



Enclosure 3e
June 12, 2014

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To: Members of the Board of Education

From: Clark Greene, Authorized Officer 

Date: June 6, 2014

RE: Recommendation of the Personnel Review Committee (PRC)
on behalf of the University of Rhode Island

The PRC is recommending that the Board approve a reclassification, new classification, and upgrade at the University of Rhode Island:

Motion

THAT the Board of Education approves the PRC's recommendation

Background

Per the University's request of May 10, 2014, to reclassify the position of "Executive Director, Communications & Community Relations," to "Executive Director, Communications & External Community Relations," the University's request of May 14, 2014 to establish a new classification within the President's Office, "Director, Recruitment & Retention of Diverse Faculty & Staff," and the University's request of May 21, 2014 to upgrade the position of "University Police Major" to a pay grade of 14, these requests are approved via section 1.05 of the Board's Personnel Policy Rules and Regulations.

As a result of that review process, the PRC is recommending that the Board approve the following:

That the University of Rhode Island:

Reclassify: "Executive Director, Communications & Community Relations," (NUNC) Pay Grade 16 (\$66,654 - \$143,553) TO "Executive Director, Communications & External Community Relations," (NUNC) Pay Grade 18 (\$77,400 - \$168,251) – the position will remain non-union.

New Classification: "Director, Recruitment & Retention of Diverse Faculty & Staff," (NUNC) Pay Grade 14 (\$57,158 - \$122,365).

Upgrade: "University Police Major," (NUNC) Pay Grade 13 (\$53,047 - \$113,010) TO (NUNC) Pay Grade 14 (\$57,158 - \$122,365), and coinciding change in job description.

See attached.

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

EMPLOYEE/POSITION INFORMATION:

Name:	Title:	Executive Dir, Communications & Community Relations
Salary:	Department:	President's Office
Grade:	16	Salary Range: \$66,654- \$143,553
Union Status:	NUNC	General Revenue: YES
Union Appeal:	NO	Administrative Action: YES

REQUEST:

- A. **Reclassify:** (change in title/grade/job description)
 Now Title: Exco Director, Communications & External Community Relations
 Now Pay Grade: 18 Now Salary Range: \$77,400 - \$168,251
 Now Union: (remains non-union)
- B. **Downgrade:** (change in job description/grade only)
 Now Pay Grade: Now Salary Range:
- C. **Establish New Classification:**
 Title: Salary Range:
 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 _____ Originator's Signature _____ Date

Approval/Disapproval _____ Dean's/Director's Signature _____ Date

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

Approval/Disapproval _____ *Jaura M. Fleener* _____ 5/12/14
 Director, Personnel Services' Signature Date

✓ Approval/Disapproval _____ *David M. Daly* _____ 5.12.14
 President's Signature Date

THE
UNIVERSITY
OF RHODE ISLAND

DIVISION OF
ADMINISTRATION

OFFICE OF HUMAN RESOURCE ADMINISTRATION
80 Lower College Road, Kingston, RI 02881 USA p: 401.874.2418 f: 401.874.5741 url: url.edu/hr

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MEMORANDUM

TO: PRC Members

FROM: Anne Marie Coleman, Assistant Vice President for Human Resources

DATE: May 8, 2014

RE: Reclassification Request

Vacancies in both the Executive Director, Communications and Community Relations and the Director, Legislative and Government Relations positions have afforded us the opportunity to review the communications and external community relations functions to maximize the effective and efficient utilization of resources and streamline existing policies and processes. In this regard, I am writing on behalf of President Dooley to request the reclassification of the Executive Director, Communications and Community Relations position (BOE Grade 16) to include those formerly assigned to the separate Director, Legislative and Government Relations position (BOE Grade 15).

This consolidated position will be charged with leading the University's integrated approach to its external responsibilities, marketing and branding, and communications for its key constituencies, including federal, state and local governments. I have included both the position descriptions involved, as well as the new organizational chart for your consideration.

Please let me know if you have any questions in this regard. We look forward to your timely response of this request. Thank you.

