



Solicitation Information
April 11, 2012

RFP # 7449626

TITLE: SERVICES FOR A COMPREHENSIVE PERSONNEL STUDY – DEPARTMENT OF ADMINISTRATION

OPENING DATE AND TIME: Tuesday, May 17, 2012 at 10:30 AM (EDT)

PRE-BID/ PROPOSAL CONFERENCE: Yes DATE: May 4, 2012 TIME: 10:00 AM (EDT)

MANDATORY: Yes

LOCATION: Department of Administration, Division of Purchases (2nd fl), One Capitol Hill, Providence, RI

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at rfp.questions@purchasing.ri.gov **no later than April 27, 2012**. Please reference the RFP / LOI number on all correspondence. Answers to questions received, if any, will be discussed at the pre-proposal meeting and included in the meeting summary, which will be posted on the internet at <http://www.purchasing.ri.gov>

SURETY REQUIRED: NO

BOND REQUIRED: NO

Daniel W. Majcher, Esq.
Assistant Director, Special Projects

Vendors must register on-line at the State Purchasing Website at <http://www.purchasing.state.ri.us>

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST FOR PROPOSALS (RFP)
FOR A COMPREHENSIVE PERSONNEL STUDY
DEPARTMENT OF ADMINISTRATION
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

The Rhode Island Division of Purchases (“Division”), on behalf of the Rhode Island Department of Administration, is soliciting proposals from qualified firms to provide services relating to a comprehensive personnel study as described herein.

This is a Request for Proposals (“RFP” or “Request”), not an Invitation for Bid: responses will be evaluated on the basis of the relative technical merits of the proposal as provided herein, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this Request will be made to a prime Vendor, who will assume responsibility for all aspects of work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is

clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov
9. The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this Request will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Potential offerors are responsible for monitoring this website for any changes.
12. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful Vendor.*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact dorinda.keene@doa.ri.gov.

1. BACKGROUND

The State of Rhode Island's personnel system is administered by the Department of Administration (DOA). The salary and benefits of State employees represent approximately \$1.5 billion of the State's annual expenditures, or roughly 20% of the budget. The personnel system dates back to 1956 and does not provide the State with the flexibility it needs to meet its current business challenges. The State has more than 1700 Classified Service job descriptions for approximately 9,300 Authorized Classified Service Full Time Equivalents (FTEs) in the personnel system. Many job descriptions are out of date (see

Appendix A for some examples). Others that are necessary do not exist. The State has difficulty rewarding top performers and terminating poor performers because of its antiquated personnel system, which includes *classified, unclassified and nonclassified* employees. Performance reviews are rarely used because pay cannot currently be tied to performance.

DOA desires to increase its ability to attract and maintain a high quality workforce as well as to have more flexibility in meeting its business needs, challenges and opportunities. Revenues vary from year to year, due to the economic health of the state (and the country) and due to federal funding. Moreover, each administration has its own set of priorities.

Within the last year, the General Assembly eliminated the ability for the State to provide *longevity pay* to its workers, except for those who already have earned it. Workers could historically receive as much as 20% on top of their base pay in longevity pay. Now, newly hired workers can only receive “step” increases, in almost all cases, limited to 3 or 4 increases over a period of 2.5 or 3.5 years from their start date. A typical “top step” might be 10-15% above the initial starting or first step. Thus, after a few years, without any across the board increases in salaries, an employee is “maxed out” financially in his/her particular job grade. The only way for employees to make more money at that point is for them to move into higher paying jobs. As the State’s workforce has been shrinking over the last 10 years, most employees have limited opportunities to do this.

Unions comprise about 80% of the State’s workforce and DOA recognizes that increasing its flexibility in the personnel system will necessitate collective bargaining. All union agreements negotiated by the Executive Branch expire in June of 2012 (except for the RI State Police contract which expires May, 2013) and are subject to renegotiation. DOA is issuing this RFP with the explicit purpose of retaining an experienced and qualified firm to perform the Scope of Work identified below.

