

Classified Service Public Hearing Notice # **260**
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
Classified Service Classification and Pay Plan**

On Friday, November 13, 2015 at 8:30 A.M., Conference Room C, 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:

- Section I: Proposed New Classes of Position (4)
- Section II: Proposed Changes in Title, Content and Pay Grade (2)
- Section III: Proposed Changes in Pay Grade Only (1)

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.

TABLE OF CONTENTS

SECTION I 3

NEW CLASSES OF POSITIONS 3

- 1. CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE 4
- 2. CHIEF OF INTEGRATED FACILITIES MANAGEMENT 6
- 3. CHIEF OF PLANNING, CAPITAL ASSET MANAGEMENT & MAINTENANCE . 8
- 4. VALUE BASED PURCHASING ANALYST 10

SECTION II 12

CHANGE IN TITLE, CONTENT AND PAY GRADE 12

- 1. CHIEF MEDICAL OFFICER (BHDDH/ELEANOR SLATER HOSPITAL) 13
- 2. PUBLIC SAFETY DISPATCHER (URI) 16

SECTION III 18

CHANGE IN PAY GRADE ONLY 18

- 1. MEDICAID PROGRAM DIRECTOR 18

SECTION I
NEW CLASSES OF POSITIONS
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND PAY PLAN

The proposed effective date is Sunday, November 15, 2015

1. Chief Engineer for Capital Asset Management & Maintenance
Proposed pay grade G-143A (current range: \$98,105 - \$112,370)
Nonunion; Non-Standard Work Week
2. Chief of Integrated Facilities Management
Proposed pay grade G-143A (current range: \$98,105 - \$112,370)
Nonunion; Non-Standard Work Week
3. Chief of Planning, Capital Asset Management & Maintenance
Proposed pay grade G-143A (current range: \$98,105 - \$112,370)
Nonunion; Non-Standard Work Week
4. Value Based Purchasing Analyst
Proposed pay grade G-139A (current range: \$82,378 - \$93,347)
Nonunion; Non-Standard Work Week

CLASS TITLE: CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE

Class Code:
Pay Grade: 43A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, manage and oversee the activities and operations of the staff engineers and those projects and programs with an engineering focus; to coordinate with other business units of the Division of Capital Asset Management & Maintenance and with other agencies for which the division provides services; to provide highly complex managerial support to the division director and other management positions within the division; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude to exercise independent judgment and reviews new construction & major rehab projects from a sustainable facilities perspective.

SUPERVISION EXERCISED: Supervises and reviews the work of professional, technical and other personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, manage and oversee the activities and operations of the staff engineers and those projects and programs with an engineering focus and a sustainable facilities perspective.

To coordinate with other business units of the Division of Capital Asset Management & Maintenance and with other agencies for which the division provides services.

To provide highly complex managerial support to the division director and other management positions within the division.

To direct a broad variety of maintenance and engineering activities through subordinate group and division managers including facilities, system maintenance, system controls and research and development.

To provide support to superior(s) in managing the development and implementation of goals, objectives, policies and priorities for all facilities.

To provide support to superior(s) to establish and maintain appropriate service and staffing levels.

To develop the engineering and maintenance unit's work plan, goals, objectives, policies and procedures.

To provide direction to a multi-disciplinary maintenance and engineering organization involved in the maintenance, development, design modification and construction of facilities including the acquisition and modification of equipment.

To assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures, and meet with key staff to identify and resolve problems issues/areas of concern.

To participate in the development of the division budget.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the federal and state occupational safety and environmental regulations related to building construction and renovation; a thorough knowledge of the principles and practices of construction project management; a thorough knowledge of building construction codes, construction costs, materials, and appropriate time periods for construction projects; the ability to develop, plan, organize, manage, and evaluate construction activities for a variety of skilled and semi-skilled occupations; the ability to manage a multi-disciplinary engineering and maintenance program; the ability to effectively manage and supervise others; the ability to evaluate operational situations and analyze data in preparation for managerial and policy decisions; the ability to write technical reports relating to construction projects; the ability to prepare and administer large and complex budgets; the ability to communicate effectively, both orally and in writing; the ability to establish and maintain effective working relationships with employees, contractors, public officials, and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree from an accredited college or university in Civil, Mechanical or Electrical Engineering; and

Experience: Such as may have been gained through: extensive experience in position responsible for the oversight of engineering activities directly related to building construction and building operations and maintenance.

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

Class Created:

CLASS TITLE: CHIEF OF INTEGRATED FACILITIES MANAGEMENT

Class Code:
Pay Grade: 43A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Division Director in identifying opportunities to enhance the mission of the Division of Capital Asset Management & Maintenance (CAMM) to consolidate facilities maintenance and management across the state; to develop and implement strategic initiatives that add value to the division's work by working with agency heads across the state; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise for independent judgement; work is reviewed for conformance to instructions, plans and goals.

SUPERVISION EXERCISED: As required, plans, supervises and reviews the work of division staff with regard to delivering superior customer service.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Division Director in identifying opportunities to enhance the mission of the Division of Capital Asset Management & Maintenance (CAMM) to consolidate facilities maintenance and management across the state.

To develop and implement strategic initiatives that add value to the division's work by working with agency heads across the state.

To serve as a primary agency liaison with key informants and stakeholders involved with an enterprise-wide governance council that is charged with planning and implementation of facilities maintenance consolidation strategies that will potentially span all three branches of government.

To work with superiors to establish and maintain a communication system with tenant agencies of those buildings under CAMM management and convene the liaisons on a regular basis, alert them about issues of concerns, projects taking place in the building, policies and procedures regarding building emergencies-fire drills, weather event warnings, etc.

To ensure that all client agencies are connected to and trained in the usage of the capital asset management information system that facilitates agencies making requests for assistance.

To be responsible for overseeing customer service and conducting periodic surveys and focus groups to get feedback from agencies as to the level and effectiveness of service delivery from CAMM.

To serve as the lead by working with superior(s) to negotiate, on an agency by agency basis, Service Level Agreements that outline specific services to be delivered by CAMM and the commensurate costs for those services to which the agency and CAMM agree.

To serve as the primary point of contact in assuring and measuring customer service delivered by the division.

To be responsible for the ongoing assessment of what is being accomplished against established goals and objectives and recommend new initiatives to support continuous improvement in the area of facilities management and maintenance across the state.

To undertake an assessment of facility security and to develop security standards and protocols across the state.

To work with the Capital Police as well as state and local police on building/property matters.

To conduct trainings and prepare and deliver presentations to a variety of audiences.

To prepare reports as directed.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of general building operating and construction as it relates to facilities management functions; a thorough knowledge of the materials and equipment used in building operating and maintenance; a thorough knowledge of process improvement, facilities management, change management, and organizational development; the ability to assist in the formulation of agency policy and programs and develop policies and procedures to improve services and implement change; the ability to deal effectively with superiors, subordinates, vendors, and contractors; the ability to conduct trainings and prepare and deliver presentations to a variety of audiences; the ability to effectively supervise staff as required; the ability to use computer-based data systems; the ability to prepare reports and conduct studies and surveys as needed; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Construction Management, Facilities Management, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible managerial position in the field of facilities management and maintenance including responsibility for organizational development and change management.

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

Class Created:

**CLASS TITLE: CHIEF OF PLANNING, CAPITAL ASSET
MANAGEMENT & MAINTENANCE**

Class Code:
Pay Grade: 43A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct the planning and make recommendations for the development of new construction and major renovation projects; to oversee and direct master planning for and in collaboration with all state entities with which the Division of Capital Asset Management and Maintenance (CAMM) is charged to work; to oversee the planning and design of all major projects; to have responsibility throughout the various executive branch agencies service by CAMM, along with the state university and college system, the legislature, and the judiciary; to be responsible for the coordination with CAMM project managers and engineers; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgment. Work is subject to review through meetings, presentations and periodic reports.

