in the use of firearms; skill and alertness in detecting dangerous conditions about the premises and capacity to act independent in case of emergency; the ability to regulate and direct traffic; the ability to stand or sit for protracted periods of time while performing certain law enforcement functions to include, but not be limited to, surveillance operations, traffic control assignments, or security and public safety operations at events and gatherings; the ability to carry out the required job functions while in unfavorable environmental conditions created by weather, natural disaster, civil unrest or criminal activity; the ability to render first aid related to First Responder Certification; the ability to deal courteously, but effectively, with the public, individually and in groups; the ability to keep simple records and prepare clear reports there from; ability to analyze emergency situations and develop effective course of action for same; the ability to operate a communications office and keep police records; and related capacities and abilities.**

#### **EDUCATION AND EXPERIENCE:**

**Education: Such as may have been gained through: graduation from a senior high school; and**

**Experience:** Such as may have been gained through: employment in a full-time position requiring maintenance of law and order, and the protection of life and property including the responsibility for the arrest and detention of persons for violations of the law.

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

**SPECIAL REQUIREMENTS:** Prior to appointment: must have satisfactorily completed the Rhode Island Municipal Police Training Academy curriculum and become certified by the Rhode Island Police Officers Commission on Standards and Training. In the event that a candidate is currently certified by another recognized police academy the POST and RIMPTA may allow a modified course of study to obtain certification; and,

Conditions to be met for appointment: (1) must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) Within 6 months of appointment must satisfactorily acquire First Responder Certification from the State Health Department; and maintain certification as a condition of continued employment; (3) must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty, and must maintain such qualification requirements as a condition of employment (All officers hired prior to January, 2015 must also successfully complete the URI Police Firearms program provided by the Rhode Island State Police.); (4) must possess and maintain a valid driver's license; (5) must successfully pass a full background investigation which will

include, but not be limited to, criminal history, as required by the Rhode Island Department of Public Safety and the Rhode Island Municipal Police Training Academy; and (6) must have been evaluated and tested by a certified psychologist, and receive a satisfactory rating in writing.

**Class Created:**

**CLASS TITLE: ASSOCIATE DIRECTOR, DIVISION OF  
MANAGEMENT SERVICES (DOT)**

**Class Code:**

**Pay Grade: 46A**

**EO Code:**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for planning, developing, controlling and coordinating the overall fiscal and management support services for all department divisions; to be responsible for the administration, supervision and direction of the department's Financial Management, Budget, Contract Administration, and Internal & External Audit Sections; and to do related work as required.**

**SUPERVISION RECEIVED: Works under the administrative direction of the Director and Deputy Director with wide latitude for the**

**exercise of independent initiative and judgment; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules and regulations, and department objectives.**

**SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of assigned professional, technical and clerical staff.**

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

**Within the Department of Transportation, to be responsible for planning, developing, controlling and coordinating the overall fiscal and management support services for all department divisions.**

**To exercise technical and administrative supervision and control over the operation of the department's Financial Management, Budget, Contract Administration, and Internal & External Audit Sections.**

**To be responsible for the overall supervision of the preparation and review of the departmental budget for central accounting, expenditure control and budgetary reports.**

**To oversee the annual fiscal close process; the preparation of Fund 12 financial statements; the development of the department's annual indirect cost rate proposal; the monitoring, analysis and assessment of sub recipient audit report findings; and the compilation of corrective action plans in response to financial statement and compliance audit findings**

**To exercise overall supervision and direction of the billing, payments and reimbursements for all department divisions.**

**To evaluate management and methods procedures to insure their**

**effectiveness and efficiency in attaining their objectives, and to recommend future plans and budget allocations based on this evaluation.**

**To make recommendations to the Director and Deputy Director on planning and developing systems for effective administrative and fiscal management including fiscal and staffing requirements.**

**To serve as Deputy Director, when required, in case of absence or incapacity.**

**To be responsible for conducting cost analysis surveys of various departmental operations with recommendations for cost efficiencies.**

**To maintain an effective financial management information system which will provide an understanding of departmental services and fiscal policies and procedures.**

**To plan, develop and maintain a regular system of financial management reports.**

**Within the Department, to be responsible for the overall planning, coordination, supervision and evaluation of the financial impact of the various federal/state or state financed transportation programs.**

**As required, to assist in personnel administration, labor relations and contract negotiations activities.**

**To do related work as required.**

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of governmental accounting, budget**

**execution, and control; a thorough knowledge of the principles, practices and procedures of program development and fiscal management in developing complex programs for funding and budgeting; a thorough knowledge of the principles ,practices and techniques involved in operating a financial reporting systems; a working knowledge of the computer hardware and software; a knowledge of computer system networking the ability to plan and direct the execution of fiscal and management and methods studies and the composition of reports thereon; a working knowledge of federal and state auditing practices; a knowledge of federal and state transportation funding legislation; a thorough knowledge of office methods and procedure analysis and the ability to apply such knowledge; a thorough knowledge of the principles and practices of contract administration; the ability to lead, plan, develop, coordinate, and supervise the work of a staff engaged in performing departmental fiscal and administrative tasks; the ability to establish and maintain and effective working relationship with federal, state and local officials, subordinates, superiors, contractors and vendors; and related capacities and abilities.**