2. SCOPE OF WORK

Proposers will review the State’s personnel practices and policies with the objective of making substantial improvements and efficiencies. The study will limit itself to the Executive branch of Rhode Island’s state government and only *classified* and *unclassified* employees in the Executive branch. The Executive branch has approximately 9,500 FTEs. *Nonclassified* service employees only reside in the State’s educational sector and will be considered outside the scope of this study.

The overall objectives of a new Personnel System are as follows:

- To provide the State with a system which will allow it to attract and maintain a high-quality and diverse workforce;

- To provide the State with a system which give it much more flexibility that it currently has;
- To provide the State with system which is both efficient and effective
- To provide the State with a system which is easy for all “stakeholders” to understand

DOA envisions the successful contractor to review in detail the current personnel system, including governing statutes, personnel rules, union contract provisions and past practices and recommend initiatives that can be implemented to improve it substantially.

Recommendations for such initiatives should include an outline of required implementation steps, costs, timetable, benefits and savings.

The contractor should recognize that support from the General Assembly is an important ingredient in effectuating meaningful change. Thus, it is DOA’s hope that the General Assembly will support the recommendations of this study, if adopted by DOA. A presentation to the leadership of the General Assembly, in fact, is delineated as a key project deliverable.

Among the items/processes the contractor should review are the following:

- Compensation
- Merit Pay
- Career advancement opportunities
- Job classifications (classified and unclassified)
- Public Hearing Process
- Salary ranges
- Job grades/Step increases
- Desk Audit /Classification Questionnaire Process
- Educational incentives
- Training opportunities for employees and incentives for leadership development
- Ability of personnel to recommend and adapt to process improvements for efficiency
- Civil Service Examination/Merit Selection Process
- Policies regarding vacation, sick and personal time, approved absences
- Position Action Request Process
- Best practices of other states (or cities)
- Best practices of the federal government

DOA will make whatever information it has available to the contractor, within the confines of protecting the confidentiality of individuals. DOA will also make key individuals available to the contractor for interviews and discussions.

3. DURATION OF THE STUDY

DOA believes that a three to four month timeframe is appropriate for this study and requests bidders submit their proposals based on that premise.

4. DELIVERABLES

DOA envisions the following “deliverables”:

- **Finalized Project Plan**

The contractor will provide DOA a detailed project plan that describes the schedule, required information from the state, and access to key personnel requirements.

- **Draft Report**

The draft report (electronic and hard copy) will give DOA an opportunity to review the recommendations and analysis conducted by the contractor and to suggest modifications or issues requiring further study. See item #4 for more details on the final report.

- **Presentation to DOA Advisory Committee**

DOA requires the contractor to make a Powerpoint (or similar) presentation to the DOA Advisory Committee and to DOA’s senior staff at DOA’s offices and to allow for a substantive question and answer session. The presentation must be delivered to DOA in electronic and hard copy. Proposers should plan on two (2) hours for this presentation.

- **Presentation to General Assembly Leadership**

The leadership of the General Assembly is keenly interested in this study. DOA envisions a two hour Powerpoint (or similar) presentation to the General Assembly and delivery of the presentation in both electronic and hard copy to DOA and to the General Assembly leadership. Since sufficient time should be given for questions and answers, proposers should plan on two (2) hours for this presentation.

- **Final report**

The final report will include the following essential elements: (a) a detailed description of the current system, including a mapping (or flowchart) of significant processes utilized; (b) identification of best practices among similar organizations, with a particular focus on state governments; (c) recommendations for improvement to our personnel system, including the rationale for each improvement or initiative, the cost

and/or cost-savings of their implementation and the consequences of *not* implementing the initiatives; (d) a detailed implementation plan, including any obstacles (union, legislative, or other) which must be overcome; and (e) any other recommendations the proposer believes are appropriate.

5. COST

DOA is seeking a firm fixed price from the contractor for the Scope of Work identified herein, including any travel expenses. Proposers should specify payment terms.

