

Unclassified Service Public Hearing Notice # **037**
Date of Meeting: Friday, November 13, 2015
Date Notice Posted: Thursday, November 5, 2015

DEPARTMENT OF ADMINISTRATION
One Capitol Hill
Providence, Rhode Island

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

On Friday, November 13, 2015 at 9:30 A.M., Conference Room C, 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 Pay Plan. The proposed revisions include:

- Section 1: Proposed New Classes of Position (3)

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.

/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.

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SECTION I
NEW CLASSES OF POSITIONS
PROPOSED AMENDMENTS TO THE
UNCLASSIFIED CLASSIFICATION AND PAY PLAN
The proposed effective date is Sunday, November 15, 2015

1. Chief of Staff (DOT)
Proposed pay grade G-845A (current range: \$117,412 - \$131,715)
Nonunion; Non-Standard Work Week

2. Communications Director (DOT)
Proposed pay grade G-841A (current range: \$98,340 - \$112,643)
Nonunion; Non-Standard Work Week

3. Policy Director (DOT)
Proposed pay grade G-841A (current range: \$98,340 - \$112,643)
Nonunion; Non-Standard Work Week

CLASS TITLE: CHIEF OF STAFF (DOT)

Class Code:
Pay Grade: 45A
EO Code: A

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to oversee operations of the Office of the Director and the Offices of External Affairs and Information Services; to assist the Director of Transportation in planning, coordinating, implementing and controlling the functions of the various programs within the department; to oversee the operation of all public, community, governmental and legislative relations functions; to be the department's point of contact for the Governor's Office and heads of other government agencies; to represent the Director at meetings and conferences; to advise the director on executive, legislative and policy decisions; and to do related work as required by the Director.

SUPERVISION RECEIVED: Works under the general direction of the Director of Transportation and the Chief Operating Officer with wide latitude to exercise independent judgement and initiative; subject to applicable laws, regulations and department policies.

SUPERVISION EXERCISED: Coordinates the senior management team on behalf of the Director, i.e. ensures individual and group performance is consistent with the department's objectives, priorities and work plans, and with the Director's directions and assignments; directly oversees senior staff with respect to public, community, governmental and legislative relations; oversees administrative operations in the Office of the Director; assumes team or project leadership as directed by the Director and supervises supervisory and line staff accordingly.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to oversee operations of the Office of the Director and the Offices of External Affairs and Information Services.

To assist the Director of the Department of Transportation in planning, coordinating, implementing and controlling the functions of the various programs within the department.

To oversee the operation of all public, community, governmental and legislative relations functions.

To be the department's point of contact for the Governor's Office and heads of other government agencies.

To represent the Director at meetings and conferences.

To advise the Director on executive, legislative and policy decisions.

To assist the Director of the Department of Transportation and, at the discretion of the Director, Department staff in planning, coordinating, implementing and controlling the functions of the various programs within the Department.

To oversee the operations of the Office of the Director.

To respond to inquiries from the Governor's Office and other agency heads.

To communicate and track compliance with the Director's directives.

To perform strategic assessment and system analysis for the department operations and coordination with other government entities.

To assist in establishing policy and program priorities in relation to short and long range goals and objectives.

To plan, coordinate, implement and review special projects related statewide provision of environmental services.

To plan, coordinate, implement and review department-wide initiatives.

To represent the director at meetings and conferences.

To advise the director on executive, legislative and policy.

To coordinate reorganization of existing and development of new programs and initiatives.

To be responsible for keeping officials within the Department informed of the director's decisions and recommendations on programs and policies; to contact such officials at frequent intervals to ascertain the actions taken relative to such decisions.

To establish and maintain effective working relations and among departmental officials.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state government as well as departmental principles, practices and procedures and the ability to apply such principles and practices in the direction and supervision of various administrative and supportive services; a working knowledge of the laws and regulations administered by the department and regulating the department and the ability to apply such knowledge; the ability to meet and work effectively with Federal, Local and other State Officials as well as the representatives of the general public; outstanding communications skills; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in the area of Public Administration, Public Policy, Law, Community Planning or a related field; and

Experience: Such as may have been gained through: employment in a responsible, demanding, high level managerial position in a public agency concerned with the delivery of transportation program services.

