

Classified Service Public Hearing Notice #261
Date of Meeting: Friday, February 19, 2016
Date Notice Posted: Friday, February 12, 2016

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, February 19, 2016 at 11:00 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:

- Section I: Proposed New Classes of Position (8)
- Section II: Proposed Changes in Title, Content and Pay Grade (1)
- Section III: Proposed Changes in Title and Content (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
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 CLASSIFICATION AND PAY PLAN
The proposed effective date is Sunday, February 21, 2016

1. Administrator, Office of Stormwater Management (DOT)
Proposed pay grade G-147A (current range: \$117,128 - \$131,397)
Nonunion; Non-Standard Work Week

2. Administrator, Office of Transit, New Starts, Operations and Transportation
Proposed pay grade G-149A (current range: \$126,648 - \$140,920)
Nonunion; Non-Standard Work Week

3. Chief Safety Officer (DOT)
Proposed pay grade G-143A (current range: \$98,105 - \$112,370)
Nonunion; Non-Standard Work Week

4. Manager, Construction Management (DOT)
Proposed pay grade G-143A (current range: \$98,105 - \$112,370)
Nonunion; Non-Standard Work Week

5. Manager, Project Management (DOT)
Proposed pay grade G-149A (current range: \$126,648 - \$140,920)
Nonunion; Non-Standard Work Week

6. Manager, In-House Design Engineer (DOT)
Proposed pay grade G-147A (current range: \$117,128 - \$131,397)
Nonunion; Non-Standard Work Week

7. Project Manager I (DOT)
Proposed pay grade G-139A (current range: \$82,378 - \$93,347)
Nonunion; Non-Standard Work Week

8. Project Manager II (DOT)
Proposed pay grade G-141A (current range: \$88,586 - \$102,860)
Nonunion; Non-Standard Work Week

**CLASS TITLE: ADMINISTRATOR, OFFICE OF STORMWATER
MANAGEMENT (DOT)**

Class Code:
Pay Grade: 47A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for the administration, development, implementation and management of the transportation component of the State's ten year stormwater management plan and program protecting the water resources of the State, inclusive of surface water, groundwater and freshwater wetlands, and marine resources; to oversee the department's compliance with federal and state water quality standards for permitting and compliance requirements and judicial orders; to be responsible for delivering the transportation component construction projects for the State's Stormwater Program within scope, on schedule, within budget and to the highest quality; to monitor, assess and periodically report on the department's water resource protection activities and projects to federal, state, legislative and community officials; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Operating Officer with considerable latitude for the exercise of independent judgement; work is reviewed for conformance to laws, rules, regulations, and departmental policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates, and evaluates the work of professional, non-professional, technical, clerical and other employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for the administration, development, implementation and management of the transportation component of the State's ten year stormwater management plan and program protecting the water resources of the State, inclusive of surface water, groundwater and freshwater wetlands, and marine resources; to oversee the department's compliance with federal and state water quality standards for permitting and compliance requirements and judicial orders; to be responsible for delivering the transportation component construction projects for the State's Stormwater Control Program within scope, on schedule, within budget and to the highest quality; and to monitor, assess and periodically report on the department's water resource protection activities and projects to federal, state, legislative and community officials.

To administer, develop and implement departmental policies and procedures for conformance to state laws, rules and regulations for water quality.

To coordinate the stormwater management program activities with other programs of the US Environmental Protection Agency and the Department of Environmental Management in order to improve other environmental protection programs of the State.

To evaluate present programs and functions as to their effectiveness, efficiency and progress.

To supervise the department's program actions and other water resource protection activities for conformance with Department of Environmental Management policies, federal and State laws, rules, regulations, and applicable Court Orders.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the Rhode Island General Laws, Rules and Regulations administered and enforced by the Department of Environmental Management relative to the environmental protection programs concerning stormwater management and the water resources of the state; a thorough knowledge of the principles and practices of environmental engineering and the ability to apply such knowledge with conformance to federal and State laws, rules and regulations, in the administration and coordination of the programs previously described; the ability to coordinate program activities for efficient and consistent application and enforcement of applicable laws, rules and regulations; the ability to evaluate the work of a staff of professional, technical, clerical and other personnel engaged in providing effective services in said environmental protection programs; the ability to establish and maintain effective working relationships with other staff members of the Department, other federal and state agencies, the Legislature, community organizations, business enterprises 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 specialization in transportation engineering, civil engineering or environmental engineering; and

Experience: Such as may have been gained through: extensive employment in a highly responsible administrative civil engineering capacity in Highway Engineering, Planning, Construction and/or Environmental Engineering.