6. PROJECT TEAM

The proposer should identify the project team it intends to deploy for this study, along with resumes of individuals and the specific roles each will play in this study. The proposer should give an approximate breakdown of the number of hours each proposed team member will spend on this project, along with a breakdown by month. The proposer will not be permitted to substitute any individuals without the DOA's prior written permission.

7. OFFICE SPACE

DOA will provide the winning vendor with limited office space for its team for the duration of the project, if requested, at no cost to the vendor.

8. REFERENCES

The proposer should identify three references, along with contact information, for whom it has performed similar studies within the last five (5) years with the expectation that DOA will contact each reference.

9. EVALUATION CRITERIA

The company selected must have demonstrated significant background and experience in reviewing personnel systems as well as experience with working federal, state or local governments and performing studies similar to the one requested in this RFP.

A breakdown of the evaluation criteria is as follows:

- **Technical:**
 - Background and Experience of the Firm: 20 points
 - High Level Project Plan and schedule to perform the Scope of Work: 20 points
 - Project Team: 20 points

- Oral Presentation: 15 points

- **Cost:** 25 points

Total points available: 100

10. SCORING

The technical proposal will, as indicated, be worth 75 points. Of this 75, 15 will be reserved for the Oral Presentation. Proposals which do not score at least 45 points out of 60 available (before the Oral Presentation) on the Technical Proposal will be disqualified. Additionally, the State may limit oral presentations to the top five scoring vendors based on the written technical proposal. The lowest cost proposal (that is not disqualified) will receive 25 points. All other qualified responses will receive less than 30 points, based on the following formula:

Cost points = $25 * (\text{Low Cost} / \text{Proposer's Cost})$

11. RFP REVIEW TEAM

An RFP Review Team will be established by the Director of Administration to review proposals and award the contract. The Review Team will include two (2) representatives from the unions, one (1) representative with comprehensive knowledge of the current Personnel System and two (2) Directors of State departments.

12. ADVISORY COMMITTEE

Once a vendor is selected, the Director of Administration will assemble an Advisory Committee that will inform, work with and consult with the vendor. This Committee will include three (3) representatives of organized labor chosen by the Presidents of the unions with State bargaining agreements, three (3) State employees in management positions selected by the Director of Administration, the Executive Director of the Rhode Island Public Expenditure Council, and one (1) individual that serves as Human Resources Director (or similar position) for a large employer, also selected by the Director of Administration.

The winning vendor will meet periodically with key members of the Advisory Committee, or the Advisory Committee as a group, to review progress and to solicit input and feedback.

13. FORMAT OF PROPOSER'S RESPONSE

Proposers should use the following format in their responses:

1. Background and Experience of the Firm

2. High Level Project Plan and Schedule to Perform the Scope of Work
3. Project Team
4. Cost
5. References
6. Appendices (any which proposers believe are relevant)

Proposals should be limited to no more than 50 pages, double spaced in 10 point font or larger, excluding any appendices.

14. TENTATIVE SCHEDULE/TIMETABLE

- RFP Release: April 11, 2012
- Submission of Questions: April 27, 2012
- Bidder's Conference (Mandatory): May 4, 2012 at 10:00 AM
- Response to Questions: May 4, 2012
- Proposals Due: May 17, 2012 at 10:30 AM – Per Instructions on cover page and herein.
- Oral Presentations: May 29 - 31, 2012
- Tentative Selection Issued: June 5, 2012.
- Contract Finalized: June 15, 2012
- Study Commences: July 1, 2012

This schedule is for guidance purposes only and is subject to change at the sole discretion of the State.

15. PROPOSAL SUBMISSION

Pre-Proposal Questions and Proposal Submission Questions concerning this solicitation may be emailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. Questions received, if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information and track the Website for information and addendums.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time listed on the cover page of this solicitation. Proposals received after this time and date will not be considered. The official clock is in the reception area of the Division of Purchases.

