

**Classified Service** Public Hearing Notice # **257**  
Date of Meeting: Wednesday, April 15, 2015  
Date Notice Posted: Wednesday, April 8, 2015

DEPARTMENT OF ADMINISTRATION  
One Capitol Hill  
Providence, Rhode Island

**Notice of Public Hearing**

**Consider Changes to Classified Service Classification and Pay Plan**

On Wednesday, April 15, 2015 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 Michael DiBiase 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:

- Agenda Item #1: Creation of New Classification of “Division Director, Capital Asset Management and Maintenance (DOA)”
- Agenda Item #2: Proposed Change in Content of “Interdepartmental Project Manager”

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.

/s/Michael DiBiase  
Michael DiBiase  
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.

## **ITEMS FOR CONSIDERATION**

### **PROPOSED AMENDMENT TO THE CLASSIFIED SERVICE CLASSIFICATION AND PAY PLAN (New Class of Position)**

The proposed effective date is Sunday, April 19, 2015

Agenda Item #1: Division Director, Capital Asset Management and Maintenance (DOA)  
Proposed Pay Grade 152A (Current Range: \$138,157 - \$152,149)  
Non-Standard; Non-Union

**CLASS TITLE: DIVISION DIRECTOR, CAPITAL ASSET MANAGEMENT AND MAINTENANCE (DOA)**

Class Code:  
Pay Grade: 52A  
EO: A

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for assisting the Director of Administration with improving and integrating the management of state capital assets by identifying innovative solutions in the delivery of a strategic capital assets management program. The Division Director will accomplish this by developing and directing a capital program management plan, including major public building construction/renovation, leasing, disposition, and other real estate services, together with a comprehensive facilities management plan, all designed to meet the real estate needs of the State's departments and agencies. The Division Director also will oversee the consolidation within the Department of Administration of capital management functions currently within other state departments and agencies. To achieve these objectives, the Division Director also will direct programs which cross departmental operations and require the coordination of resources while promoting quality and integrity in the management and construction of the state's capital facilities and real estate assets. The Division Director also will oversee the Risk Management function and the following independent agencies: Building Code Commission, Contractors' Registration & Licensing Board, and the Fire Safety Code Board of Appeal & Review.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of Administration with wide latitude for the exercise of authority, initiative and independent judgment in the formulation of policy and program procedures; work is subject to review through consultations and written reports for satisfactory performance and conformance with applicable laws, policies, directives, rules and regulations.

**SUPERVISION EXERCISED:** Plans, assigns, coordinates, directs and reviews the work of an administrative, management, professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for assisting the Director of Administration by planning, developing and directing capital asset program management, including major public building construction and renovation.

To manage the preservation of capital assets through the development and utilization of comprehensive and cost-effective maintenance and management strategies.

To develop and oversee a comprehensive facilities management program for state buildings, facilities, and grounds.

To identify, develop and administer a state capital asset management information platform.

To support agencies and departments by providing expertise and innovative solutions in the delivery of strategic and integrated facilities construction and management, real estate services, and workforce space planning.

To ensure that facilities attain practicable goals in sustainable design, construction and operations, and to ensure the state achieves optimal levels of energy and water efficiency for existing, renovated and new buildings, through the consideration of LEED certification,

International Green Construction Code, or other equivalent certification programs and best practices.

To ensure that the state's grounds are maintained in an aesthetically-pleasing and cost-effective manner and in alignment with best practices in the fields of sustainable landscape design and historic landscape preservation as appropriate and practicable.

To oversee the management of all capital construction projects and leases.

To be responsible for the disposition of surplus real estate owned by the State.

To develop benchmarks for facilities management and maintenance functions by establishing minimum standards for all state-owned facilities and represent the current best practices for facilities management and maintenance while maximizing the efficiency of business processes, and compliance with legal and regulatory requirements.

To establish program objectives, goals, and priorities and determine operating policies and implementation methods, within the context of the overall Department of Administration's policies and guidelines.

To ensure conformance with all relevant laws, regulations, standards, practices, policies and procedures.

To monitor Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), and any other program participation goals in accordance with agency requirements and in partnership with the Office of Diversity, Equity and Opportunity.

To confer with and advise state officials at the highest level on a variety of issues, policies, programs, and executive initiatives.

To promote a culture that prioritizes customer service, innovation, quality, and efficiency.

To represent the Director of Administration at various meetings and events, or as designee to boards or commissions and to provide executive leadership in the development of departmental policies and objectives.