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

SPECIAL REQUIREMENT: At the time of appointment must possess a certificate of a registered Professional Engineer issued by the Rhode island State Board of Registration for Professional Engineers and must maintain such certificate as a condition of employment.

Class Created:

CLASS TITLE: ADMINISTRATOR, OFFICE OF TRANSIT, NEW STARTS, OPERATIONS & TRANSPORTATION ALTERNATIVES (DOT)

Class Code:
Pay Grade: 49A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for the administration, formulation, development and implementation of various intermodal transportation and transit plans and programs, and to manage operations of the state's commuter rail and related fixed guideway systems.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Operating Officer with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of professional, technical and clerical staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for the administration, formulation, development and implementation of various intermodal transportation and transit plans and programs.

To develop and implement major transit capital projects, including scope, budget and schedule, and ensure projects proceed from initial planning stage to operations in the most cost-effective and timely manner possible.

To develop and implement transit operations plans, particularly for passenger rail, consisting of detailed budgets, funding, scheduling, rolling stock, marketing and carrying out other federally-mandated functions.

To assist and work in close conjunction with the Rhode Island Public Transit Authority (RIPTA) and other agencies responsible for state transportation planning regarding short and long range transit and multimodal planning; operational analysis, travel demand forecasting; which are consistent with the state guide plan.

To provide direct assistance to state economic development office and local communities in the planning and implementation of transit oriented development in proximity to major transit facilities, and utilize fixed rail transit to spur higher density development to increase the state's transit utilization.

To be responsible for the administration and advancement of new transit services through the collection of real-time traffic and congestion data and implanting a travel demand model methodology in conjunction with other state transportation planning agencies to produce sound utilization projections.

To be responsible for the advancement of new multimodal studies, corridor assessments and capital investments through the alternatives analysis and environmental review phases, and properly preparing projects for final engineering, construction and operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of transportation and transit infrastructure and operations and the ability to apply such knowledge in the formulation, development and administration of various plans and programs; a thorough knowledge of departmental administrative and technical policies and practices; a familiarity with the principles, practices and techniques of civil engineering and the ability to apply such knowledge in the preparation of functional and area plans, project plans, improvement and implementation programs consistent with the long-range state plans as well as conducting various engineering studies involving corridors, route locations, feasibility, facility needs and other similar studies required to support the work of the department; the ability to collect and analyze statistical and other data on all types of transportation needs and facilities; the ability to read and interpret all types of plans and specifications; the ability to evaluate the effectiveness of the various plans and programs and to effect improvements and/or changes when needed; the ability to establish and maintain relationship with associates, superiors and subordinates, 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 specialization in urban planning, engineering, transportation planning or a closely related field; and

Experience: Such as may have been gained through: employment in a highly responsible position involving the administration of programs in such specialty areas as, transit planning, transit operations, highway design, highway planning; or employment in a highly responsible supervisory position in the field of intermodal transportation planning involving participation in the formulation and development of rail transportation operation plans and programs.

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

Class Created:

CLASS TITLE: CHIEF SAFETY OFFICER (DOT)

Class Code:
Pay Grade: 43A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Rhode Island Department of Transportation, to oversee the administration and operation of a comprehensive statewide transportation traffic management and safety program inclusive of Traffic Management Engineering, the State Highway Safety Program, and workplace occupational health and workzone safety programs; to perform highly difficult and responsible administrative work of a professional engineering nature to plan, program, design, and implement transportation infrastructure safety improvement projects; to plan, program, and implement NHTSA funded non-infrastructure safety projects; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Transportation, with wide latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of an administrative, professional, and technical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Rhode Island Department of Transportation, to oversee the administration and operation of a comprehensive statewide transportation traffic management and safety program inclusive of Traffic Management Engineering, the State Highway Safety Program, and workplace occupational health and workzone safety programs; to perform highly difficult and responsible administrative work of a professional engineering nature to plan, program, design, and implement transportation infrastructure safety improvement projects; and to plan, program, and implement NHTSA funded non-infrastructure safety projects.