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

Class Revised:

CLASS TITLE: COMMUNICATIONS DIRECTOR (DOT)

Class Code:
Pay Grade: 41A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve in a highly responsible policy and communications capacity to the Director of Transportation by relieving him/her of certain complex administrative tasks; to develop and maintain a continuous liaison with and between the Department and the various media representatives; to be responsible for special projects development; to initiate, plan, coordinate and review a continuous public affairs, media and community relations program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director of Transportation with considerable latitude for the exercise of initiative and independent judgement; assignments are subject to review for results obtained and adherence to rules, regulations, and prescribed policies and procedures.

SUPERVISION EXERCISED: Plans, supervise and reviews the work of subordinates and exercises functional supervision over other staff positions assigned to assist in performance and execution of any specific project.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve in a highly responsible policy and communications capacity to the Director of Transportation by relieving him/her of complex administrative tasks.

To develop and maintain a continuous liaison with and between the Department and the various media representatives.

To be responsible for developing and maintaining a continuous liaison with and between the various divisions of the Department, and other state agencies' communications programs.

To be responsible for the preparation and coordination of assignments and special projects which require departmental policy approval and authorization prior to implementation.

To schedule briefings for the Director with departmental engineering and other officials and/or local officials, and to prepare the agenda, as instructed, by the Director.

To represent the Director, as assigned, in contracts with federal, state and local officials to provide information that explains the purpose and scope of current state and interstate transportation programs and their impact on local planned or existing highway programs.

To conduct fact-finding investigations of complaints or objections and to prepare reports on the complex ones for consideration and decision by the Director and/or departmental officials.

To contact divisional officials for the purpose of obtaining information and recommendations for the use of the Director in planning, coordinating and directing the various communications services of the Department; to consult with such officials regarding legislation and existing laws and regulations for the purpose of obtaining recommendations relating to their purpose, content and need.

To provide information to governmental officials, the public or interested parties in accordance with the established policies.

To serve as the principal source within the Department for the preparation and release of media information material in accordance with instructions and policies.

To be responsible for the planning, coordination and review of the continuous public affairs, media and community relations program.

To be responsible for researching, writing and editing news releases, articles, and feature materials for use of the news media and advertising agencies; to schedule a continuous flow of informational material to the general public and affected communities for the purpose of providing timely information to improve public understanding and reception to departmental objectives.

To maintain satisfactory relationships with all media representatives, educational institutions, community organizations and the general public to secure cooperation in the placement use and distribution of informational service.

To keep departmental officials informed of the Director's decisions and recommendations on programs and policies; to contact such officials at frequent intervals relative to such decisions and recommendations and to make reports thereon.

To continuously oversee the development and maintenance of all departmental Internet, social media and Web Site information and communications programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles practices and techniques of communication programs; a thorough knowledge of federal, state and local transportation programs; the ability to conduct fact-finding investigations of complaints raised by local officials, or civic groups, in connection with the effect of such state programs; a thorough knowledge of computers and Internet communications 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; the ability to resolve such complaints and objections or to prepare reports thereon for consideration by the Director and/or departmental officials; the ability to review proposed legislation, existing laws and regulations and to report to the Director any need for amendment thereof; the ability to work in a liaison capacity; a thorough knowledge of computers and Internet communications 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; the ability to research, write and edit news releases, articles, and feature materials for use of media and publicity agencies; the ability to communicate effectively with media representatives, educational institutions, community organizations 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, Journalism or a related field from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a highly responsible position involving responsibility for the research, analysis, 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:

CLASS TITLE: POLICY DIRECTOR (DOT)

Class Code:
Pay Grade: 41A
EO Code: A

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation to serve in a responsible capacity to the Director of Transportation by relieving him/her of certain administrative tasks; to supervise the Office of External Affairs which includes but not limited to: Government Affairs, Communications, Customer Service and Community Liaison, Policy, and Business Liaison; to be responsible for special project development; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction and policy guidance of the Director of Transportation and or his or her designee with latitude for the exercise of initiative and independent judgement; assignments are subject to review for results obtained and adherence to rules, regulations, and prescribed policies and procedures.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinates and exercises functional supervision over other staff positions assigned to assist in the performance and execution of any specific task or projects as delegated.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation to serve in a responsible capacity to the Director of Transportation by relieving him/her of certain administrative tasks; to supervise the Office of External Affairs which includes but not limited to: Government Affairs, Communications, Customer Service & Community Liaison, Policy, and Business Liaison; to be responsible for special project development.

