

**Unclassified Service Public Hearing Notice # 036**

Date of Meeting: Friday, September 25, 2015

Date Notice Posted: Friday, September 18, 2015

DEPARTMENT OF ADMINISTRATION

One Capitol Hill

Providence, Rhode Island

**Notice of Public Hearing**

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

On Friday, September 25, 2015 at 8:30 A.M., Conference Room A, Second Floor, William E. Powers Building (Department of Administration), One Capitol Hill, Providence, Rhode Island 02908-5890, the Department of Administration will hold a public hearing in accordance with the provisions of Sections 36-4-16 and 36-4-16.2 of the RI General Laws of 1956, as amended, to consider a revision to the Unclassified Service Classification and Pay Plan. The proposed revisions include:

- Section 1: Proposed New Classes of Position (5)

It is the purpose of this hearing to invite public comment from all parties on the proposed changes to the Unclassified Service Classification and Pay Plan as described. At this hearing, all persons shall have the opportunity to provide testimony, orally and in writing in accordance with Section 36-4-16.4 of the General Laws of 1956, as amended.



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.

## **SECTION I**

### **NEW CLASSES OF POSITION**

#### **PROPOSED AMENDMENTS TO THE UNCLASSIFIED CLASSIFICATION AND PAY PLAN**

The proposed effective date is Sunday, October 4 2015

1. Deputy Director, Department of Administration  
Pay Grade G-850A (current range: \$138,489 - \$152,514)  
Nonunion; Non-Standard Work Week
2. Deputy Director of HealthSource RI  
Pay Grade G-851A (current range: \$143,163 - \$157,185)  
Nonunion; Non-Standard Work Week
3. Director, Division Of Veterans' Affairs  
Pay Grade G-843A (current range: \$105,760 – \$119,790)  
Nonunion; Non-Standard Work Week
4. Director HealthSource RI  
Pay Grade G-851A (current range: \$143,163 - \$157,185)  
Nonunion; Non-Standard Work Week
5. Senior Policy Analyst  
Pay Grade G-839A (current range: \$87,057 - \$101,087)  
Nonunion; Non-Standard Work Week

**CLASS TITLE: DEPUTY DIRECTOR, DEPARTMENT OF ADMINISTRATION**

Class Code:  
Pay Grade: 50A  
EO: A

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Director of the Department of Administration in planning, coordinating, directing and controlling the functions of the various department divisions; to oversee and supervise such department divisions as assigned by the Director; to serve as director of the Department of Administration in case of absence or inability of the Director to discharge the powers and duties of the office; to represent the Director at various meetings, conferences and events with community groups, and state and federal officials; to provide executive leadership in the development of departmental policies and objectives; and to do related work as required.

**SUPERVISION RECEIVED:** Serves at the pleasure of the Director and works under his/her administrative direction with wide latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and submitted reports for compliance with policy, provision of state and federal laws, rules, and regulations.

**SUPERVISION EXERCISED:** Plans, supervises, directs, coordinates and reviews the work of departmental personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Director in planning, coordinating, directing and controlling the functions of the various divisions.

To oversee and supervise such department divisions as assigned by the Director.

To serve as Director in case of absence or inability of the Director to discharge the powers and duties of the office.

To represent the Director at various meetings, conferences and events with community groups, and state and federal officials.

To provide executive leadership in the development of departmental policies and objectives.

To establish and maintain effective working relations with all intra-departmental administrators and insure their understanding and implementation of statewide or departmental specific priorities, policies and procedures.

To establish and maintain effective working relations with directors and administrators of other state departments and agencies.

To inform department officials of the Director's decisions and recommendations on programs and policies and to ascertain and monitor the actions taken to implement those decisions and recommendations.

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

To develop and recommend strategies and alternatives for the provision of services consistent with the Department's goals and objectives.

To perform liaison work with the General Assembly, state departments, federal agencies, local governments and other interested parties to coordinate various services and maximize resources in the development or operation of programs.