Enclosures

cc: President Dooley

OLD

Class Code:.....0425
Position #: (NUNC) (E)
Developed by:..... DMD
Reviewed by:.....AMC
Approved by:.....LK
Date:.....5/12

THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Executive Director, Communications & Community Relations
DIVISION: Office of the President
REPORTS TO: President
GRADE: 16

BASIC FUNCTION:

Provide leadership for the University in a creative, efficient and integrated approach to its external responsibilities, marketing and branding, communications with its constituencies, and public affairs programming. Create a climate of strong support and understanding of the University.

DUTIES AND RESPONSIBILITIES:

Serve as the University's chief spokesperson for matters relating to public information and media relations with local, regional and national news organizations. Develop and produce in-depth feature news placements, serve as University spokesperson for proactive media assignments, and work with community partners and other divisions of the University to enhance the University's outreach initiatives.

Evaluate and develop a public relations strategy to articulate the University's mission, institutional capabilities and accomplishments, and the contributions and expertise of members of the University community. Assess its effectiveness, and update annually in line with strategic priorities and the University's goals.

Evaluate and report to the President on public and media perceptions of and reactions to the issues and challenges confronting the University.

Develop approaches to improve the dissemination of information relating to the identity and mission of the University, and the techniques needed to assess public opinion toward the University among its key constituencies.

Advise the President regarding, and administer the programs in, media relations, marketing and branding, and public affairs. Advise and assist the President in external relations within Rhode Island, including those with state government, local communities and organizations, and the private sector.

Review and coordinate institutional promotional campaigns, e.g., for bond referenda.

Working closely with the President, Provost, Vice Presidents and Deans, serve as coordinator and University representative in relationships with state agencies, business, labor and other organizations developing initiatives which seek to build and diversify the economic base of Rhode Island.

Direct and/or assist various departments and the University as a whole in establishing and/or strengthening collaborative ties with community partners.

Prepare, manage and account for the department's personnel and budget.

Plan and execute special events, including alumni gatherings, community affairs programs, special institutes, dedications, commencement, convocations, press conferences, etc.

Serve in other capacities and with additional responsibilities as assigned by the President.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database, spreadsheet software, and Web-based applications.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree from an accredited institution; minimum of five years of higher education administrative experience in public affairs; demonstrated knowledge and expertise in the areas of media relations and publications; demonstrated strong interpersonal skills, and written and oral communication skills; demonstrated experience organizing, coordinating and supervising a professional support staff.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

OLD

Class Code:.....0274-Rev
Position # : (NUNC).....8496
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....6/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Legislative and Government Relations
DIVISION: President's Office
REPORTS TO: President
GRADE: 15
SUPERVISES:

BASIC FUNCTION:

Plan, develop and administer the overall government relations activities of the University. Serve as liaison to the Rhode Island General Assembly, the Office of the Governor, and the Congressional Delegation. Service as liaison to the Office of Higher Education and Board of Governors for Higher Education for coordinating government relations activities, as well as coordinate, with the Office of Higher Education, the University's efforts for bond issue campaigns. Serve as University leader and coordinator for the Grassroots Network, the state-wide volunteer legislative advocacy group.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as University liaison to the General Assembly, Office of the Governor and assist with the Congressional Delegation.

Provide leadership, guidance, and management for the University's efforts, in coordination with the Office of Higher Education, for increasing state funding and promoting appropriate legislation, for URI and higher education.

Develop strategies to address the legislative needs of the University and higher education, as directed by the President.

Advise and recommend action on needed or pending legislation to the executive staff of the University.

Serve as URI's government relations liaison to the Office of Higher Education.

Serve as liaison to University administrators, faculty members, alumni and campus organizations involved in government relations on behalf of the University.

Develop/cultivate working relationships with the Congressional Delegation and their staffs in order to strengthen the University effectiveness at the national level. Assist, as requested by the President, the work of the Vice President for Research and Economic Development in coordinating events involving the Congressional Delegation and Federal Agencies in Rhode Island.

Assist the President and Vice President for Advancement in developing and implementing communications strategies for government relations projects for the University, including bond referenda.

Coordinate efforts in all the areas with the Division of Advancement.

Manage special projects and assignments as designated by the President.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in communications, business or related field, or Juris Doctorate; a minimum of five or more years of work experience in mass communications, public relations and government relations; ability to communicate effectively verbally and in writing; ability to interpret institutional policies, plans, objective, rules and regulations, and communicate the interpretation to others; demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; ability to prepare and deliver oral presentations before small, medium and large groups of people, strong interpersonal skills.

Preferred: Higher Education experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

NEW

Class Code: ...0425-Rev'd
Position #: (NUNC) (E)
Developed by: DMD
Reviewed by: AMC
Approved by: LK
Date: 5/12; 5/14

THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Executive Director, Communications & External Community Relations

DIVISION: Office of the President

REPORTS TO: President

GRADE: 18

SUPERVISES: Professional support staff

BASIC FUNCTION:

Provide leadership for the University in a creative, efficient and integrated approach to its external responsibilities, marketing and branding, and communications. Plan, develop and administer the overall external relations activities of the University with its key constituencies, including federal, state, and local government. Serve as the lead liaison with governmental offices and bodies, including the State Board of Education. Create a climate of strong support and understanding of the University. Advise the President regarding, and administer the program in, media relations, marketing and branding, and public affairs.

DUTIES AND RESPONSIBILITIES:

Serve as the University's chief spokesperson for matters relating to public information and media relations with local, regional and national news organizations.

Serve as University spokesperson for proactive media assignments, including the development and production of in-depth feature news placements. Coordinate and work with community partners and other divisions of the University to enhance the University's outreach initiatives.

Serve as the lead University liaison to the General Assembly, Office of the Governor, other governmental agencies and entities, and the Congressional Delegation.

Evaluate and develop a public relations strategy to articulate and advance the University's mission, goals, funding needs, and institutional capabilities and accomplishments, including the contributions and expertise of members of the University community. As directed by the President, develop strategies to address the legislative needs of the University and higher education. Assess their effectiveness and update them annually to be in line with the University's strategic priorities and goals.

Evaluate and report to the President on public and media perceptions of and reactions to the issues and challenges confronting the University.

Develop approaches to improve the dissemination of information relating to the identity and mission of the University, and to assess and improve the University's governmental relations and legislative agenda. Review and coordinate institutional promotional campaigns, e.g., bond referenda.

Advise and assist the President in external relations within Rhode Island, including those with state government, local communities and organizations, and the private sector.

Develop/cultivate working relationships with the Congressional Delegation and their staffs in order to strengthen the University's effectiveness at the national level. Assist, as requested by the President, the work of the Vice President for Research and Economic Development in coordinating events involving the Congressional Delegation and federal agencies in Rhode Island.

Working closely with the President, Provost, Vice Presidents and Deans, serve as coordinator and University representative in relationships with state agencies, business, labor and other organizations, developing initiatives which seek to build and diversify the economic base of Rhode Island.

Direct and/or assist various departments and the University as a whole in establishing and/or strengthening collaborative ties with community partners.

Supervise/manage the unit's personnel, and oversee the preparation and management of its budget.

Plan and execute special events, such as press conferences.

Serve in other capacities and with additional responsibilities as assigned by the President.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database, spreadsheet software, and Web-based applications.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

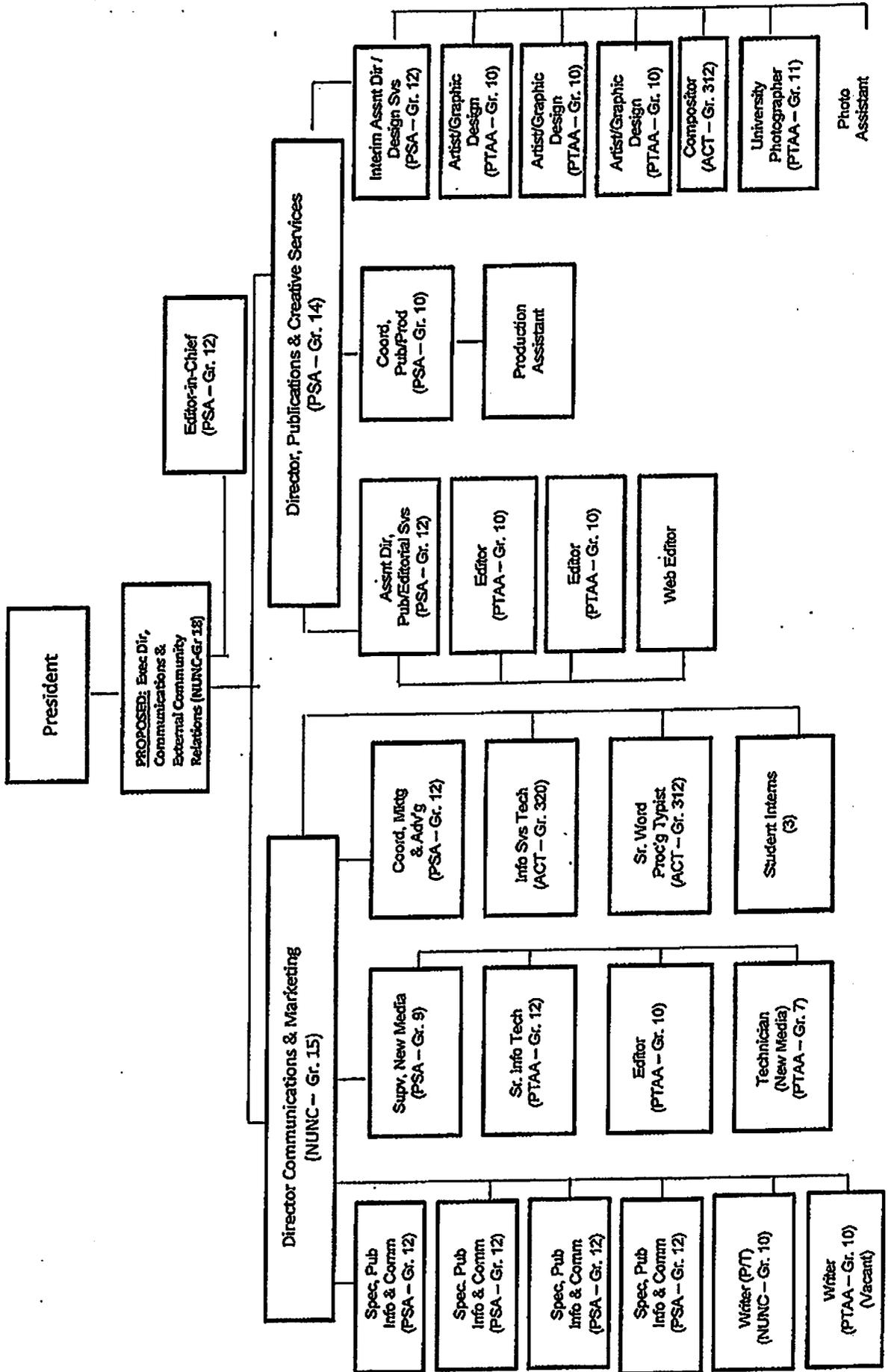
QUALIFICATIONS:

REQUIRED: Master's degree from an accredited institution; minimum of five years of higher education administrative experience in public affairs, government relations, or related area; demonstrated knowledge and expertise in the areas of media relations and publications; demonstrated strong interpersonal skills, and written and oral communication skills; demonstrated experience organizing, coordinating and supervising a professional support staff.

PREFERRED: Master's degree in communications, business, public affairs, or a related field, from an accredited institution; higher education experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

UNIVERSITY OF RHODE ISLAND Communications & Community Relations – May 2014



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

EMPLOYEE/POSITION INFORMATION:

Name: _____ Title: Director, Recruitment & Retention of Diverse Faculty & Staff
Salary: _____ Department: President's Office
Grade: 14 Salary Range: \$57,158 - \$122,365
Union Status: NUNC General Revenue: YES
Union Appeal: NO Administrative Action: YES

REQUEST:

A. **Reclassify:** (change in title/ grade/job description)
New Title: _____
New Pay Grade: _____ New Salary Range: _____
New Union: (remains non-union)

B. **Downgrade:** (change in job description/grade only)
New Pay Grade: _____ New Salary Range: _____

C. **Establish New Classification:**
Title: Director, Recruitment & Retention of Diverse Faculty & Staff
Pay Grade: 14 Salary Range: \$57,158 - \$122,365

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 Naomi Thompson (e.m.b.) 5/7/14
Originator's Signature Date

Approval/Disapproval _____
Dean's/Director's Signature Date

Approval/Disapproval Naomi Thompson (e.m.b.) 5/7/14
Provost's/Vice President's Signature Date

Approval/Disapproval Diana Miller 5/8/14
Director, Personnel Services' Signature Date

Approval/Disapproval David M. Daley 5.9.14
President's Signature Date

MEMORANDUM

TO: Laura Kenerson, Director of Personnel Services

FROM: Naomi Thompson, Associate Vice President
Community, Equity & Diversity & Chief Diversity Officer 

DATE: May 1, 2014

RE: Position Rationale for the Director of Recruitment & Retention for
Diverse Faculty & Staff

The Office of Community, Equity and Diversity seeks to create, post and fill a new position entitled the Director of Recruitment & Retention for Diverse Faculty & Staff. This position will report directly to the Associate Vice President of Community, Equity and Diversity.

The development of this position is consistent with President Dooley's and Provost DeHayes' commitment to community, equity, diversity and inclusion, as articulated in URI's Academic Plan and the President's Transformational Goals of the 21st Century.

President Dooley's transformational goals state that, "[t]o succeed, we must constantly ask how we can do more and do it better; and we must engage the world and its diverse cultures, viewpoints and styles." These transformational goals specify an aspiration of "Building a community at the University of Rhode Island (URI) that values equity and diversity." Similarly, Provost DeHayes' academic plan established a goal that "ensure[s] an equitable and inclusive campus community."

Pursuant to these goals, President Dooley, with the endorsement of URI's Strategic, Budget and Planning Council and the former Board of Governors for Higher Education (now the Board of Education) developed the Office of Community, Equity and Diversity, which included the creation of the requested position.

The Director of Recruitment & Retention for Diverse Faculty & Staff will direct a focused effort to recruit and retain diverse faculty and staff. Consult regularly with the Associate Vice President of Community, Equity and Diversity, the Director of Affirmative Action, Equal Opportunity and Diversity (AAEOD), Human Resources Administration (HRA) and the Office of the Provost. Manage diversity initiatives to recruit and retain diverse employees. Develop strategies to provide support and direction to search committees. Establish national and international recruitment networks to identify diverse candidates.

The requested position of Director of Recruitment & Retention for Diverse Faculty & Staff would further fulfill President Dooley's vision for the Office of Community, Equity and Diversity.

Thank you for your consideration of this request.

Class Code:.....
Position # : (NUNC) (E).....
Developed by:.....NT
Reviewed by:.....SG
Approved by:.....LK
Date:.....05/14

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Recruitment & Retention of Diverse Faculty & Staff
DIVISION: President's Office
REPORTS TO: Associate Vice President, Community, Diversity & Equity
GRADE: 14
SUPERVISES: Support staff and student workers

BASIC FUNCTION:

Direct a focused effort to recruit and retain a diverse faculty and staff. Consult regularly with the Associate Vice President of Community, Equity and Diversity, the Director of Affirmative Action, Equal Opportunity and Diversity (AAEOD), Human Resources Administration (HRA) and the Office of the Provost. Manage diversity initiatives to recruit and retain diverse employees. Develop strategies to provide support and direction to search committees. Establish national and international recruitment networks to identify diverse candidates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop a focused strategic plan to recruit and retain underrepresented employees.

Provide guidance in targeted outreach by employing strategic and innovative recruitment strategies.

Develop ongoing networking relationships, collaborating with underrepresented community partners.

Work together with AAEOD and HRA to establish and manage key organizational metrics to meet recruiting goals.

Regularly assess and evaluate talent acquisition technology, tools, networks, association, organization, programs, and processes.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, and social media

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

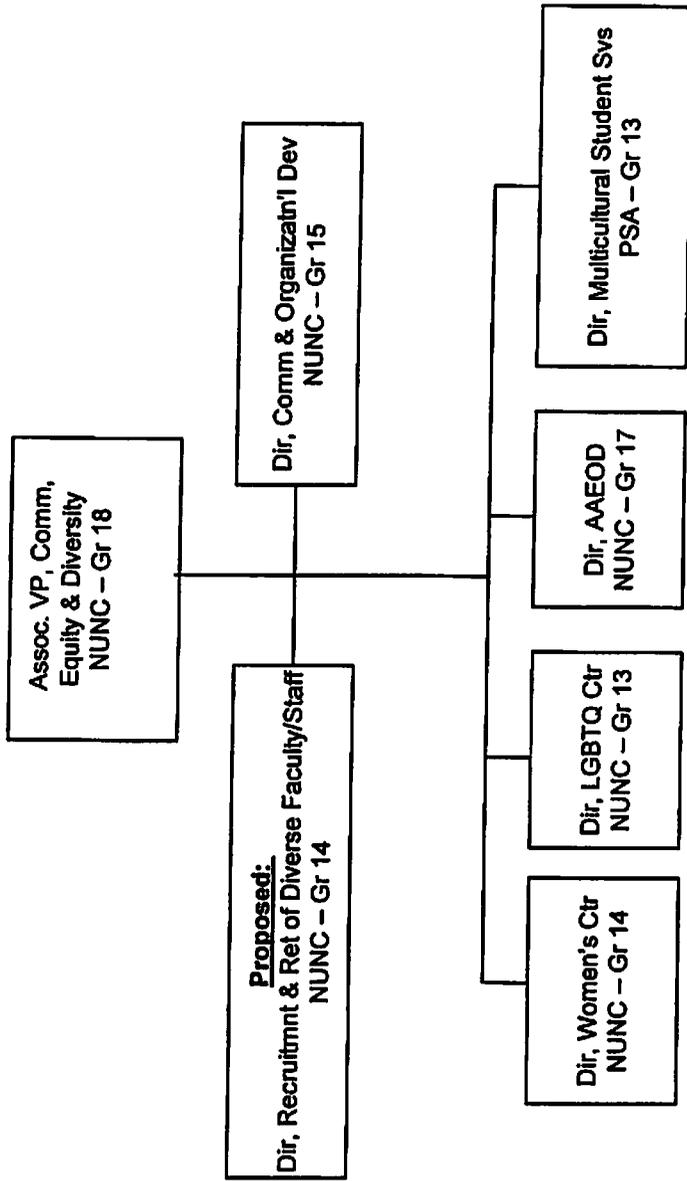
REQUIRED: Master's degree or equivalent degree, or other advanced degree; minimum of five (5) years of progressively responsible experience in talent recruitment and retention of employees; demonstrated commitment to enhancing diversity and equal opportunity; demonstrated interpersonal skills; demonstrated proficiency with written and oral communications; demonstrated presentation or training skills; demonstrated ability to design recruitment and retention workshops; demonstrated ability to work collaboratively with diverse groups; demonstrated ability to work in a highly confidential and sensitive environment; demonstrated ability to travel.

PREFERRED: Demonstrated prior experience recruiting under-represented faculty and staff into higher education positions; demonstrated knowledge of web-based search engines and social media (e.g., LinkedIn, Monster, HigherEdjobs.com); demonstrated time and project management skills; demonstrated ability to recognize, coordinate and supervise support staff and students.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Community, Equity & Diversity Organization Chart

May 2014



THE
UNIVERSITY
OF RHODE ISLAND
DEPARTMENT OF
PUBLIC SAFETY

THINK BIG  WE DO™

ADMINISTRATION

44 Lower College Road, Kingston, RI 02881 USA p: 401.874.2109 f: 401.874.4553 anbaker@mail.url.edu

Stephen N. Baker
Director, Public Safety



May 21, 2014

Laura Kenerson
Director of Personnel Services
Human Resource Administration
80 Lower College Road
Kingston, RI 02881

Dear Ms. Kenerson,

Attached is a revised job description for University Police Major. I have worked with Vice President Christina Valentino on these revisions, which reflect President Dooley's decision to arm the university's police officers.

On April 14, 2014, President Dooley announced his decision to arm our police officers. To accomplish this goal, it is necessary to upgrade the job description to include the requirements necessary to carry firearms and to reflect the increased responsibility that accompanies that duty.

The University Police Major is responsible for the day-to-day operations of the Police and Security division of Public Safety. This position is currently vacant and needs to be posted and filled so that we can move forward with our arming implementation plan. Part of this plan includes an armed police presence at not only our Kingston campus, but also the Providence campus and the Narragansett Bay campus.

The request for an upgrade and changes to the job description reflects the increased responsibility of leading the University of Rhode Island Police Department through this important transition.

Thank you for your consideration in this matter.

Sincerely,

Stephen N. Baker

Cc: Christina Valentino
Anne Marie Coleman

OLD

Class Code:.....0975
Position#: (NUNC).....
Developed by:..... SG
Reviewed by:.....JVM
Approved by:.....LK
Date:2/04

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: University Police Major
DIVISION: Public Safety Organization
REPORTS TO: Director of Public Safety
GRADE: 13
SUPERVISES: University Police Captain/Lesser Rank Public Safety Personnel

BASIC FUNCTION:

Provide supervision to University Police Captain(s) and lesser rank public safety personnel. With a high degree of professionalism, promote public safety, enforce laws and Board of Governors and University of Rhode Island regulations; effect arrests in accordance with provisions of federal, state, and local laws and ordinances; maintain order and security on premises within the legal jurisdiction, provide emergency medical services to the University community; protect life and property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Director of Public Safety in the administration of the department by planning, organizing, directing and coordinating community policing and services and all law enforcement activities and operations of the Police, Security, Parking, Communications and Physical Security units.

Plan, administer and carry out a continuing program with students, faculty, staff and residents of the surrounding area to promote public safety and improve community relations.

Oversee the planning and organizing of law enforcement activities surrounding special events involving large crowds; ensure proper and adequate police and security coverage.

Administer the development of staffing plans; study various reports to determine trends and make recommendations for improvements in organization and operating procedures.

Assist in the preparation and presentation of community policing activities to members of the University and local community.

Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditure of budgeted funds.

Oversee court appearances when testimony and prosecution are required.

OTHER DUTIES AND RESPONSIBILITIES:

Perform police officer duties and act as back-up to officers as necessary, to ensure the Department meets its protection and security responsibilities.

Assume full responsibility for the operation of the department in the absence of the Director.

Perform other related duties and services as required.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver's license and CPR certificate required. Must be skilled in the use of department-issued materials, communications equipment, restraining devices and defensive equipment. Must meet and maintain department standards on use of issued equipment.

ENVIRONMENTAL CONDITIONS:

Essential and secondary duties may require maintaining physical condition necessary for apprehension of suspects walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades. Work includes indoor and outdoor environment; may be assigned evening and weekend hours; work involves potentially dangerous situations, contact with hostile or abusive individuals and emergency response.

