

Unclassified Service Public Hearing Notice #070

Date of Meeting: Wednesday, March 15, 2023

Notice Posted: Friday, March 10, 2023

DEPARTMENT OF ADMINISTRATION
One Capitol Hill
Providence, Rhode Island

**Notice of Public Hearing to Consider Changes to the
Unclassified Service Classification and Pay Plan**

On Wednesday, March 15, 2023, at 2:00PM, 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 James Thorsen will hold a public hearing in accordance with the provisions of Sections 36-4-16, 36-4-16.2 of the RI General Laws of 1956, as amended, and as a result of PL 2022 Chapter 231, Article 1, as amended, to consider revisions to the Unclassified Service Classification and Pay Plan. This meeting will be conducted in-person and remotely in Zoom webinar format. Any member of the public who wishes to attend and view this video meeting may do so by clicking the following link or calling one of the following numbers to join:

Please click the link below to join the webinar:

Public Hearing #291, UPH #070, UPH #071

Time: March 7, 2023, 02:00 PM Eastern Time (US and Canada)

Please click the link below to join in the Zoom Meeting

<https://us02web.zoom.us/j/89335545689?pwd=azFYVTRHdk5KZWx5R0NCRjhMRC91Zz09>

Meeting ID: 893 3554 5689

Passcode: 871838

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Find your local number: <https://us02web.zoom.us/j/89335545689?pwd=azFYVTRHdk5KZWx5R0NCRjhMRC91Zz09>

It is the purpose of this hearing to invite comment from all parties on the proposed changes to the Unclassified Service Classification and Pay Plan as identified above.

James E. Thorsen
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 (3) business days prior to the meeting.

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SECTION 1: CHANGE IN PAY GRADE

Proposed amendments to the unclassified classification and pay plan

The proposed effective date is the start of the pay period immediately following the date of the Governor's signature:

	<u>Class Code</u>	<u>Job Title</u>	<u>From Pay Grade</u>	<u>To Pay Grade</u>	<u>Work Week</u>
1.	00400704	Administrative Aide (Commission for Human Rights)	313A	318A	40
2.	00541000	Chief Compliance Officer – Human Rights	325A	331A	40
3.	00535300	EEOC Project Director – Human Rights	325A	332A	40
4.	00535200	Executive Secretary – Human Rights	840A	844A	40
5.	00539700	HUD Project Director – Human Rights	326A	332A	40
6.	00384500	Investigator – Human Rights	319A	326A	40

SECTION 2: NEW CLASSIFICATION

Proposed amendments to the unclassified classification and pay plan

The proposed effective date is the start of the pay period immediately following the date of the Governor's signature:

	<u>Class Code</u>	<u>Job Title</u>	<u>Pay Grade</u>	<u>Work Week</u>	<u>EEO Code</u>
8.	00412500	Administrative Assistant – Human Rights	323A	NS	F
9.	02993501	Chief Legal Counsel – Human Rights	838A	NS	B
10.	02993502	Staff Attorney V – Human Rights	836A	NS	B
11.	00532405	Secretary of Housing	856A	NS	A

CLASS TITLE: SECRETARY OF HOUSING

Class Code: 00532405
Pay Grade: 856A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as the Secretary of Housing by directly overseeing the Department of Housing (Housing); to provide strategic leadership, coordination and direction to the other divisions and departments related to housing and homelessness initiatives under the jurisdiction of RI General Law § 42-64.34; to be responsible for overseeing all housing initiatives in the state of Rhode Island and developing a housing and homelessness response plan, including, but not limited to, the development of affordable housing opportunities to assist in building strong community efforts and revitalizing neighborhoods; to participate in the promulgation of any legislation or regulation having an impact on housing and homelessness; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Governor of the State of Rhode Island 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/or written reports for satisfactory performance and conformance to laws, policies, directives, rules, and regulations.

SUPERVISION EXERCISED: Plans, assigns, coordinates, directs, and reviews the work of a professional, technical, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as the Secretary of Housing by directly overseeing Housing; to provide strategic leadership, coordination and direction to the other divisions and departments under the jurisdiction of RI General Law § 42-64.34; to participate in the promulgation of any legislation or regulation having an impact on housing and homelessness.

To be responsible for overseeing all housing initiatives in the state of Rhode Island and developing a housing and homelessness response plan, including, but not limited to, the development of affordable housing opportunities to assist in building strong community efforts and revitalizing neighborhoods.

To coordinate with all agencies directly related to any housing initiatives including, but not limited to, the Rhode Island housing and mortgage finance corporation, the coastal resources management council, and state departments including, but not limited to: the department of environmental management, the department of business regulation, the department of transportation, the division of statewide planning, and the Rhode Island housing resources commission

To be responsible for performing highly responsible and complex administrative work involving the oversight, coordination, and cohesive direction of Housing.

To ensure all Housing initiatives, activities and projects conform to all relevant laws.

To review the functions related to housing initiatives undertaken by all state departments, quasi-public agencies, boards, and commissions.

To make recommendations for improving the efficiencies and effectiveness of Housing.

To be responsible to the preparation, development, and management of the Housing budget and financial resources allocation; budgets shall be submitted to the state budget office by the Secretary, for consideration by the Governor.

To prepare and submit to the Governor, the chairpersons of the House and Senate Finance Committees, and the Department of Administration, a comprehensive overview of the Department of Housing initiatives as well as all required budgetary and financial information, by no later than April 15th of each year,

At the direction of the Governor or the General Assembly, conduct independent reviews of state-administered housing development and homelessness response programs, policies and related agency

actions and activities and assist the department directors in identifying strategies to address any issues or areas of concern that may emerge thereof, department directors shall provide any information and assistance deemed necessary by the secretary when undertaking such independent reviews.

To provide regular and timely reports to the Governor and make recommendations with respect to the state's housing development and homelessness response plan and agenda.

To provide the General Assembly with the housing organization plan as required by legislation.

To employ such personnel and contract for such consulting services as may be required to perform the powers and duties lawfully conferred upon the Secretary.

To ensure continued progress toward improving the quality, the accountability, and the efficiency of Housing programs to support housing development and homelessness response activities.

To utilize objective data to evaluate housing development and homelessness policy goals, resource use and outcome evaluation and to perform short and long-term policy planning and development based upon such information.

To be responsible for the establishment of an integrated approach to interdepartmental data sharing and management that complements and furthers the goals of the Housing.

To implement the provisions of any general or public law or regulation related to the disclosure, confidentiality and privacy of any information or records, in the possession or under the control of Housing or the departments assigned to the executive office, that may be developed or acquired for purposes directly connected with the Secretary's duties set forth herein.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques of public administration; a thorough knowledge of the principles and practices of housing development, homelessness response, economic strategic planning, governmental budgeting and program evaluation and the ability to apply such knowledge in analyzing and evaluating operating procedures, recommending strategies and implementing policy directives; a thorough knowledge of state government and organizational behavior and the ability to apply such knowledge as it relates to housing development, homelessness response and economic planning; a thorough knowledge of housing development financing; the ability to direct administrative and program activities of a complex, interrelated and independent nature where numerous contingency factors are involved; the ability to plan, direct and review the activities of a staff; the ability to develop and maintain effective working relationships with elected officials, department directors, senior management members, community leaders, business prospects and other economic development officials and stakeholders; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduated and earned a minimum of a master's graduate degree in the field of urban planning, economics, or a related field of study or possess a juris doctor law degree. Preference shall be provided to candidates having earned an advanced degree consisting of an L.L.M. law degree or Ph.D. in urban planning or economics.; and

Experience: At least five years' full-time experience employed in the administration of housing policy and/or development.

Class Created:

SECTION 3: CHANGE TO SALARY SCHEDULE 800

Proposed amendments to the unclassified classification and pay plan

The proposed effective date is the start of the pay period immediately following the date of the Governor's signature:

<p style="text-align: center;">SCHEDULE 800 UNCLASSIFIED ANNUAL SALARIES Effective June 19, 2022</p>

801	35520	35942	36379	37013		829	71625	74222	76933	81099
802	35520	36016	36444	36873	37517	830	74438	77161	79980	84265
803	36016	36444	36873	37305	38017	831	77380	80199	83139	87651
804	36444	36873	37305	37809	38514	832	80315	83257	86301	91044
805	36873	37374	37874	38376	39158	833	83367	86417	89569	94419
806	37374	37909	38446	38945	39725	834	86417	89569	92845	97934
807	37909	38483	39016	39587	40442	835	89465	92732	96116	101431
808	38483	39089	39660	40229	41161	836	92506	95888	99393	104920
809	39089	39802	40442	41088	42091	837	95775	99274	102996	108538
810	39802	40585	41231	41942	43013	838	99274	102996	108538	114064
811	40585	41370	42091	42798	43944	839	102996	108538	114064	119595
812	41370	42303	43013	43800	44938	840	108538	114064	119595	125124
813	42303	43228	44015	44805	46023	841	114064	119595	125124	130653
814	43228	44163	44938	45801	47114	842	119595	125124	130653	136186
815	44163	45158	46023	46893	48380	843	125124	130653	136186	141723
816	45158	46303	47278	48299	49967	844	130653	136186	141723	147249
817	46303	47434	48461	49622	51431	845	136186	141723	147249	152775
818	47434	48710	49881	51084	53063	846	141723	147249	152775	158312
819	48710	50140	51349	52689	54781	847	147249	152775	158312	163845
820	50140	51704	53063	54492	56906	848	152775	158312	163845	169374
821	51704	53322	54781	56505	59229	849	158312	163845	169374	174907
822	53322	55079	56803	58588	61477	850	163845	169374	174907	180438
823	55079	57105	58910	60842	63841	851	169374	174907	180438	185964
824	57105	59229	61159	63187	66441	852	177995	184886	191767	198669
825	61477	63511	65760	69257		853	183867	190799	197715	204626
826	63841	66094	68475	72077		854	205868	212830	219758	226677
827	66321	68692	71183	75007		855	211739	218741	225707	232639
828	68921	71404	73994	77944		856	217614	224653	231653	238597
						857	223054	230269	237444	244562