To identify and address major policy issues and concerns with appropriate analysis and recommendations.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of public administration and governmental management and the ability to apply such knowledge in the management and control of the department's functions and programs; the ability to plan, develop, coordinate, and supervise the work of departmental administrators and staff; the ability to make complex fact finding studies and prepare analyses and reports thereon involving departmental functions, operations, programs and policies for the evaluation of the effectiveness of such functions, operations, programs and policies; the ability to assist and advise a department head in broad areas of departmental policy development, implementation and coordination; the ability to serve as the Director when authorized and to discharge the powers and duties of the office accordingly; the ability to establish and maintain effective working relationships with directors and administrators of other state departments and agencies, federal and local officials, and other interested parties; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing or graduate degree in Public or Business Administration, Finance, Law, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative and supervisory position in the field of public administration or considerable employment in a senior executive capacity having an impact on overall corporate or business activities.

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

**CLASS TITLE: DEPUTY DIRECTOR OF HEALTHSOURCE RI**

Class Code:  
Pay Grade: 51A  
EO: A

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible administrative and supervisory work assisting the Director of HealthSource RI in planning, coordinating, implementing and controlling the functions of the program; as designated, to serve as acting director in case of absence or inability of the director; to keep officials within the HealthSource RI informed of the director's decisions and recommendations on programs and policies; to assist the director in the examination of plans, programs and services that will identify needs and resources; to assist in the formulation of new proposals, programs and policies regarding finance and operations; to coordinate various services and maximize resources; to provide administrative supervision over the department; to review existing laws, proposed legislation, rules and regulations and to report thereon to the Director; to attend meetings and conferences invoking federal, state and local officials, professionals and the public; as required, to represent the director at such meetings and conferences; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of the Director with considerable latitude for the exercise of independent judgement and initiative; work is reviewed for conformance with policy, provisions of law, rules and regulations.

**SUPERVISION EXERCISED:** Assists the Director in planning, organizing, directing and reviewing the work of departmental personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform administrative and supervisory work assisting the Director of the HealthSource RI in planning, coordinating, implementing and controlling the functions of various units.

To serve as acting Director in case of absence or inability of the Director to discharge the powers and duties of his/her office.

To keep officials within the HealthSource RI informed of the Director's decisions and recommendations on programs and policies; to contact these officials at frequent intervals to ascertain the actions taken by them relative to such decisions and recommendations and to make reports thereon.

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 provide administrative supervision over all programs which come under the jurisdiction of the department.

To review existing laws, proposed legislation, rules and regulations and to report thereon to the Director.

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

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of administration; a thorough knowledge of federal and state laws and regulations relating to health programs and the ability to apply such knowledge in the administration of public programs and services; the ability to evaluate the effectiveness of programs and to recommend changes to improve them; the ability to plan, organize, direct and review the work performed by a professional staff through consultation and evaluation of reports and activities for conformance with policies and objectives; the ability to establish and maintain effective working relationships with health advocacy groups, parents, and public and private agencies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in a related field; and

**Experience:** Such as may have been gained through: employment in a responsible position in a private or public agency which required the administration of a major program; or employment in a consultative position responsible for providing assistance of a professional or technical nature in the planning, developing and implementing of programs for health insurance.

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

**CLASS TITLE: DIRECTOR, DIVISION OF VETERANS' AFFAIRS**

Class Code:  
Pay Grade: 43A  
EO: A

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To serve as commandant; to be responsible for the overall administration and direction of the Division of Veterans' Affairs; to provide oversight of a comprehensive program of advocacy, liaison, outreach and services for veterans; to ensure that state/federal benefits and services are provided to eligible veterans and their families; to oversee the control and management of the Rhode Island Veterans' Home and Veterans' Cemetery; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of the Department of Human Services with wide latitude for the exercise of initiative and independent judgment in the formulation and implementation of all agency functions; work is subject to review for effectiveness and conformance with applicable rules, regulations, professional standards and provisions of law.

**SUPERVISION EXERCISED:** Plans, assigns, coordinates, directs and reviews the work of an administrative, management and medical staff and through that staff, exercises supervision over all divisional staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve as commandant; to be responsible for the overall administration and direction of the Division of Veterans' Affairs; to provide oversight of a comprehensive program of advocacy, liaison, outreach and services for veterans; to ensure that state/federal benefits and services are provided to eligible veterans and their families; to oversee the control and management of the Rhode Island Veterans' Home and Veterans' Cemetery.

To plan, coordinate, supervise and review the outreach activities of the Division in all media formats, and to oversee and produce analytic reports and recommendations for improvement and expansion of the Division's outreach services.