To utilize a data driven approach to identify traffic safety and efficiency needs throughout the Transportation network and implement the cost effective programs and projects to maintain a safe, secure, and efficient travel for all users.

To consult with supervisors on matters of policy, special projects and for matters affecting the state engineering program; as required to provide professional advice on such matters.

To evaluate present projects as to their effectiveness and efficiency in obtaining safety objectives.

To oversee the State's traffic signal system and to develop plans and designs to maintain and improve those systems.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to highway design and planning, maintenance, public works,

environmental protection and related design engineering problems and techniques peculiar to this state; a high-degree of skill and administrative ability in organizing, directing and coordinating a state highway engineering program; a thorough knowledge of transportation principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration and control of several engineering and operating sections; a thorough knowledge of the organizational structure and functions of public transportation; the ability to inspect complex engineering working plans and a fundamental knowledge of engineering computations, analyses and presentations; a thorough knowledge of federal and state laws relating to transportation administration, engineering and enforcement programs; a working knowledge of general and cost accounting procedures as well as government finance policies and procedures, a familiarity with planning and analytical techniques; the ability to evaluate the effectiveness of programs and to recommend changes to make them effective; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve them; the ability to develop and maintain effective working relationships with private, public, press and elected officials; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, support and other employees; 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 with specialization in Engineering, Safety or a closely related field; and Experience: Such as may have been through: extensive employment in a highly responsible administrative engineering capacity in transportation engineering, transportation safety, or construction and maintenance.

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

Class Created:

CLASS TITLE: MANAGER, CONSTRUCTION MANAGEMENT (DOT)

Class Code:
Pay Grade: 43A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, Division of Project Management to oversee personnel, policies and procedures to ensure projects are constructed in accordance with project plans and specifications; to ensure quality assurance systems and procedures are in place and effectively enforced, and to manage and supervise personnel in carrying out these policies and procedures; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator, Division of Project Management with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences, productivity assessments and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of a subordinate professional, technical and support staff engaged in carrying out a construction management divisional engineering program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, Division of Project Management to oversee personnel, policies and procedures to ensure projects are constructed in accordance with project plans and specifications; to ensure quality assurance systems and procedures are in place and effectively enforced, and to manage and supervise personnel in carrying out these policies and procedures.

To perform highly difficult and responsible administrative work of a professional civil engineering nature in directing all related engineering and technical activities within the construction management divisional program.

To provide the proper staffing of construction management personnel to the Project Management Unit.

To put in place effective management systems and practices to ensure that projects are constructed to specification in a timely and efficient manner.

To support the Project Management Unit in the review of changes to designs, work methods, scheduling and related project changes.

To support the Project Management Unit in ensuring proper payment to contractors for work performed.

To assist the Project Management Unit in coordinating any testing that needs to be performed.

To support the Project Management Unit in ensuring the overall quality of construction or implementation of the project.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to construction management, design and planning, highway maintenance, public works, environmental protection and related construction engineering problems and techniques peculiar to this state; a high-degree of skill and administrative ability in organizing, directing and coordinating a state highway engineering program; a thorough knowledge of transportation principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration and control of several engineering and operating sections; a thorough knowledge of the organizational structure and functions of public transportation; the ability to inspect complex engineering working plans and a fundamental knowledge of engineering computations, analyses and presentations; a thorough knowledge of federal and state laws relating to transportation administration, engineering and enforcement programs; a working knowledge of general and cost accounting procedures as well as government finance policies and procedures, a familiarity with planning and analytical techniques; the ability to evaluate the effectiveness of programs and to recommend changes to make them effective; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve them; the ability to develop and maintain effective working relationships with private, public, press and elected officials; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, support and other employees; 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 with specialization in Engineering, Architecture or a closely related field; and

Experience: Such as may have been through: extensive employment in a highly responsible administrative engineering capacity in transportation or construction management engineering, materials engineering, or highway construction and maintenance.

