



State of Rhode Island and Providence Plantations
RHODE ISLAND BOARD OF EDUCATION
80 Washington Street
Providence, Rhode Island 02903-3400

Enclosure 9i.
May 6, 2015.

Barbara Cottam
Chair

April 30, 2015

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Secondary Education

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TO: Members of the Council on Postsecondary Education
FROM: Jim Purcell, Commissioner of Postsecondary Education
RE: Approval of the recommendation of the Personnel Review
committee on Behalf of URI for one non-classified change in
position request.

Per the University's request of April 6, 2015, the Personnel Review Committee is recommending that the Council on Postsecondary Education approves the change in position from an Executive Assistant I (Grade 7) in the General Counsel's Office to a Legal Assistant (Grade 8).

The job description for the new position as well as the original request is attached to this letter.

I recommend:

THAT the Council on Postsecondary Education approves the recommendation of the Personnel Review Committee as described above.

**THE UNIVERSITY OF RHODE ISLAND
NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM**

EMPLOYER/POSITION INFORMATION:

Name: Patricia Foster Title: Executive Assistant I
Salary: \$48,280 Department: General Counsel's Office
Grade: 7 Salary Range: \$33,604 - \$70,527
Union Status: NUNC General Revenue: YES
Union Appeal: NO Administrative Action: YES

REQUEST:

- A. **Reclassify:** (change in title/ grade/job description)
New Title: Legal Assistant
New Pay Grade: 8 New Salary Range: \$36,251 - \$76,435
New Union: (remains NUNC)
- B. **Upgrade:** (change in job description/grade only)
New Pay Grade: New Salary Range:
- C. **Establish New Classification:**
Title:
Pay Grade: Salary Range:

ATTACH THE FOLLOWING DOCUMENTS (if applicable):

1. Supervisor's statement of justification
2. Old position description
3. New position description
4. Organizational Chart
5. Summary of differences between old/new job descriptions

Approval/Disapproval _____ Date 4-6-2015
Originator's Signature

Approval/Disapproval _____ Date 4-6-2015
Dean's/Director's Signature

Approval/Disapproval _____ Date _____
Provost's/Vice President's Signature

Approval/Disapproval _____ Date _____
Director, Personnel Services' Signature

Approval/Disapproval _____ Date 4/30/15
President's Signature

**THE
UNIVERSITY
OF RHODE ISLAND**

**OFFICE OF THE
GENERAL COUNSEL**

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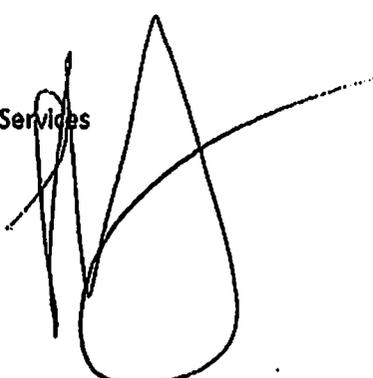
MEMORANDUM

To: Laura Kenerson
Director, Personnel Services

From: Louis J. Saccoccio
General Counsel

Date: April 3, 2015

Subj: Patricia Foster
Job Classification Change



As you know, I have been working with Human Resources in an effort to reclassify Patricia Foster's position from that of Executive Assistant I to Legal Assistant together with a more appropriate and equitable adjustment in her salary. A revised position description is enclosed for that purpose.

Since joining the Office of the General Counsel over six years ago, Patricia has taken the initiative of expanding her duties and responsibilities beyond those typically associated with an executive assistant to include the following:

- Processing public records requests as they come in to ensure compliance in a timely manner.
- Independently prepares correspondence, status spreadsheets and reports as needed.
- Serves as liaison between various University departments, outside legal counsel, and vendors regarding the review and approval of contracts.
- Assists attorneys in the preparation, review and approval of University contracts, to include identifying deadlines, gathering background information as needed by the GC/ALC; communicating changes to the department; and performing final review to ensure revisions are incorporated.
- Research general laws or other applicable rules/regulations pertinent to contract review when necessary.
- Independently prepares contract addendums as necessary.

THINK BIG WE DO



Laura Kenerson
April 3, 2015
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Patricia has also developed an Excel model to log and track all incoming contracts as well as other legal issues and matters that come into our office for review.

In addition, she is providing support to the department's new assistant legal counsel and I am confident that she will provide invaluable assistance and contributions as we continue to map out the future direction and mission of the office of general counsel.

Patricia has over thirty years' experience in the legal field and has proven to be a critical member of the legal team.

I fully support the job classification change and request a salary increase from her current base salary of \$48,279.92 to \$53,107.91 representing a 10% increase and my support for the good work and contributions she makes to this office.

If you would like to discuss this further please contact me at your earliest convenience.

Class Code:.....0508
Position #: (NUNC).....
Developed by:LJS
Approved by:.....
Date..... 8/25/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Legal Assistant
DIVISION: Office of the President (Office of the General Counsel)
REPORTS TO: General Counsel
GRADE: 8
SUPERVISES: May supervise student assistants

BASIC FUNCTION:

Serve as legal assistant to the Office of the General Counsel providing a full range of legal administrative and financial support services under the direction of the General Counsel. The Office of the General Counsel is a fast-paced legal office and incumbent will be required to work independently, efficiently and in a time-sensitive manner. Incumbent will be exposed to sensitive, confidential; and/or privileged information and communications which must be held in strict confidence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the General Counsel and staff attorney(s) in carrying out the professional and administrative responsibilities relating to legal services provided to the University, the President, senior administrators and university community as required.

Process and type legal briefs and memorandum using proper legal citations to federal and state statutes, regulations and case law;

Process and type legal instruments of every kind, including by way of example and not limitation, contracts, real estate deeds, leases, easements, and licenses;

Prepare court pleadings, motions, objections and discovery documents such as interrogatories, requests for production of documents, deposition notices and subpoenas; court orders and judgments;

Assists attorneys in the preparation, review and approval of University contracts, including previewing documents to identify contracts and contract language requiring attorney review and contracts and contract language previously approved.

Coordinate and manage, in consultation with the General Counsel and/or staff attorney(s) formal responses to the Rhode Island Access to Public Records requests;

Provide confidential administrative services, including the following: arrange and schedule meetings; prepare, maintain and type reports, memoranda and correspondence; make travel arrangements; draft and respond to routine correspondence; take and transcribe dictation or transcribe from tapes; prepare and maintain spreadsheets.

Arrange and schedule client appointments, meetings, conferences, court appearances as well as appearances before administrative agencies and bodies on the state and federal level.

Answer phones, greet clients and visitors, and disseminate information to a diverse constituency. Exhibiting a high degree of tact and sensitivity, deal directly with the public, students, faculty, staff, and officials (both within and outside the university) on behalf of the General Counsel.

Prioritize responses to correspondence, phone calls and various issues, thereby minimizing demands on the time of the General Counsel and staff attorney(s), allowing them to focus on broader and more critical issues.

Maintain and manage computer file system; administer legal file folders; manage the calendar of the General Counsel and staff attorney and assist in the management and prioritization of large and complex workload

In consultation with the General Counsel, assist in the preparation and administration of the office budget(s). Develop and maintain office files and budget records, and ensure their confidentiality.

MINIMUM QUALIFICATION/SKILLS:

1. Associate's Degree and five (5) years of experience in a responsible legal support position, preferably within an institution of higher education.
2. Excellent organizational skills.
3. Demonstrated ability to handle multiple assignments concurrently and to independently resolve issues under tight deadlines.
4. Strong oral, written, and interpersonal communication skills.
5. Detail-oriented and self-motivated.
6. Experience working in a collaborative manner with diverse constituents.
7. Demonstrated proficiency in using Microsoft Office platform program(s).
8. Demonstrated experience with fiscal responsibility or financial record keeping.