To be responsible for the operation of all veterans' programs within the Division of Veterans' Affairs and ensure that such programs and services comply with all federal and state laws pertaining to such programs.

To develop, strengthen and expand the State's relationships with its veterans as well as veteran service organizations, military installations, community leaders, and related agencies at the local, state and federal levels.

To monitor all funds received and expended by the Division of Veterans' Affairs; prepare and submit an annual budget for the Division inclusive of the Veterans' Home and Veterans' Cemetery operations.

To be responsible for the establishment of the domiciliary care program for homeless veterans through the Veterans' Transitional Supportive Program (VTSP) located at the Rhode Island Veterans' Home.

To advise the Director of the Department of Human Services on all matters pertaining to and concerning veterans.

To ensure that all major veterans' service organizations within the state remain fully informed concerning all veteran's programs administered by the department; to act in the role of public relations between these veterans' service organizations and the Division of Veterans' Affairs.

To be responsible for the protection of all records inquiring into the needs of worthy veterans and the needs of dependent worthy families of those veterans.

To represent the Division on veterans'-related committees, commissions, task forces including the National Association of State Directors of Veterans' Affairs (N.A.S.D.V.A.).

To be responsible for the preparation and protection of all veterans' pension and compensation claims, qualifying under the provisions of RIGL 42-12-5.

To administer the veterans' assistance fund.

To report on all activities concerning veterans and veterans' programs, etc. to the Veterans' Affairs Advisory Council on a quarterly basis or as needed.

To prepare and deliver an annual report in January of each year to the House and Senate Finance Committees detailing the general operations and programmatic services of the Division of Veterans' Affairs, condition and services of the Veterans' Home as well as the Veterans' Cemetery, and to establish and maintain a productive working relationship with these Committees and their members.

To do related work as required.

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

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the federal and state laws relating to veterans' benefits and programs; the ability to administer a variety of veterans' programs and related services; a thorough knowledge of individual and social factors contributing to personal problems that affect the veteran's population and their families; a working knowledge of the grant writing process and related rules and regulations; a working knowledge of the practice and procedure of fiscal administration and accounting; a working knowledge of labor relations and the ability to work with labor officials in mediating disputes, grievances and contracts; the ability to assess the needs of the division and veterans' within the state; the ability to maintain a current, working knowledge of the veterans' service organizations within the state, region and country; the ability to relate to and interact effectively with staff and stakeholders in a positive and collaborative manner; the ability to form strong and successful partnerships locally, regionally and statewide to address veterans' issues; the ability to remain current on issues and trends which impact the work and mission of the division; the ability to interpret programs, policies, directives and memoranda to subordinate personnel; the ability to serve as liaison between the department head and subordinate staff on all administrative matters requiring decisions and/or courses of action in carrying out the department's functions and programs; excellent communication skills, public speaking, and organizational/managerial skills; and related capacities and abilities.

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

**Education:** Such as may have been gained through: graduation from an accredited college or university with a minimum of a Bachelor's Degree (Masters Degree Preferred); and

**Experience:** Such as may have been gained through: considerable management experience within a large public, private or non-profit organization predominantly concerned with veterans' services and issues, as well as progressive leadership experience within the United States Armed Forces.

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

SPECIAL REQUIREMENT: As a condition of appointment, must be an honorably discharged war veteran of the United States Armed Forces.

**CLASS TITLE: DIRECTOR HEALTHSOURCE RI**

Class Code:  
Pay Grade: 51A  
EO: A

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To direct the overall planning, coordination, direction and administration of the Rhode Island Health Benefits Exchange, branded "HealthSource RI," by providing vision, leadership and policy development in order to ensure that individuals and employers within the state are afforded the opportunity to compare and buy health insurance; to administer and promote the program in an effective manner and develop relationships as a reliable and trusted source of healthcare information for all constituents; to establish strategic direction, develop policies and procedures in order to negotiate for high quality, affordable health insurance options on behalf of small businesses and individuals to promote the health of all Rhode Islanders; to be responsible for administering the program designed to be a resource for all Rhode Islanders and Rhode Island businesses to learn about and compare the quality and affordability of their health insurance options, enroll in coverage and, if eligible, access Medicaid or federal tax subsidies for coverage; to be responsible for ensuring all statutory obligations are carried out as described by the Patient Protection and Affordable Care Act (ACA); to do related work as required.