QUALIFICATIONS:

REQUIRED: Bachelor's degree, preferably in criminal justice, police science, or other related curriculum; minimum of ten years of law enforcement experience, including three years of senior-level experience in a law enforcement environment; successful completion of a police training curriculum approved by the RI Police Officers' Commission on Standards and Training prior to hire; excellent interpersonal skills and verbal and written communication skills; ability to work evening and weekend hours; ability to work within a diverse community. Must have and maintain a valid driver's license and CPR certificate. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate showing freedom from physical disabilities, and from defects of hearing and vision. Must satisfactorily pass a formal review process, which may include agility, psychological and/or competency testing. Must pass a national criminal background check. PREFERRED: Five years of supervisory experience at the level of captain or higher.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

NEW

Class Code:.....0975
Position#: (NUNC)(E).....
Developed by:.....JVM; SB
Reviewed by:.....SG
Approved by:.....LK
Date:2/04; 5/14

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: University Police Major
DIVISION: Public Safety Organization
REPORTS TO: Director of Public Safety
GRADE: 14
SUPERVISES: University Police Captain/Lesser Ranking Public Safety Personnel

BASIC FUNCTION:

Provide supervision to University Police Captain(s) and lesser ranking public safety personnel. With a high degree of professionalism, promote public safety, enforce laws and Board of Education and University of Rhode Island regulations; effect arrests in accordance with provisions of federal, state, and local laws and ordinances; maintain order and security on premises within the legal jurisdiction, provide emergency medical services to the University community; protect life and property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Director of Public Safety in the administration of the department by planning, organizing, directing and coordinating community policing and services and all law enforcement activities and operations of the Police and Security Divisions.

Assist the other divisions of Public Safety as needed.

Plan, administer and carry out a continuing program with students, faculty, staff and residents of the surrounding area to promote public safety and improve community relations.

Oversee the planning and organizing of law enforcement activities surrounding special events involving large crowds; ensure proper and adequate police and security coverage.

Administer the development of staffing plans; study various reports to determine trends and make recommendations for improvements in organization and operating procedures.

Assist in the preparation and presentation of community policing activities to members of the University and local community.

Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditure of budgeted funds.

Oversee court appearances when testimony and prosecution are required.

OTHER DUTIES AND RESPONSIBILITIES:

Perform police officer duties and act as back-up to officers as necessary, to ensure the Department meets its protection and security responsibilities.

Qualify annually with Department-issued firearms.

Maintain all issued equipment and weapons, including firearms, in a state of operational readiness.

Assume full responsibility for the operation of the Department of Public Safety in the absence of the Director and the Assistant Director.

Perform other related duties and services as required.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver's license and CPR certificate required. Must be skilled in the use of department-issued materials, communications equipment, restraining devices, firearms, weapons, and defensive equipment. Must meet and maintain department standards on use of issued equipment.

ENVIRONMENTAL CONDITIONS:

Essential and secondary duties may require maintaining physical condition necessary for apprehension of suspects walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades. Work includes indoor and outdoor environment; may be assigned evening and weekend hours; work involves potentially dangerous situations, contact with hostile or abusive individuals and emergency response.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in criminal justice, police science, or other related curriculum; minimum of ten years of law enforcement experience, including three years of senior-level experience in a law enforcement environment; successful completion of a police training curriculum approved by the RI Police Officers' Commission on Standards and Training prior to hire; demonstrated excellent interpersonal skills and verbal and written communication skills; ability to work evening and weekend hours; demonstrated ability to work within a diverse community; possession of, and maintenance of, a valid driver's license and CPR certificate. Must complete all official departmental firearms training upon appointment. Must be physically qualified to perform assigned duties as

evidenced by a physician's certificate, showing freedom from physical disabilities and from defects of hearing and vision. Must satisfactorily pass a formal review process which may include agility, psychological and/or competency testing. Must pass a national criminal background check.

PREFERRED: Master's degree in Criminal Justice Administration, Police Science, or other related curriculum; five years of supervisory experience at the level of captain or higher; five years of experience in an educational campus law enforcement environment.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Business Services
Public Safety: Police & Security Unit
May 2014