SUPERVISION EXERCISED: Plans, and supervise subordinate staff assigned to assist and serves as agency liaison with key stakeholders on new construction, major renovation and master planning projects.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct the planning and make recommendations for the development of new construction and major renovation projects; to oversee and direct master planning for and in collaboration with all state entities with which the Division of Capital Asset Management and Maintenance (CAMM) is charged to work.

To oversee the planning and design of all major projects including new construction and major renovation projects.

To exercise responsibility for such projects for the various executive branch agencies service by CAMM, along with the state university and college system, the legislature, and the judiciary.

To be responsible for the coordination of work with CAMM project managers and engineers.

To work with the division director, and other management personnel as necessary and to be responsible for the development and implementing of a process that maximizes the involvement of the Department of Administration (DOA), other key state agencies, Higher Education, the Judiciary, the Office of the Secretary of State and other key stakeholders in decision-making process for improved facilities management.

To work with management leaders and staff as needed to oversee the procurement of major consultant contracts and to propel consolidation efforts forward.

To work collaboratively with appropriate management personnel to oversee efforts to evaluate the State's portfolio of privately leased office space with the aim of rationalizing the allocation of rented space and to make recommendations to improve the efficiency of space utilization throughout the state.

To work collaboratively with the division director and other senior CAMM team members to regularly assess the progress of consolidation against performance targets.

To work in collaboration with legal, finance and CAMM senior management on projects

To make recommendations to change and clarify Rhode Island construction law.

To prepare reports as directed.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of master planning, construction methodologies including LEAN Construction; a thorough knowledge of the principles and practices of infrastructure development and construction; a thorough knowledge of federal and state occupational safety and environmental regulations related to building/ infrastructure construction and renovation; a thorough knowledge of construction costs, materials and time periods for project design and construction phases; the ability to plan, coordinate and review the work of staff architects and engineers and contractors; the ability to read and interpret construction plans and drawings and construction project contracts; the ability to use computer-based data systems and office automation software; the ability to communicate effectively with contractors, engineering personnel and public officials; the ability to negotiate resolution of problems and conflicting project demands; the ability to prepare building construction project plans and work schedules; the ability to establish and maintain effective working relationships with user agencies/LGAs, project engineers, contractors, consultants, technical staff, attorneys, and others; the ability to effectively supervise staff; the ability to prepare and make presentations to a variety of key audiences such as legislators, senior staff, agency customers, general public and community representatives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Bachelor's degree in planning, architecture or engineering from an accredited four year college or university; and,

Experience: Such as may have been gained through: considerable experience in commercial building construction, including commercial building project management involving interpretation of building schematics and blueprints, project cost estimation, contract compliance and project time estimation.

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

Class Created:

CLASS TITLE: VALUE BASED PURCHASING ANALYST

Class Code:
Pay Grade: 39A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as part of an interagency team working on the State Innovation Model (SIM) project which is intended to improve health and health care delivery in Rhode Island by addressing the triple aim: better care, lower cost and better health; to serve as the state's lead in understanding and guiding the design of insurance plans, both QHP and Medicaid Managed Care, in support of the Value-based Care Paradigm described in the State Health Innovation Plan; to work with HealthSource RI (HSRI), Medicaid and carriers to encourage development of health insurance plans focused on transforming the health care delivery system, including a focus on health improvement through the use of value based networks and plan design; to lead team member in reviewing and analyzing plan filings for HSRI and will serve to support HSRI's implementation of approved plans; to advise Executive Office of Health and Human Services (EOHHS) efforts to develop models for value based purchasing in Medicaid; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction and policy guidance of the Deputy Director with considerable latitude for the exercise of independent judgement; work is reviewed usually upon completion for conformance to directions and results obtained.