**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 to laws, policies, directives, rules and regulations.

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

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for assisting the Director of Administration by planning, developing and directing the implementation of multi-faceted and integrated statewide policies and program objectives.

To direct program operations which cross departmental missions and which require the coordination of resources and the eliciting of cooperation at the highest levels.

To evaluate possible program linkages and consolidations with similar/related functions within other agencies of state government.

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 direct the activities of an administrative, professional, technical staff in several department component areas in the implementation of the department's programs.

To advise staff in the resolution of sensitive, complex, or precedent-setting situations and to determine the appropriate course of action and monitors actions and responses.

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

To be responsible for various aspects of the department's program planning and development, resources management, fiscal integrity and program and staff evaluation.

To be responsible for the effective, economical and timely functioning of the day-to-day operation of various assigned administrative components within the department.

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

To represent the Director of Administration at various meetings or as designee to state/corporate Boards 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 administrative management including organization, planning, staffing, budgeting and reporting; a thorough knowledge of state government and organizational behavior and the ability to apply such knowledge in analyzing and evaluating operating procedures, recommending strategies and implementing policy directives; a thorough knowledge of program planning, development and evaluation methods; the ability to make complex fact-finding studies and prepare analyses and reports thereon involving departmental operations, programs and policies for the use of a superior in the evaluation of the effectiveness of such functions, operations, programs and policies; the ability to direct administrative and program activities of a complex, interrelated and independent nature where numerous contingency factors are involved; the ability to plan, direct and review the activities of a staff 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: a postgraduate degree from a college of recognized standing with a degree in Public Health, Health Administration, Business Administration, or a closely related field; and

**Experience:** Such as may have been gained through: extensive employment in an administrative capacity with responsibility for coordinating and integrating a variety of multi-faceted policies and program objectives 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 TITLE: SENIOR POLICY ANALYST**

Class Code:  
Pay Grade: 39A  
EO: B

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for managing SHOP program for small businesses, including customer service, marketing, broker relations, and technology; to oversee the planning and policy analysis on strategic issues affecting HealthSource RI; to supervise the data and reporting team; to manage the overall partner relationship with participating health and dental carriers, including plan designs offered; and to do related work as required.

**SUPERVISION RECEIVED:** Work under the administrative supervision of the Director of HealthSource RI or the director's designee with considerable latitude for the exercise of initiative and independent judgement; assignments are made in broad outline; work is reviewed upon completion for results attained and conformance to HealthSource RI goals, and federal and state regulations.

**SUPERVISION EXERCISED:** Supervises, assigns and reviews the work of a data/policy, SHOP, and carrier relations teams.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To manage the SHOP sales, customer service, and broker relations efforts, as well as SHOP technology and marketing.

To oversee the planning and policy analysis on strategic issues affecting HealthSource RI.

To analyze the pros and cons, and benefits and costs of major strategic options in such areas as; plan design development, new markets, and other major policy choices.

To supervise data and reporting, for operational, compliance, and policy analysis purposes.

To manage the plan review and approval process for medical and dental plans, including working with carriers to achieve HSRI's goals.

To oversee regular carrier meetings to ensure a smooth working relationship.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the main facets of health reform in the United States including financing and delivery of health services, public coverage programs, and the commercial market; a working knowledge of and the ability to identify product offerings that help HSRI achieve its goals; the ability to effectively manage multiple teams; the ability to collect, analyze and present statistics; the ability to critically analyze policy options; the ability to critically analyze the roles and responsibilities of the public and private sectors; the ability to make public and professional presentations; the ability to critically analyze federal and state legislation, regulations and guidelines; the ability to improve product and service offerings to appeal to brokers and employers to increase market share; the ability to identify and respond to carrier operational and policy concerns; skill in writing at a level to prepare policy reports, write papers and manuals; and related capacities and abilities

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a bachelor's degree; and

Experience: Such as may have been gained through: employment in a responsible position in a public or private agency involving participation in the administration of public coverage programs; or, employment in a policy or consultative position in the field of commercial health insurance, health reform policy, data analysis, or strategic planning.

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