To inform agency officials of the Director's decisions and recommendations regarding programs and policies and to ascertain the actions taken in order to implement those decisions and recommendations.

To prepare in-depth written reports on all aspects of agency operations with analysis, evaluation and recommendations pertinent to enhancing operating procedures and the delivery of services.

To be responsible for the agency's input into the development of the operating budget and to ensure the efficient and sound management of all resources.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of facilities management, major public building construction, and capital asset management including organization, planning, staffing, budgeting and reporting; a thorough knowledge of the principles, methods, practices and techniques involved in real estate development and leasing and strategic asset management; a thorough knowledge of comprehensive and cost-effective maintenance and management strategies and standards; the ability to analyze and evaluate operating procedures and program needs and recommend and implement sound, creative problem-solving strategies and standards; the ability to make complex

fact-finding studies and prepare analyses and reports thereon for the use of a superior in the evaluation of facilities management, major public building construction, and capital asset management activities; the ability to direct asset development, management and maintenance activities that cross departmental operations and require the coordination of resources while eliciting cooperation at the highest levels; a working knowledge of the principles and practices of public administration, including purchasing, contracting and maintenance of public records; the ability to plan, direct and review the activities of staff engaged in providing direct services to state agencies; the ability to establish and maintain effective working relationships with superiors, subordinates, other government agencies, and the 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 degree in Public or Business Administration, Finance, Real Estate, Architecture, Engineering or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a responsible professional position involving capital asset management, real estate property development and/or property leasing within a large private or governmental setting.

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

Class Created:

**PROPOSED AMENDMENT TO THE CLASSIFIED SERVICE  
CLASSIFICATION AND PAY PLAN  
(Change in Content)**

The proposed effective date is Sunday, April 19, 2015

	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>
Agenda Item #2:	Interdepartmental Project Manager	02665700

**CLASS TITLE: INTERDEPARTMENTAL PROJECT MANAGER**

**Class Code: 02665700**

**Pay Grade: 39A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To work with State agencies and/or organizations to strengthen cross-system collaboration and implement integrated services organization and delivery policies; to be responsible for several project development; to perform research, program evaluation, fiscal and policy analysis on various issues affecting consumers of human service programs; to initiate, plan, coordinate, supervise and review a continuous information educational and community relations program; to serve in a highly responsible communication capacity representing a number of state departments in their contact with state, local, public and media officials; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a department director or a consortium with considerable latitude for the exercise of initiative and independent judgement; assignments are subject to review for results obtained in adherence to established policies and procedures.

**SUPERVISION EXERCISED:** Supervision of staff specialists and position assigned to assist in the performance and execution of specific projects delegated by the director.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To work with State agencies and/or organizations to strengthen cross-system collaboration and implement integrated service organization and delivery policies.

To be responsible for special project development authorized and delegated by a director.

To perform research, fiscal and policy analysis on various issues affecting consumers of human service programs.

To serve in a highly responsible communications capacity representing a number of state departments in their contact with state, local, public and media officials.

To perform complex program analysis and evaluation of departmental services.

To research and write commentary on various issues affecting consumers of human service programs.

To resolve complaints or objections and to prepare reports on complex issues for consideration and decision by the director(s).

To be responsible for developing and maintaining a continuous coordinated effort in liaison with the general assembly, state agencies, general public, and media.

To be responsible for the development, implementation, and dissemination of newsletter specific to legislative changes and their impact.

To operate publishing, graphic, and financial computer programs required for specific projects.

To represent the director(s) as assigned in contacts with constituents and officials to explain specific policies and their impact.

To keep departmental officials informed of the director's decisions and recommendations on programs and policies.

To make frequent contact with departmental officials relative to decisions and recommendations on program and policy issues.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of projects management related to developing interdepartmental programs and services; a thorough knowledge of planning, budgeting and evaluation process and the ability to apply them in a human service system; a thorough knowledge of practices, procedures and protocols for press relations; the ability to research and prepare reports and recommendations for dissemination of policy information; a working knowledge of computers and communication technology; a thorough knowledge of, and the ability to, evaluate the attitudes and reactions of interested and affected groups and their demands and needs for information about the department's programs and objectives; and the ability to communicate effectively with a variety of constituents, state officials and the general public; 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, Business Administration or a related field; and

Experience: Such as may have been gained through: considerable employment in a highly responsible position involving responsibility for the research, fiscal analysis and policy development and dissemination of information.

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

Class Created: February 1, 1998

Editorial Review: 3/15/03

Class Revised:

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