SUPERVISION EXERCISED: Plans, organizes and directs the operation of the Consumer Contact Center and coordinates with contractors, as well as other state agencies, including Medicaid and other Human Services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as part of an interagency team working on the State Innovation Model (SIM) project which is intended to improve health and health care delivery in Rhode Island by addressing the triple aim: better care, lower cost and better health; to serve as the state's lead in understanding and guiding the design of insurance plans, both QHP and Medicaid Managed Care, in support of the Value-based Care Paradigm described in the State Health Innovation Plan; to work with HealthSource RI (HSRI), Medicaid and carriers to encourage development of health insurance plans focused on transforming the health care delivery system, including a focus on health improvement through the use of value based networks and plan design; to lead team member in reviewing and analyzing plan filings for HSRI and will serve to support HSRI's implementation of approved plans; to advise Executive Office of Health and Human Services (EOHHS) efforts to develop models for value based purchasing in Medicaid.

To meet regularly with insurance carriers and with the Office of the Health Insurance Commissioner (OHIC) to work on construction of plans which utilize carrier, provider or consumer incentives to promote efficient delivery of high quality health care including benefit design, provider requirements, performance based contracting, risk-based provider contracting, and network design which promotes primary care, prevention, and efficient use of services.

To work with health insurers and with OHIC to develop new plans with limited, integrated networks that incorporate an emphasis on patient-centered care and alternatives to traditional fee-for-service reimbursements with a focus on clinical quality measures.

To work closely with OHIC on yearly plan approvals and review of plan offerings.

To work with EOHHS to design MCO contract requirements that advance new models for Medicaid Managed Care programs.

To work with EOHHS to structure the metrics and oversight strategy that ensure progress in meeting value-based purchasing goals

To serve as HSRI's subject matter expert on plans offered through HSRI, for quality control, training, questions regarding product designs and structure.

To stay current on new Federal Regulations.

To convene cross-agency discussions regarding plan innovation and policy alignment with value based purchasing and the State Health Innovation Plan.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT: A thorough knowledge with the oversight, development or implementation of value-based purchasing strategies such as shared savings, accountable care organizations, or bundled payments; a working knowledge of health insurance with an appreciation of the plan structure and benefits that HSRI offers to small businesses and individuals; a working knowledge of health plan design, including value-based care; a working knowledge of Medicaid Managed Care Programs; a working knowledge of the practice and techniques of project management in order to manage and update program requirements the ability to analyze, review, and evaluate health plan designs; the ability to evaluate and advise on the development of innovative plans and associated programs, to encourage Rhode Islanders to use the health system more efficiently a familiarity with network design and provider relations; a familiarity with data and evaluation related to provider, network, and claims data; 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.

Class Created:

SECTION II
CHANGE IN TITLE, CONTENT AND PAY GRADE
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND PAY PLAN
The proposed effective date is Sunday, November 15, 2015

1. From: Chief of Medical Staff and Clinical Services - Eleanor Slater Hospital
Class Code 02941800
Current pay grade G-154A (current range: \$ 152,651 – \$170,902)
To: Chief Medical Officer BHDDH/Eleanor Slater Hospital
Proposed pay grade G-269A (current range: \$244,328 - \$261,748)

2. From: Clerk Dispatcher
Class Code 02409200
Current pay grade G-308G (current range: \$15.97 – \$16.54)
To: Public Safety Dispatcher (URI)
Proposed pay grade G-316A (current range: \$37,270- \$40,620)

CLASS TITLE: CHIEF MEDICAL OFFICER (BHDDH/ELEANOR SLATER HOSPITAL)

Class Code: 02941800
Pay Grade: 69A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Behavioral Health, Developmental Disabilities and Hospitals (BHDDH), to perform leadership and executive duties in the planning, coordinating, implementing and directing the clinical affairs including participation in the development of Rhode Island state policy related to behavioral health inclusive of mental and substance use disorders and developmental disabilities; to serve as Chief Medical Officer/Medical Director (CMO) of Eleanor Slater Hospital (ESH); to work in concert with the Director to ensure that the statutory obligations are fulfilled and that the state's mental health care system is robust and responsive to the needs of all Rhode Islanders; and to do related work as required.

SUPERVISION RECEIVED: Given the dual responsibilities of this position, works under the general direction of the Director for all responsibilities and work assignments related to BHDDH and works under the general direction of the ESH Chief Executive Officer with wide latitude for exercising independent initiative and professional medical judgment in developing and administering professional standards for patient care and treatment in conformity with all external accrediting bodies, federal and state laws and regulations governing the ESH and/or the department, and in conformity with ESH and departmental policies, procedures and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs supervises and reviews the work of physicians and chiefs of designated services and, with the Chief Executive Officer and Chief Operating Officer, reviews the work of professional and non-professional nursing staff, medical technicians, therapists, and other personnel engaged in patient care and treatment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Behavioral Health, Developmental Disabilities and Hospitals:

To perform duties related to policy development in the areas of behavioral health (mental and substance use disorders) and developmental disabilities for Rhode Island by providing a psychiatric and medical perspective to policy development.

To perform leadership and executive duties in the planning, coordinating, implementing and directing of the clinical affairs of the Department.

To represent the Department at various meetings, conferences and convenings of community groups, and state and federal officials, and to provide executive leadership in the development of goals, policies and objectives consistent with the Department's goals and objectives.

To focus on clinical policy development for the Department and ESH by reviewing, summarizing and communicating key state and federal policy, legislation, and regulatory updates.

To perform program evaluation and make recommendations for quality improvement and cost saving measures to meet the specific system transformation goals under the Department's federal and state authoritative purview, including substance abuse and mental health treatment, developmental disabilities and long term care.

To oversee the clinical directives of Departmental contracts with its provider network.

To consult with RI's managed care organizations and providers in matters of clinical and network program development for services under the purview of the department and provide clinical expertise in policy development with those organizations, particularly as it pertains to the Medicaid program.

Within Eleanor Slater Hospital:

To perform leadership and executive duties in the planning, coordinating, implementing and directing the clinical affairs of the Hospital and to oversee its clinical staff.

To engage regularly with Hospital executive staff to make a comprehensive review of the Hospital's fulfillment of its mission and execution of its clinical affairs, making recommendations for short and long-term plans to assure continuous quality improvement in conformance with all state and federal regulations and applicable licensing and accreditation standards.

To ensure that Hospital services are evidence-based, effective, and responsive to patient needs.

To be responsible for the overall direction of all professional medical, psychiatric, and geriatric staff and services, inclusive of physicians and psychiatrists, the laboratory, radiology, physical and psychiatric medicine, dental medicine, medical education and medical staff committees within the Hospital.

To assure compliance with JCAHO certification requirements and all other rules, regulations, laws and policies relating to medical services within Eleanor Slater Hospital.

To establish psychiatric and other medical professional residency and training programs and to establish the hospital as a teaching training site with Brown University and other academic institutions, as aligned with the hospital's strategic goals and objectives; to engage regularly with hospital executive staff to make a comprehensive review of the hospital's fulfillment of its mission and execution of its clinical affairs, making recommendations for short and long-term plans to assure continuous quality improvement in conformance with all state and federal regulations and applicable licensing and accreditation standards.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough in-depth knowledge of psychiatric practice, as evidenced by education, experience, ABPN board certification in the specialty of Psychiatry, and licensure as a medical doctor by the Rhode Island Board of Medical Licensure and Discipline; a thorough knowledge and experience in the field of addiction psychiatry/addiction medicine with subspecialty board (either ABPN or ABAM) certification preferred and as evidenced by clinical practice in substance use disorder treatment and addiction medicine; 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 authority; demonstrated ability to lead a medical staff; the ability to establish clinical policies, procedures and programs in a hospital setting, including academic training programs; the ability to plan, supervise, direct, coordinate and review the work of hospital personnel; the ability to establish and maintain effective working relationships with directors and administrators within the department and with other state departments and agencies, federal and local officials, and other interested parties, particularly healthcare industry partners and stakeholders; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited medical school of recognized standing, with completion of residency training in the United States in an ACGME accredited program of Psychiatry, Internal Medicine, or Family Medicine and board certification in the specialty; and

Experience: Such as may have been gained through: at least 10 years of clinical practice experience, evidence of experience in administrative roles in clinical settings and experience in medical education including teaching of medical students and/or residents or experience as a residency/fellowship training director.

SPECIAL REQUIREMENTS: At the time of appointment, must possess unencumbered licensure to practice medicine in the State of Rhode Island and must possess a board certification in the specialty of Psychiatry, Internal Medicine or Family Practice, and in the subspecialty of Addiction Psychiatry or Addiction Medicine. Such licensure and certification must be maintained as a condition of employment. Must be eligible for a faculty appointment at Brown University School of Medicine.

Class Created: December 11, 1994

Editorial Review: 3/15/03

Class Revised:

CLASS TITLE: PUBLIC SAFETY DISPATCHER (URI)

Class Code:
Pay Grade: 16
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the University's Public Safety Department, to operate (on an assigned shift) a multi-campus 24/7 communication system, involving the collection, processing and dissemination of police/enforcement information and data relative to violations or laws, rules and regulations involving EMS, parking services, security, fire/life safety and environmental health units for all campuses; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who occasionally reviews daily work activities in process but always upon completion for results obtained and conformance to divisional and departmental policies, objectives, rules and regulations.

SUPERVISION EXERCISED: As assigned, may supervise students and/or others in the communications area.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the University's Public Safety Department, to operate (on an assigned shift) a multi-campus 24/7 communication system, involving the collection, processing and dissemination of police/enforcement information and data relative to violations or laws, rules and regulations involving EMS, parking services, security, fire/life safety and environmental health units for all campuses.

To accept communications and information via various media from the University community, the general public, internal and external public safety sources, including calls originating directly or indirectly via the 911 Emergency Communications System.

To collect, process and disseminate information and data relative to University police, emergency management, emergency medical services, parking services, security, fire/life safety, environmental health and facilities services units for all campuses relative to the University of Rhode Island and surrounding communities as they relate to the safety of students, faculty, staff and the general public.

To conduct simultaneous use of a computer aided dispatch (CAD) system, multi-line phone system, 911-Emergency phones, Direct Connect phone systems, two-way radio systems, RI State Police RILETS, and to monitor and communicate with other public safety agencies.

To transmit and/or receive communications from local, outside agencies and/or the public, noting any hazardous conditions, manmade or natural, and to dispatch the appropriate persons to the scene for investigation and the implementation of corrective action.

To monitor all communications using but not limited to; radio, phone, teletype, utilizing video cameras, computers, intrusion, fire alarms through the ticker tape and digital decoder, water tower and other facility alarms.

To notify various University officials in emergencies, following the emergency procedure policies.

To perform clerical tasks and operational tests related to the systems and equipment.

To perform routine broadcasts on prevailing conditions when necessary.

To attend training seminars as assigned.

To follow all policies and procedures of the University of Rhode Island's Public Safety Department.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the operation of radio receiving and transmitting equipment and the ability to use this equipment properly and follow protocol; the ability to perform simple filing tasks and establish an alphabetical filing system; the ability to complete simple forms or written memos; the ability to understand oral communications and relay them to proper personnel in a clear and concise manner; the ability to perform all the above tasks under stressful conditions; a working knowledge of a Windows-based computer operating system; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a high school or G.E.D.; and

Experience: Such as may have been gained through: employment as a dispatcher, telecommunicator, teletype operator, or radio technician as part of an overall communication system.

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

Class Created: December 23, 1973

Editorial Review: 3/15/03

Class Revised:

SECTION III
CHANGE IN PAY GRADE ONLY
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND PAY PLAN
The proposed effective date is Sunday, November 15, 2015

1. CLASS TITLE: MEDICAID PROGRAM DIRECTOR

Class Code 02508604

From: Current pay grade G-150A (current range: \$131,397 – \$145,674)

To: Proposed pay grade G-152A (current range: \$140,920 – \$155,192)