#### **EDUCATION AND EXPERIENCE:**

**Education: Such as may have been gained through: Possession of a Master's Degree in Public Administration, Accounting, Business Administration, or Finance or a closely related field; and**

**Experience: Such as may have been gained through: considerable employment in a senior**

**administrative level position involving significant responsibility for the oversight, planning, developing, controlling and coordinating the overall financial management and support services of a large state department or large public sector agency.**

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

**Class Created:**

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**CLASS TITLE: ASSOCIATE DIRECTOR, TRANSPORTATION  
PLANNING & PROGRAM DEVELOPMENT (DOT)**

**Class Code: 02555900**

**Pay Grade: 45A**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for the administration, development and implementation of transportation planning and program systems to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that departmental resources are utilized in conformance with state and federal laws, rules and regulations; to serve as Deputy Director in case of absence or incapacity; and to do related work as required.**

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director and Deputy Director with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and written reports for conformance to departmental objectives, laws, policies, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises, directs, coordinates and reviews the work of subordinate professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administration, development and implementation of statewide transportation planning and program systems to ensure effective and efficient achievement of departmental policies, goals and objectives.

To perform responsible administrative and supervisory work assisting the Director and Deputy Director in planning, coordinating, implementing and controlling the functions of various transportation planning programs, including intermodal planning, traffic research, asset management, plans and document management, and geographic information systems.

As assigned, to be responsible for coordinating and administering various financial programs, including capital programming and federal grants management.

To assist the Director by relieving him/her of administrative details involving contact with division heads, state officials or the public.

**As assigned, to serve as Deputy Director in case of absence or incapacity.**

**To assist the Director in the examination of plans, programs and services that will identify needs and resources and reduce duplication, inefficiencies and ineffectiveness.**

**To oversee the formulation and implementation of new proposals and policies for transportation planning.**

**To attend meetings and conferences involving federal, state and local officials, professionals and the public; as required, to represent the Director at such meetings or conferences.**

**Within the Department of Transportation, to be responsible for the development and implementation of management support systems to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that departmental resources are utilized in conformance with state and federal laws, rules and regulations.**

**To be responsible for developing, overseeing and maintaining an efficient system of management information.**

**&#8195;**

**To be responsible for overseeing the development and maintenance of a comprehensive program for document management of plans, contracts, consultants and utility invoices and other agency records.**

**As required, to assist in labor management relations and personnel administration.**

**To do related work as required.**

## **REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of transportation and community planning; a thorough knowledge of governmental planning, budgeting and evaluation processes and the ability to apply them in a system of management and support services; a thorough knowledge of the principles and practices of fiscal planning and grant management; a working knowledge of the principles, procedures and technology related to the development of geographic information systems; a thorough knowledge of the policy development and management systems; extensive skills in writing and public speaking; a working knowledge of and the ability to apply traffic research information in a transportation planning program; a working knowledge of document management programs; a working knowledge of the standard practices utilized in capital budgeting; a working knowledge of asset and facilities management; the ability to establish and maintain effective working relationships with superiors, subordinates, associates, governmental officials, and the general public; the ability to coordinate the activities of a large staff engaged in providing various planning and support services; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: Possession of a **Master's Degree in Planning, Public Administration, Business**

**Administration, or Systems Management or a related field; and**

**Experience: Such as may have been gained through: extensive employment in a highly responsible administrative position involving transportation or community planning, financial management, data management, and program planning and evaluation.**

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

**Class Revised:**

**CLASS TITLE: CHIEF, AUDIT AND PERFORMANCE REVIEW (DOT)**

**Class Code: 02645600 Pay Grade: 43A**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to be responsible for planning, organizing, supervising, and reviewing the work of the staff of professional auditors and reviewers engaged in the inspection, review, and auditing of records and accounts of contractors, consultants, utilities or of private concerns providing services to the department; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a senior executive and the Deputy Director of Transportation who assigns duties and responsibilities in broad outline and reviews work upon completion for conformity with instructions and generally accepted auditing and accounting standards and principles through the submission of final reports.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and reviews the work of professional, technical, and clerical personnel; reviews work in progress and upon completion for adequacy, propriety, and conformity with instructions and generally accepted auditing and accounting standards and principles.