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

Special Requirement: At the time of appointment, must possess a license as a Registered Professional Engineer issued by the Rhode Island State Board for Professional Engineers (PE) and must maintain such certification as a condition of continued employment.

Class Created:

CLASS TITLE: MANAGER, PROJECT MANAGEMENT (DOT)

Class Code:
Pay Grade: 49A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, Division of Project Management, to be responsible for overseeing the administration and operation of the Project Management Program of the Transportation Capital program; be responsible for delivering the State's Transportation Capital Program within scope, on schedule, on budget and to the highest quality; will coordinate Program activities with other functional units and financial programs, ensuring overall cohesiveness among functional units and staff; may serve as Division Administrator in his/her absence; and to do other related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator, Division of Project Management 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, codes, directives, rules and regulations.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, Division of Project Management, to be responsible for overseeing the administration and operation of the Project Management Program of the Transportation Capital program; be responsible for delivering the State's Transportation Capital Program within scope, on schedule, on budget and to the highest quality; will coordinate Program activities with other functional units and financial programs, ensuring overall cohesiveness among functional units and staff.

To be responsible for assisting the Administrator of Project Management by directing capital asset protection management, including major transportation infrastructure design, construction and preservation.

To guide the project teams and interface closely with other national, regional and local transportation agencies; to ensure that all project support; quality assurance/control and asset management efforts are carried out in an effective manner.

To make recommendations to the Administrator, for the establishment or revision of the Departmental policies governing the design, engineering, construction, land survey and research work ; recommends new or revised policies resulting from legislative changes or changes in federal policies or regulations, requiring changes in operating, and reporting procedures.

To establish and maintain liaison with intra-departmental personnel, other State governmental agencies, Federal agencies, public utilities, trade organizations, and private concerns regarding capital program projects.

To plan, organize, and direct the assignments of work to project management teams through established supervision; monitors and guides work progress, review work plans and specifications,

and reviews work for comprehensiveness, completeness, technical accuracy and compliance with standards, codes, policies, laws, rules and regulations, and Department directives.

To develop policies, procedures, methods, and performance outcomes for the managing and service delivery functions.

To develop budget and schedule information, monitors budget and schedule performance and reports performance variations.

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

As requested, may serve as the Division Administrator in his/her absence.

As requested, to represent the Division Administrator at various meetings and events and to provide executive leadership in the development of departmental policies and objectives.

To put in place effective management systems and practices to ensure the effective implementation of projects on schedule and on budget.

To take steps necessary to ensure project budgets are effectively managed and communicated to other departments such that planning of projects can be accomplished.

To assign, oversee and manage staff to ensure effective project management.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of project management, including: design, engineering, construction, land, and research management; a thorough knowledge of Federal, and State standards; a thorough knowledge of planning, design, materials testing, and construction programs; a thorough knowledge of federally-compliant project and contract management methodologies, practices and procedures; the ability to resolve problems and perform detail design work; the ability to evaluate design concepts, quality-cost factors, and projected system requirements and developments; the ability to coordinate multi-project activities involving a variety of personnel, agencies, consultants and utilities; the ability to coordinate program work activities with other internal functional units and external agencies and organizations; a thorough knowledge of alternative project delivery methods, including public-private partnerships; the ability to communicate effectively verbally and in writing; the ability to develop and maintain effective working relationships with federal, state and local officials, subordinates 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, Architecture, Engineering or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a highly responsible professional position involving capital asset management, or transportation engineering applying engineering principles, practices, techniques, and project management 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:

CLASS TITLE: MANAGER, IN-HOUSE DESIGN ENGINEERING (DOT)

Class Code:
Pay Grade: 47A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to oversee the administration and operation of the Project Management divisional transportation engineering programs for in-house design and survey; ensure management systems are in place to allow the Department to effectively design and engineer transportation projects when requested by Project Management; to coordinate program activities with other functional units; to perform highly difficult and responsible administrative civil engineering work.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator, Division of Project Management with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences, productivity assessments and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of a subordinate professional, technical and support staff engaged in carrying out a divisional in-house design engineering and survey program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to oversee the administration and operation of the Project Management divisional transportation engineering programs for in-house design and survey; ensure management systems are in place to allow the Department to effectively design and engineer transportation projects when requested by Project Management; to coordinate program activities with other functional units; to perform highly difficult and responsible administrative civil engineering work.

To perform highly difficult and responsible administrative work of a professional civil engineering nature in directing all related engineering and technical activities within the in-house design and survey divisional program.

To review, discuss, approve or reject any specifications or changes in designs and specifications.

To consult with supervisors on matters of policy, special projects and for matters affecting the state's in-house design engineering program, and as required, providing professional advice on such matters.

To evaluate present projects as to their effectiveness and efficiency in attaining their objectives; to prepare future plans and budget allocations based on this evaluation.

To make recommendations to the Administrator on design techniques to be utilized.

To assist the Administrator in labor relations and personnel administration activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to in-house highway design and planning, maintenance, public works, environmental protection and related design engineering problems and techniques peculiar to this state; a high-degree of skill and administrative ability in organizing, directing and coordinating a state highway engineering program; a thorough knowledge of transportation principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration and control of several engineering and operating sections; a thorough knowledge of the organizational structure and functions of public transportation; the ability to inspect complex engineering working plans and a fundamental knowledge of engineering computations, analyses and presentations; a thorough knowledge of federal and state laws relating to transportation administration, engineering and enforcement programs; a working knowledge of general and cost accounting procedures as well as government finance policies and procedures, a familiarity with planning and analytical techniques; the ability to evaluate the effectiveness of programs and to recommend changes to make them effective; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve them; the ability to develop and maintain effective working relationships with private, public, press and elected officials; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, support and other employees; 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 with specialization in Engineering or Architecture; and

Experience: Such as may have been through: extensive employment in a highly responsible administrative civil engineering capacity in transportation design engineering, materials engineering, or highway construction and maintenance.

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

Class Created:

CLASS TITLE: PROJECT MANAGER I (DOT)

Class Code:
Pay Grade: 39A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for the oversight and delivery of assigned projects from initiation to closeout within scope, on schedule, on budget and to the highest quality; to be responsible for coordinating design, permitting, real estate, public outreach, procurement, federal approval, construction, quality and final closeout; to coordinate such projects with other state government agencies to ensure their professional and operational needs are met; to manage and direct consulting and/or engineering firms and construction contractors to ensure that their work meets the Departments' requirements and program needs; and to do other related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of initiative and independent professional judgment; work is reviewed through consultations and written reports for conformance to established policies, regulations and provisions of law.

SUPERVISION EXERCISED: Plans, organizes, coordinates, and reviews the work of assigned professional, technical and support personnel assigned to assist on a regular or project basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for the oversight and delivery of assigned projects from initiation to closeout within scope, on schedule, on budget and to the highest quality; to be responsible for coordinating design, permitting, real estate, public outreach, procurement, federal approval, construction, quality and final closeout; to coordinate such projects with other state government agencies to ensure their professional and operational needs are met; and to manage and direct consulting and/or engineering firms and construction contractors to ensure that their work meets the Departments' requirements and program needs.

To prepare project descriptions and estimates for the development of the projects' budget based on the identified needs of the project.

To coordinate Requests for Proposals for design professionals and construction contractors.

To manage engineering scope and design, constructability, contract time and schedule, budget adjustments, time extensions and resolution of problems or questions that arise throughout design and construction project's life.

To develop, in cooperation with design professionals, contract documents for construction projects.

To ensure that all potential project-related issues are addressed and to ensure each member of the project team knows their role in resolving those issues.

To monitor all construction-related activities on assigned projects to ensure they are constructed in accordance with design, budget, schedule, accounting requirements, and is completed to specified quality standards.

To provide data to maintain a project budget including all expenditures/payments and change orders.