To represent the Director and or his or her designee, as assigned, in contacts with local community officials to explain the purpose and scope of federal and state transportation programs and their impact on city and town planned or existing programs.

To be responsible for developing and maintaining a continuous coordinated effort and liaison with and between the various divisions of the department, other state agencies, the General Assembly, congressional offices, and concerned private sector enterprises.

To be responsible for the preparation and coordination of assignments and special projects for the Director which require departmental policy approval and authorization prior to implementation.

To conduct fact-finding or investigations of complaints or objections received from local officials, or community groups, in connection with the effect of such state transportation programs on local programs; to resolve the routine type of complaints or objections and to prepare reports on the complex ones for consideration and decision by the director and/or departmental officials.

To contact divisional administrators for the purpose of obtaining information and recommendations for the use of the director in planning, coordinating and directing the various functions and services; to consult with such officials and pending legislation and existing laws and regulations for the purpose of obtaining recommendations relating to their purpose, content and need.

To provide information of a professional nature to State Officials, the public media or interested parties in accordance with the established policies of the Director.

To keep departmental officials informed of the Director's decisions and recommendations on programs and policies; to contact such officials at intervals relative to such decisions and to make reports thereon.

To plan, coordinate and supervise a staff responsible for liaison activities between local cities and towns, public and private organization, businesses, elected officials, community advocacy groups and organizations, and the Department relative to the planning, design and construction of highway projects for their constituencies; to be responsible for representing the department in the planning, coordination and supervision of specific projects relating to the community on a statewide basis.

To serve in a responsible professional capacity in the performance of congressional liaison functions in order to ensure that departmental decisions and policies are compatible with federal and state statutes and directives; to monitor all federal legislation, either proposed or enacted, affecting directly or indirectly the department and its programs; to analyze and interpret legislation and to prepare and present reports detailing the projected impact on the department's programs; to review and evaluate programs and policies in regards to legislation and to propose changes; and to research, develop and draft required changes in legislation.

To receive assignments from the director and other sources to determine the issues and scope of action involved, to formulate a general approach to the matter, to determine the time schedule to be followed, and to supervise execution of the assignments.

To be responsible for coordinating departmental efforts with other departments or agencies of state government, i.e., such as the Department(s) of Administration, Environmental Management, State Police, Office of the Governor, etc.

To supervise and promote implementation of departmental policy, plans, and other recommendations through executive actions and orders, budgets, legislation, and other means.

To oversee and review a wide range of transportation policy initiatives to ensure that these are consistent with established laws and regulations and to coordinate them with related departmental activities.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods, techniques and practices of planning at the state and local levels; the ability to apply this knowledge to management of state planning functions and administration of assistance to local governments; the ability to oversee work in progress and on completion to ensure that professional standards and statutory, regulatory, and technical requirements are met; a working knowledge of the congressional legislative process and the ability to analyze, interpret, research, write and explain federal legislation and directives affecting the department; the ability to prepare reports and position documents on proposed and enacted legislation; the ability to represent the department to elected officials, legislative committees and concerned organizations and individuals within the community; a working knowledge of public liaison programs and the development of community resources; a working knowledge of public relations program development and operation of such programs; a familiarity with public works programs operated by state government; the ability to plan, develop and implement a communication plan; the ability to read and write and communicate effectively; the ability to develop agendas, address meetings and to write summary reports thereon; the ability to work effectively with a wide range of professionals, elected officials and other public and private groups in the development of liaison practices; 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 Bachelor's Degree in Planning, Public Administration, Business Administration, Physical or Social Science, or a related field; and

Experience: Such as may have been gained through: considerable employment with management responsibilities in governmental policy planning, program administration and/or liaison programs.

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

Class Created: