

Classified Service Public Hearing Notice #264

Date of Meeting: Thursday, May 12, 2016

Notice Posted: Thursday, May 5, 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 Thursday, May 12, 2016 at 10:30 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 (3)
- Section II: Proposed Change in Content Only (1)
- Section III: Proposed Change in Title and Content (1)
- Section IV: Proposed Change in Title, Content and Pay Grade (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 POSITION
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND
PAY PLAN

The proposed effective date is Sunday, May 29, 2016

1. Document Management Specialist
Proposed pay grade 024A (current range: \$45,972 - \$53,003)
Union - Local 400 IFPTE; Standard 35.0 Work Week

2. Senior Document Management Specialist
Proposed pay grade 027A (current range: \$53,003 - \$59,709)
Union - Local 400 IFPTE; Standard 35.0 Work Week

3. Supervising Document Management Specialist
Proposed pay grade 2831A (current range: \$59,403 - \$67,571)
LIUNA 808 DOT Supervisory Professionals; Non-Standard Work Week

CLASS TITLE: DOCUMENT MANAGEMENT SPECIALIST

Class Code:
Pay Grade: 24A
EO:

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible administrative work in a department's document management program; to process requests for record retrieval from off-site records storage centers; to make records available, and to observe any rights, limitations, or restrictions imposed by law to the use of records and to take the necessary precautionary measures to assure their return and preservation; to update database system to track records that have been retrieved from off-site storage center, issue notices for timely return and re-filing of such records; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments are received, work is reviewed usually upon completion for conformance to directions and instructions.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative work in a department's document management program; to process requests for record retrieval from off-site records storage centers; in making records available, to observe any rights, limitations, or restrictions imposed by law to the use of records and to take the necessary precautionary measures to assure their return and preservation; to update database system to track records that have been retrieved from off-site storage center, issue notices for timely return and re-filing of such records.

To assist department staff with preparation of record containers for off-site, long-term storage ensuring containers are labeled, indexed and assigned correct record retention periods. To update or create new record container indices as necessary.

To assist departmental staff with the disposal of records and other documents following all department and State procedural requirements.

To sort and file document management related forms, such container indices, and requests for records retrieval.

To assist in the operation of data capture technology in order to digitize records, index, file and archive documents in the department's electronic document management system (EDMS).

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A working knowledge of the methods and techniques required in an department's document management program including the identification, classification and appraisal of records for the purpose of recommending their retention or destruction, or transfer to a records center; the ability to operate data capture technology to import digitized documents into and EDMS; the ability to classify documents or other electronic content according to characteristics such as security level, function, and metadata; the ability to keep records and prepare necessary reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of at least an Associate's Degree or completion of a recognized certificate program in a relevant technical field, and;

Experience: Such as may have been gained through employment in within a large organization involving the performance of work involved with the retention and maintenance of official documents and records.

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 be certified by a licensed physician as physically qualified to perform the duties of this position and continue to meet the above stated physical abilities requirements.

Class Created:

CLASS TITLE: SENIOR DOCUMENT MANAGEMENT SPECIALIST

Class Code:
Pay Grade: 27A
EO:

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform highly responsible work in a department's document management program; to serve as the department's Records Officer and assists with the implementation of the department's electronic document management system (EDMS); to maintain the inventory, retention and disposition of department's non-digitized records in conjunction with all applicable State Archives policies and procedures; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision a superior from whom work assignments are received, work is reviewed usually upon completion for conformance to directions and instructions.

SUPERVISION EXERCISED: May supervise and review the work of others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform highly responsible work in a department's document management program; to serve as the department's Records Officer and assists with the implementation of the department's electronic document management system (EDMS); to maintain the inventory, retention and disposition of department's non-digitized records in conjunction with all applicable State Archives policies and procedures.

To oversee the processing of requests for record retrieval from off-site storage centers; in making records available, to observe any rights, limitations, or restrictions imposed by law to the use of records and to take the necessary precautionary measures to assure their return and preservation.

To make recommendations for the more adequate protection of records from the hazards of fire or deterioration at the department's facilities.

To engage in daily communication with other department staff and the State Archives Division, Public Records Administration staff and State Records Center vendors.

To develop or amend department specific records retention policies and schedules as needed.

To prepare and submit Certificates of Records Destruction for disposal of records per RI General Laws.

To support superiors in the implementation of the electronic document management strategy for the department.

To assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content; to ensure strict controls are maintained for the retention of electronic records.

To assist in the development of document or content classification taxonomies to facilitate information capture, search, and retrieval; to identify and classify documents or other electronic content according to characteristics such as security level, function, and metadata which adhere to

established record retention schedules.

To assist in the implementation of an electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists.

To provide training and technical assistance on document management procedures, record retention schedules, how to operate data capture technology to import digitized documents into document management system as well as utilization of software to archive and retrieve documents.

To conduct periodic quality reviews of document archives to ensure documents are easily retrievable, readable and recommend corrective measures as necessary.

To conduct periodic records management audits.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the methods and techniques used in maintaining a department-wide document management program involving the identification, classification and appraisal of official records for the purpose of recommending their retention or destruction, or transfer to a records center; the ability to operate data capture technology to import digitized documents into the EDMS; the ability to analyze and classify documents or other electronic content according to characteristics such as security level, function, and metadata; the ability to make recommendations for improved methods of indexing and filing of records; the ability to make examinations and evaluations of records and to prepare written report thereon; the ability to make recommendations for the adequate protection of records from fire or other hazards; the ability to evaluate the condition of records and to arrange for their repair, rehabilitation, duplication and reproduction; the ability to maintain physical archive information locations through filing, scanning and documenting movement to and from archives and maintain controlled access to archive storage; the ability to supervise and review the work of assigned staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's degree in computer science; and

Experience: Such as may have been gained through: considerable employment involving the performance of technical work in the control of the retention, maintenance, preservation and disposition of documents and records and /or with an entity's content management system, imaging processes, and metadata searches.

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 be certified by a licensed physician as physically qualified to perform the duties of this position and continue to meet the above stated physical abilities requirements.

Class Created:

**CLASS TITLE: SUPERVISING DOCUMENT MANAGEMENT
SPECIALIST**

Class Code:
Pay Grade: 31A
EO:

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To implement and administer a totally integrated, enterprise-wide document management program that allows a department to capture, store, retrieve, share, and destroy electronic records and documents; to administer oversight of the non-digitized records management and archival activities of a department; to conduct needs assessments to identify document management requirements of the department's end users; to manage the acquisition, or deployment of a department's electronic document management system (EDMS); and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments are received, work is reviewed usually upon completion for conformance to directions and instructions.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinate technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To implement and administer a totally integrated, enterprise-wide document management program that allows departments to capture, store, retrieve, share, and destroy electronic records and documents; to administer oversight of the non-digitized records management and archival activities of a department; to conduct needs assessments to identify document management requirements of the department's end users; and to manage the acquisition, or deployment of a department's electronic document management system (EDMS).

To develop or configure the EDMS features, such as user interfaces, access profiles, and document workflow procedures. To coordinate related file conversion projects.

To administer the EDMS including system configuration, assignment of access rights and revision control to ensure security of system and integrity of master documents.

To manage the identification and classification of documents or other electronic content according to characteristics such as security level, function, and metadata which adhere to established legal, regulatory and state policies and approved record retention schedules.

To oversee the development of document content classification taxonomies to facilitate information capture, search, and retrieval.

To manage the development of electronic document management program policies, procedures and user documentation to facilitate efficient, legal, and secure access to electronic documents.

To oversee the implementation of electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists.

To analyze, interpret, or disseminate system performance data.

To ensure the inventory, retention and disposition of the department's non-digitized records is maintained in accordance with all applicable State Archives policies and procedures.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the methods and techniques used in maintaining a department-wide document management program involving the identification, classification and appraisal of official records for the purpose of recommending their retention or destruction, or transfer to a records center and the ability to engineer, develop and administer a department's electronic document management infrastructure; a working knowledge and understanding of industry third party document management administration tools; a familiarity with IT infrastructure, networks and operations; the ability to conceptualize, communicate, engineer, and manage, current and future document management technologies, and ensure that all components are properly engineered and sufficiently documented; the ability to perform workflow management of document changes in the electronic documentation system and reviews documents for accuracy and completeness; the ability to supervise and review the work of technical staff; the ability to monitor system performance to ensure system integrity, availability and functionality, construct ad-hoc queries and stored procedures and produce custom reports upon request; the ability to maintain confidentiality; an ability to interact diplomatically with colleagues from other functional areas; the ability to communicate effectively; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's degree in computer science, and supplemented with graduate level studies in archives/records management/library and information science; and

Experience: Such as may have been gained through: considerable responsible experience with document or content management systems, imaging processes, metadata searches and oversight of administration tasks for users, groups, document security management, and all related processes and procedures.

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

Class Created:

SECTION II
CHANGE IN CONTENT ONLY
**PROPOSED AMENDMENTS TO THE CLASSIFICATION AND
PAY PLAN**

The proposed effective date is Sunday, May 29, 2016

<u>TITLE</u>	<u>CLASS CODE</u>
1. Internet Communications Specialist	02761600

CLASS TITLE: INTERNET COMMUNICATIONS SPECIALIST

Class Code: 02761600
Pay Grade: 28A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of original display, visual layout and content presentation for a state department/agency involving digital/electronic or web-site presentations compliant with state information technology practices; to manage and prioritize requests and ensure quality and integrity of information released to internal and external audiences in accordance with established statewide social network policy; to initiate, monitor and respond to internet conversation threading, blog postings, and social network communications; 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 in the application of web-site content maintenance techniques; work is reviewed upon completion for results obtained and conformance to agency policies and objectives.

SUPERVISION EXERCISED: As required, may plan, supervise and review the work of support staff assigned to assist in web-site content maintenance activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of original display, visual layout and content presentation for a state department/agency involving digital/electronic or web-site presentations compliant with state information technology practices; to manage and prioritize requests and ensure quality and integrity of information released to internal and external audiences in accordance with established statewide social network policy.

To initiate, monitor and respond to internet conversation threading, blog postings, and social network communications

To conceptualize and design web-sites and other informational material utilizing a variety of page layout software to set size specifications, computer typesetting, typography, pagination and other graphic elements ensuring adherence to deadlines and budget requirements.

To ensure conformity with department/agency's, as well as, statewide information technology design standards and formats by understanding the department/agency's mission and goals and the impact the web-site and/or promotional material has on the agency's public image.

To design, create or maintain a visual concept including text, photos, illustrations and other graphic elements that are aesthetic and practical using creativity, imagination, and illustrative skills to communicate ideas; to ensure the accuracy of all content prior to final web-site presentation.

To discuss art concepts and create mock-ups for final approval.

To coordinate design details, assignments and projects by collaborating with staff members and management to meet specified deadlines.

To prepare and maintain an archive of all documentation of work completed and associated files to provide a tracking system and to establish and update records pertaining to projects in progress and completed.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of print production, graphic design and layout involved in the preparation and dissemination of informational material; a thorough knowledge and proficiency with Microsoft Office programs, especially PowerPoint and Excel; a thorough knowledge and proficiency with Adobe Creative Cloud products, especially Photoshop, InDesign, Illustrator and Dreamweaver; a thorough knowledge of the principals and techniques of graphic composition and presentation; a working knowledge in the use and etiquette of social networking platforms including Facebook, Twitter, YouTube and LinkedIn, as well social media monitoring and analytics features and programs; the ability to develop and recommend artistic designs and presentations that capture the department/agency's mission and goals; the ability to organize and prepare effective written material using a personal computer and web content management software for the purpose of stimulating public interest; the ability to plan, organize and supervise the work of web-site content maintenance support personnel as assigned; the ability to communicate effectively with subordinates, superiors and departmental personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with at least a Bachelor's Degree in Communications/Journalism, Information Systems, Computerized Graphic Design, or a closely related field; and

Experience: Such as may have been gained through: considerable professional experience as a communications/ information specialist involving the dissemination and daily maintenance of materials involving the use of web content management software in the presentation of web pages, graphics, informational materials and/or publications.

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

Class Created: July 1, 2012

Class Revised:

SECTION III
CHANGE IN TITLE AND CONTENT
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND
PAY PLAN

The proposed effective date is Sunday, May 29, 2016

FROM
Pari-Mutual Operations Specialist
Class Code 02260400

TO
Pari-Mutuel Operations Specialist

CLASS TITLE: PARI-MUTUEL OPERATIONS SPECIALIST

Class Code: 02260400

Pay Grade: 26A

E0: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in the supervision and oversight of the operations and activities of pari-mutuel and other gaming facilities; to assist in the enforcement of state laws and the rules and regulations promulgated by the department applicable to the division's operations; to be responsible for reviewing and processing of licensing; to be responsible for the maintenance of records on both manual and computerized systems relating to licensure; to interact with the public on an ongoing basis; to handle all initial complaints as received from the public or otherwise; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Deputy Director and Chief Licensing Examiner, of the Division or designee with some latitude in the exercise of initiative and independent judgement; general and specific work assignments are received both orally and in written form; work is reviewed upon completion for results obtained and conformance to laws, rules and regulations.

SUPERVISION EXERCISED: As assigned, plans, supervises and reviews the work activities of clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in the supervision and oversight of the operations and activities of pari-mutuel and other gaming facilities.

To assist in the enforcement of state laws and the rules and regulations promulgated by the department applicable to the operations and activities of the division's operations.

To be responsible for reviewing and processing of licensing.

To be responsible for the maintenance of records on both manual and computerized systems relating to licensure.

To interact with the public on an ongoing basis.

To be responsible for all initial complaints received from, the public or otherwise. .

To supervise the licensing of all personnel and employees of pari-mutuel and other gaming facilities, and to ensure compliance with state requirements for operation.

To be responsible for the maintenance of accounting systems for recording all monies collected, for verifying all commissions paid to the state and for reporting all pertinent monetary results.

To conduct inspections and investigations as necessary.

To oversee the general enforcement of state laws and regulations of combative sports as well as investigations of violations and complaints.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state laws and rules and regulations relative to pari-mutuel and other gaming facilities and the ability to interpret such laws, rules and regulations; the ability to instruct, supervise and review the work of an assigned staff; a working knowledge of accounting, collection procedures, and disbursement of commissions; the ability to conduct investigations; the ability to handle complaints; the ability to establish and maintain effective working relationships with state or federal regulatory agencies their personnel and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a position involving the operations of a pari-mutuel, gaming and/or athletics facility involving the collections, disbursement or accounting of monies wagered; or employment in a position within a public or private regulatory agency requiring the licensing, investigation, interpretation and/or enforcement of laws, rules and regulations.

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

Class Revised: July 3, 1988

Editorial Review: 3/15/03

SECTION IV
CHANGE IN TITLE, CONTENT AND PAY GRADE
PROPOSED AMENDMENTS TO THE CLASSIFICATION AND
PAY PLAN

The proposed effective date is Sunday, May 29, 2016

1. From: Personnel Administrator
Class Code 02733800
Current pay grade G-146A (current range: \$112,370 - \$126,648)
To: Executive Director of Human Resources/Personnel Administrator
Proposed pay grade G-150A (current range: \$131,397 - \$145,674)

**CLASS TITLE: EXECUTIVE DIRECTOR OF HUMAN
RESOURCES/PERSONNEL ADMINISTRATOR**

Class Code: 02733800
Pay Grade: 50A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To have administrative, technical, and financial responsibility for the execution of the functions of the Division of Human Resources which includes Personnel Administration, and Labor Relations Administration, with particular focus on strategic organization of human capital resources, modernization of administrative functions through technology innovation, development of financial models to maximize efficiencies of compensation and benefit structures and all aspects of public employee and labor relations; to provide all departments and agencies with strategic and financial direction and advice regarding organizational structure and effective deployment of human capital; and to plan, coordinate, direct and review the work of human resource professionals; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director or Deputy Director of the Department of Administration with whom consultations are held on major matters of policy and procedure; exercises independent judgement as to methods, techniques, practices and procedures to be initiated and pursued to carry out and effectively administer provisions of state laws relating to workforce administration.

SUPERVISION EXERCISED: Plans, coordinates and directs the work of subordinates, determining matters of policy within limits of statements of the overall policies made by the Director or Deputy Director of the Department of Administration; reviews work in progress and upon completion for compliance with instructions, conformity with policies and adherence to accepted methods, techniques and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To establish strategic direction, develop policies and procedures, and manage the quality of the state's human resources functions and services, including: strategic planning, financial management, technology innovation, directing, developing and implementing a statewide program of personnel administration, labor relations, employee benefits, performance management, and training and development for state employees.

To oversee and coordinate the state's human resources/personnel systems for the Executive Branch of state government, including monitoring and administering established standards and procedures as well as identifying opportunities for improvement.

To develop statewide human resources goals, objectives and systems.

To provide strategic advice and direction to state agencies and departments regarding optimizing organization structure and customer service.

To facilitate implementation of reforms to the state's personnel systems, including installing and sustaining classification and compensation systems and human resource information systems.

To attract, retain, train and develop a talented and diverse workforce that is responsive to the

needs of Rhode Island customers and committed to improving government operations and services.

To foster an atmosphere of equity and respect within the state workforce.

To direct a statewide labor relations program, including an integral role in contract negotiations and contract administration.

To enhance continuous employee training systems that ensure state employees are able to best apply technological and other innovative solutions to problems to enhance efficiency and customer satisfaction.

To set goals and performance measures for state human resources functions that lead to high performance and customer satisfaction.

To direct strategic, performance management and technology projects on a periodic basis.

To develop the annual budget and corrective action plans related to expenditures within the state's human resources division.

To direct and enhance a statewide program for the administration of efficient and competitive employee benefit programs.

To have administrative and technical responsibility for the execution of the functions of the Division of Human Resources including the Division of Personnel Administration within the Department of Administration, and to administer the provisions of law, rules and regulations relating to the operation of the merit system of personnel administration for the state service.

To administer the position classification and pay plans for the classified service and rules for their implementation; and to prepare a pay plan for the unclassified service.

To administer an examination program designed to determine fairly the qualifications of persons examined to perform duties of classes of positions in the classified service, and to prepare, promulgate and maintain employment and/or promotional lists for the appointment, or promotion, of persons to positions in the classified service; to supervise the preparation, establishment and maintenance of reemployment lists of employees who have resigned, dismissed, or laid off.

In accordance with the provisions of laws and rules, to supervise the certification, to appointing authorities, of the names of persons eligible and available for appointment to, or promotion in, the classified service.

As required as the Director's designee, to conduct public hearings involving issues surrounding the position classification program and the pay plan program for the classified service.

As required, to provide consultative advice and direction to heads of boards and commissions on matters of personnel administration consistent with sound personnel practices, rules, regulations and law.

As required, to participate in labor management issue negotiations, collective bargaining, and contract administration.

As required, to conduct administrative hearings and/or to oversee the conduct of administrative hearings involving the disposition of disciplinary matters.

To establish and supervise the maintenance of a roster of all officials and employees in the unclassified and classified and non-classified services, recording therein every appointment, transfer, promotion, demotion, dismissal, vacancy, change of salary or wage rate, leave of absence, absence from duty, and other temporary or permanent change in status of employees.

To recommend to the Director of Administration or Deputy Director rules necessary, appropriate or desirable to carry out the provisions of laws relating to the operation of the merit system of personnel administration for the state service, and, as required to recommend amendments to such rules. To provide the Director of Administration or Deputy Director with data

and information for his/her use in cases of appeals to him/her on matters pertaining to the administration of the classified service personnel program.

To lead or support state compliance with existing governmental reporting requirements including, but not limited to, the Equal Employment Opportunity (EEO) Act, the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), U.S. Department of Labor standards, workers' compensation provisions, and Occupational Safety and Health Administration requirements.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the modern principles, practices, procedures and techniques in the field of public management and administration, including human resources, financial management and technology innovation; the ability to apply such principles, practices, methods and techniques; the ability to perform the duties involved in planning, organizing and coordinating the major functions of a public human resources program; the ability to supervise the work of a staff engaged in the performance of various tasks within the statewide human resources program; the ability to develop and apply the modern principles and practices of public employee and labor relations; the ability to establish and maintain effective cooperative working relationships with agency officials, department officials, state employees, state officials 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, and a Master's degree in Public or Business Administration; and

Experience: Such as may have been gained through: employment in a highly responsible executive or administrative position with experience in strategy development and implementation and management of large-scale technology, financial and human resource related projects. Ideal candidate should have demonstrated success in designing and implementing organizational change and systems reform.

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

Class Revised: December 19, 1999

Editorial Review: March 15, 2003