To act as the primary state contact for all projects field activities; to ensure that contractors comply with rules, regulations and procedures for project safety.

To assure that contractors obtain and maintain all required permits, governmental approvals, authorizations, and sign-off necessary for the construction and operation of the project.

To prepare monthly, quarterly and annual, or as directed, updates for assigned projects.

To coordinate any changes recommended by the design team or contractor.

To ensure all requests for payment under vendor agreements are properly processed.

To review and provide updates on a monthly basis, or as directed, project schedules including percent work complete and percent of budget expended.

To track the shop drawing review process.

To prepare and update a list of unresolved issues or items that may impede project progress.

To assure that design professionals and contractors relay digital copies of all documents which relate to project construction including routine photos of the project progress.

To maintain accurate and up-to-date files of all project related meetings.

To coordinate design and construction professionals in the preparation of project close-out documentation including as-builts, bonds and warranties, etc.

To collect and review regular project cost updates and all final project information

To monitor the punch lists for completion, warranty work, project close out, etc.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A thorough knowledge of construction project management principles; a thorough knowledge of planning, location, investigation, design, land acquisition, construction, maintenance, or traffic service of highways, bridges, or other public works facilities; a thorough knowledge of capital planning activities; a thorough knowledge of the principles, methods, and procedures for construction contracting, construction sequencing, construction safety and cost accounting; a thorough knowledge of state procurement methods for engineering and constructions services and the evaluation of vendor's qualifications; the ability to utilize a computer and common applications used in construction contracting and management including CAD, Word, Excel and Scheduling Software; the ability to communicate effectively verbally and in writing; the ability to develop and maintain effective working relationships; 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, Architecture, Engineering or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity in the field of capital asset management, or transportation engineering, managing large and complex construction projects involving the planning, execution, and closure of assigned

projects; or considerable employment in the public or private sector involving supervisory experience in construction or construction management.

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

Class Created:

CLASS TITLE: PROJECT MANAGER II (DOT)

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

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, Division of Project Management, for an assigned sub-state region or corridor, to be responsible for overseeing the administration and operation of various projects, as assigned and directed, as part of the Project Management Program; to be responsible for delivering assigned projects from initiation to closeout within scope, on schedule, on budget and to the highest quality; to be responsible for coordinating design, permitting, real estate, public outreach, procurement, federal approval, construction, quality and final closeout; to coordinate Program activities with other functional units and financial programs, ensuring overall cohesiveness among functional units and staff; and to do other related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Manager of Project Management 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, codes, directives, rules and regulations.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, Division of Project Management, for an assigned sub-state region or corridor, to be responsible for overseeing the administration and operation of various projects, as assigned and directed, as part of the Project Management Program; to be responsible for delivering assigned projects from initiation to closeout within scope, on schedule, on budget and to the highest quality; to be responsible for coordinating design, permitting, real estate, public outreach, procurement, federal approval, construction, quality and final closeout; and will coordinate Program activities with other functional units and financial programs, ensuring overall cohesiveness among functional units and staff.

To guide the project teams and ensure that all project support, quality assurance/control and asset management efforts are carried out in an effective manner.

To make recommendations to the Manager for the establishment or revision of the Departmental policies governing the design, engineering, construction, land survey and research work; recommends new or revised policies resulting from legislative changes or changes in federal policies or regulations, requiring changes in operating, and reporting procedures.

To plan, organize, and direct the assignments of work to project management teams through established supervision; to monitor and guide work progress, review work plans and specifications, and reviews work for comprehensiveness, completeness, technical accuracy and compliance with standards, codes, policies, laws, rules and regulations, and Department directives.

To develop budget and schedule information, monitors budget and schedule performance and reports performance variations on assigned projects.

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

To take steps necessary to ensure project budgets are effectively managed and communicated to other departments such that planning of projects can be accomplished.

To assign, oversee and manage staff to ensure effective project management.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of project management, including: design, engineering, construction, land, and research management; a thorough knowledge of Federal, and State standards; a thorough knowledge of planning, design, materials testing, and construction programs; a thorough knowledge of federally-compliant project and contract management methodologies, practices and procedures; the ability to resolve problems and perform detail design work; the ability to evaluate design concepts, quality-cost factors, and projected system requirements and developments; the ability to coordinate multi-project activities involving a variety of personnel, agencies, consultants and utilities; the ability to coordinate program work activities with other internal functional units and external agencies and organizations; a thorough knowledge of alternative project delivery methods, including public-private partnerships; the ability to communicate effectively verbally and in writing; the ability to develop and maintain effective working relationships with federal, state and local officials, subordinates 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, Architecture, Engineering or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a highly responsible professional position involving capital asset management, or transportation engineering applying engineering principles, practices, techniques, and project management 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:

SECTION II
CHANGE IN TITLE, CONTENT AND PAY GRADE
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND PAY PLAN
The proposed effective date is Sunday, February 21, 2016

1. From: Administrator External Civil Rights Program (DOT)
Class Code 02731400
Current pay grade G-136A (current range: \$74,325 - \$84,229)
To: Administrator, Civil Rights Programs (DOT)
Proposed pay grade G-139A (current range: \$82,378 - \$93,347)

CLASS TITLE: ADMINISTRATOR, CIVIL RIGHTS PROGRAMS (DOT)

Class Code: 02731400

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation to plan, administer, organize, direct and evaluate the work of a staff engaged in a comprehensive program designed to assure compliance with the requirements of all federal and state laws and regulations regarding civil rights and equal opportunity; to oversee the preparation of the annual internal and external Affirmative Action Plans, the Title VI Nondiscrimination Plan and an ADA Transition Plan; to provide technical assistance as necessary to all program managers to comply with applicable federal and state laws and regulations; to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion, through conferences and submitted reports, for results obtained and conformance to statewide policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the work of an administrative, professional and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation to plan, administer, organize, direct and evaluate the work of a staff engaged in a comprehensive program designed to assure compliance with the requirements of all federal and state laws and regulations regarding civil rights and equal opportunity; to oversee the preparation of the annual internal and external Affirmative Action Plans, the Title VI Nondiscrimination Plan and an ADA Transition Plan; and to provide technical assistance as necessary to all program managers to comply with applicable federal and state laws and regulations.

To assure external civil rights compliance in all aspects of the department's federal programs.

To develop and oversee the supervision of the Department's Disadvantaged Business Enterprises (DBEs) program; to supervise reviews of DBE applications for certification.

To assure internal civil rights program compliance in all aspects of the department's programs, with the requirements of all federal and state laws and regulations regarding equal opportunity and to work closely with state and federal agencies concerned with equal opportunity; to provide training and technical assistance as is necessary for all departmental Hiring Managers to comply with equal opportunity laws and regulations; to develop and implement the department's Affirmative Action Plan and to make changes in order to improve the performance of the plan; to consult with the various internal Hiring Managers to familiarize them with the aims of the equal opportunity program and to gain their cooperation in attaining these goals; to prepare reports as to the progress and status of the Department's Equal Opportunity Program; to participate in the development and implementation of programs for training, education, job redesign, and career counseling to assure opportunities for upward mobility of employees; to establish contact with

women's and minority groups in order to understand the problems facing them in seeking employment and to work with these groups in solving problems.

To assure internal Title VI of the Civil Rights Act compliance in all aspects of the department's programs, and with the requirements of Rhode Island Public Laws and Regulations; to oversee the department's contract compliance between contractor/vendors, unions, the minority community, females and disadvantaged persons for employment doing business with the state; to oversee the contract compliance program; and to oversee the preparation of the department's Title VI Nondiscrimination Plan.

To oversee compliance with the Americans with Disabilities Act (ADA) in all aspects of the department's programs; to oversee the development of the department's compliance program in the planning, designing and construction of state transportation projects and services to assure accessibility to persons with disabilities; to oversee the coordination of the department's compliance with other state agencies, including the Governor's Commission on the Handicapped and to oversee the preparation of the department's ADA Transition Plan.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques of civil rights work and the ability to apply this knowledge to the problems of realizing equal opportunity in a state department's federal programs; a thorough knowledge of the causes and effects of discriminatory practices against women and minorities; a working knowledge of federal and state laws as they relate to equal opportunity; a working knowledge of the organizational structure of state government; the ability to devise programs designed to assure equal employment opportunities; the ability to plan, supervise and review the work of a subordinate staff; the ability to maintain effective working relationships with contractors, public officials, workers and with women's and minority groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree with specialization in Public Administration, Business Administration, Law, Education, Sociology, Psychology or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory position in the public or private sector dealing with equal employment, affirmative action, civil rights, contract compliance review, or a closely related field.

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

Class Revised: June 7, 1998

Editorial Review: 3/15/03

SECTION III
CHANGE IN TITLE AND CONTENT
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND PAY PLAN
The proposed effective date is Sunday, February 7, 2016

FROM

TO

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| 1. Associate Chief Engineer (DOT)
Class Code 02969900 | Manager, Materials and Quality Assurance
(DOT) |
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**CLASS TITLE: MANAGER, MATERIALS AND QUALITY ASSURANCE
(DOT)**

Class Code: 02969900
Pay Grade: 143A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to oversee and be responsible for the administration and operation of the Project Management divisional transportation engineering programs for Materials & Quality Assurance; to coordinate program activities with other functional units; to perform highly difficult and responsible administrative civil engineering work; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrator, Division of Project Management with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences, productivity assessments and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of a subordinate professional, technical and support staff engaged in carrying out a materials and quality assurance divisional engineering program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation to oversee and be responsible for the administration and operation of the Project Management divisional transportation engineering programs for Materials & Quality Assurance.

To coordinate program activities with other functional units.

To perform highly difficult and responsible administrative civil engineering work.

To perform highly difficult and responsible administrative work of a professional civil engineering nature in directing all related engineering and technical activities within a materials and quality assurance divisional engineering program.

To review, discuss, approve or reject any specifications or changes in designs and specifications.

To administratively review and approve or reject requisitions and the work order of the divisional section.

To consult with supervisors on matters of policy, special projects and for matters affecting the state engineering program; as required providing professional advice on such matters.

To evaluate present projects as to their effectiveness and efficiency in attaining their objectives; to prepare future plans and budget allocations based on this evaluation.

To coordinate program planning and development with other governmental agencies, associates, the public, and with private organizations.

To make recommendations to the Administrator on program planning and implementation, on budget requirements, and on staffing needs.

To assist the Administrator in labor relations and personnel administration activities.

To maintain an effective public relations program which will provide an understanding of the department's policies and of the functions and objectives of the various activities and programs.

To participate in and attend regional and national transportation association seminars, conferences and technical subcommittee meetings, as required.

To review existing laws, proposed legislation, rules and regulations and to make recommendations to the Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques pertaining to materials and quality assurance, highway design and planning, maintenance, public works, environmental protection and related design engineering problems and techniques peculiar to this state; a high-degree of skill and administrative ability in organizing, directing and coordinating a state highway engineering program; a thorough knowledge of transportation principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration, and the ability to apply such knowledge in the administration and control of several engineering and operating sections; a thorough knowledge of the organizational structure and functions of public transportation; the ability to inspect complex engineering working plans and a fundamental knowledge of engineering computations, analyses and presentations; a thorough knowledge of federal and state laws relating to transportation administration, engineering and enforcement programs; a working knowledge of general and cost accounting procedures as well as government finance policies and procedures, a familiarity with planning and analytical techniques; the ability to evaluate the effectiveness of programs and to recommend changes to make them effective; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve them; the ability to develop and maintain effective working relationships with private, public, press and elected officials; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, support and other employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree with specialization in Civil or Environmental Engineering; and

Experience: Such as may have been through: extensive employment in a highly responsible administrative civil or environmental engineering capacity in transportation engineering, materials engineering, or construction and maintenance.

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

Special Requirement: At the time of appointment, must possess a license as a Registered Professional Engineer issued by the Rhode Island State Board for Professional Engineers (PE)

and must maintain such certification as a condition of continued employment.

Class Revised: December 29, 2002

Editorial Review: March 15, 2003