## **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

**Within the Department of Transportation, to be responsible for planning, organizing, supervising, and reviewing the work of professional auditors, reviewers and related technical and clerical personnel engaged in auditing accounts and records of contracts, consultants, utilities, and other private concerns providing service to this department.**

**To consult with staff members relative to unusually complex important auditing problems, project reviews, and legal interpretations.**

**To review reports of controls and procedures and revise or amend audit programs; as required, to develop and install new or improved accounting systems.**

**As required, to compile, analyze, and submit reports of audits or investigations to the Director of Transportation.**

**To confer with public officials and private executives on matters of programs, operations, and procedures and make recommendations on matters of policy, standards, and procedures.**

**To review accounting and auditing procedures, work schedules, and assignments to determine their adequateness and propriety by frequently reviewing work in progress; to organize, plan, and schedule work based on staff availability and time constraints; to review and approve the purpose, scope, and audit approach of each audit project; to direct audit projects to ensure that professional**

**standards are maintained by reviewing, evaluating, and approving auditing procedures and work papers; to develop a system of cost and schedule controls over audit projects; to review audits, management studies, and other reports to determine their accuracy, applicableness, and compliance to professional standards; to confer with federal, state, and private officials on findings and implementation of recommendations; to develop internal operating procedures that contribute towards efficient and effective use of resources; to train and instruct staff in the use of generally accepted auditing standards, government auditing standards, and internal operating procedures; to develop long-term work programs based on the objectives of the department; to assist in the preparation of management reports such as the annual budget cost allocations, and other evaluations.**

**To be responsible for overseeing advanced work involving the final acceptance procedures for construction projects such as: the close out and final acceptance review of construction project records; to ensure that construction records are properly maintained in accordance with established policies; to initiate and develop necessary procedural revisions.**

**To review and study reports and findings and make own recommendations to the Director and Deputy Director.**

**To assist in personnel administration and labor relations activities, as required.**

**To do related work as required.**

## **REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the theories, principles, procedures and practices of governmental accounting; a thorough knowledge of the principles of corporation and governmental finance; the ability to analyze and interpret complex accounting systems, procedures, and financial reports, and to prepare final reports and financial statements; the ability to design, develop, and install various accounting systems; the ability to plan, organize, supervise, and review the work of a professional staff engaged in auditing work; the ability to assist in the formulation of agency policy and programs; the ability to direct audit examinations in accordance with generally accepted government auditing standards for financial and compliance audits; the ability to deal effectively with federal and state officials, private business and public utilities, and with the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a four-year college of recognized standing with a major in accounting or twenty-seven (27) credits in accounting or a Master's Degree in Accounting; and

**Experience:** Such as may have been gained through: extensive employment in a responsible administrative capacity involving

**extensive professional accounting and auditing experience in the examination of accounts and the development of accounting and auditing systems in a federal agency, a state agency, large municipality or a large private organization.**

**SPECIAL REQUIREMENT: At the time of appointment, must possess the professional designation by the State of Rhode Island Board of Accountancy as a Certified Public Accountant (CPA) and must satisfactorily maintain such designation as a condition of employment.**

**Class Revised:**

**CLASS TITLE: COMMUNITY RELATIONS LIAISON OFFICER**

**Class Code: 02797500**

**Pay Grade: 32A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for performing liaison activities between various minority and other community advocacy groups and organizations, and a state agency relative to the availability of state services provided by the agency for their constituencies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a senior executive with wide latitude for the use of independent judgment, work is reviewed periodically through conferences, reports and results obtained.

**SUPERVISION EXERCISED:** As required, may supervise the work of subordinates assigned to assist where appropriate as specifically designated on a project basis.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for performing liaison activities between various minority and other community advocacy groups and organizations, and a state agency relative to the availability of state services provided by the agency for their constituencies.

As assigned, to represent the agency director in the planning, direction, coordination and supervision of special projects relating to the community on a statewide basis.

To act as a liaison between agency administration, service delivery

**personnel and the community in order to facilitate delivery of client services and programs.**

**To be responsible for establishing and maintaining a communications network between the groups served and the agency to ensure community input in the planning and programming of delivery services and programs..**

**To be responsible for representing the agency at meetings of community based groups providing information regarding agency policy and programs.**

**As assigned, to represent the agency in the planning and coordination of special projects and programs relating to community involvement.**

**To assist in developing community resources for enhancing the delivery of service systems on project or program basis.**

**As assigned, to participate in the formulation and evaluation of agency policy as it relates to specific programs.**

**To be responsible for collection of statistical data for reports.**

**As assigned, to participate in the development and operation of agency external equal employment opportunity programs.**

**As assigned, to be responsible for preparing and/or developing external equal employment opportunity/affirmative action reports and statistics.**

**As assigned, to be responsible for coordinating agency efforts with other departments or agencies of state government, or federal government to accomplish goals.**

**To do related work as required.**

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of community involvement in the delivery of services to targeted groups; a working knowledge of federal and state laws and regulations relating to community involvement in state and local programs; a working knowledge of outreach programs and the development of community based resources; a working knowledge of Equal Opportunity program development and federal and state laws and regulations regarding the development and operation of affirmative action plans and programs; a familiarity with programs operated by state government; the ability to plan, develop and implement a community oriented communication improvement plan; ; the ability to develop agenda's address meetings and to write summary reports thereon; the ability to work effectively with a wide range of social service delivery staff in the development of policies and practices which impact on minorities and other targeted groups; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a four year college of recognized standing with a Master's Degree majoring in public administration, law, communications or other related field; and

**Experience:** Such as may have been gained through: considerable employment in a responsible capacity engaged in dealing with

**targeted minority populations, community groups or outreach community service oriented programs in a federal agency, a state agency, large municipality or a large private organization.**

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

**Class Revised:**