In addition to the format described above, proposals should include the following:

1. A completed and signed R.I.V.I.P. generated Bidder Certification Cover Form (downloaded from the Rhode Island Division of Purchases internet home page at): <http://www.purchasing.ri.gov>
2. An original (marked "Original") plus seven (7) copies of a signed and sealed Cost Proposal.
3. An original (marked "Original") plus seven (7) copies of a separate Technical Proposal
4. A completed and signed W-9 Form downloaded from the RI Division of Purchases web site at: <http://www.purchasing.ri.gov> (click on RIVIP, then General Information and then Standard Forms).
5. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, MBE Officer, or Dorinda Keene at (401) 222-6253.
6. The offeror shall submit a list of contract(s) that have been terminated along with the entity name(s) that obtained the contract and the reasons why the contract was terminated (if applicable). The State reserves the right to seek additional information regarding a company's capabilities from any source it feels is competent to provide such information.

In addition to multiple hard copies of proposals required, the respondents shall provide two (2) copies of their technical proposal in electronic format (CD-ROM or Diskette). Microsoft Word / Excel or PDF format is preferable.

Submission Deadline: please refer to page one of this solicitation

An original plus seven (7) copies of the Technical Proposal and an original plus seven (7) copies of the Cost Proposal must be either mailed or hand-delivered in a sealed envelope marked "RFP #7449626: Comprehensive Personnel Study" to:

**Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

Note: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations by the scheduled due date and

time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered.

16. AWARD

- The State will commission a review team to evaluate and score all proposals that are complete and minimally responsive using the criteria described herein. The evaluation of any item may incorporate input from sources other than the vendor's response and supplementary materials submitted by the vendor. Those other sources could include assessments made by evaluators based on findings recorded from reference checks (including but not limited to those supplied by the Vendor), prior experience with or knowledge of Vendor's work, responses to follow-up questions posed by the State and/or oral presentations by the vendors if requested by the review team. The State may elect to use any or all of these evaluation tools.
- The review team may call in any, all or some of the vendors in for an oral presentation at any point during the process at its own discretion. The review team may slightly adjust the technical score of any vendor after conducting such an interview.
- The review team will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made, a notice will be posted on the Rhode Island Division of Purchases web site.
- In order for the Cost Proposal to be reviewed, all technical proposals must meet a minimum technical evaluation score of 50 total points. Any technical proposals scoring less than 50 points will not have the cost component either opened or evaluated by the review team and the proposal will be dropped from further consideration.
- Because the evaluation takes into consideration both the technical and cost components in a value based approach, the lowest costing vendor may not necessarily be awarded the contract.
- Notwithstanding anything herein, the State, and its agents reserve the right to either accept or reject any, or all, bids, proposals, award on cost alone, cancel the solicitation and to waive any technicality in order to act in the best interest's of the State and to conduct additional negotiations as necessary.
- Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not considered further. The State, at its

sole option, may elect to require presentation(s) by offerors in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete required work within a specified time.

Appendix A

- **Job Description Examples**

VACANCY NOTICE

12-47

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Administrator, Management TITLE OF POSITION: Information Systems CLASSIFICATION CODE: 02704600 SALARY RANGE: 140, \$80458-92447 REFERENCE POSITION NO.: 2475-90000-tba Department or Agency Name: Administration APPLICATION PERIOD: 4/3/2012-4/23/2012 Division/Section/Unit: Information Technology Assignment(s)/Comments: _____ Shift and Days: 1st (Monday-Friday) Job Location: Providence, RI Restrictions/Limitations: n/a Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u> Name of Bargaining Unit Union: n/a There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	DUTIES / RESPONSIBILITIES: The position will be responsible for Rhode Island's Statewide Oracle E-Business Suite implementation called RIFANS; includes the supervision of staff engaged in the support of the Oracle E-Business Suite at multiple departments; and to do related work as required.
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing with a bachelor's degree in public administration, business administration, mathematics, industrial engineering or a closely related field; advanced Oracle courses in E-Business Suite preferred; and Experience: Such as may have been gained through: considerable employment in a highly responsible supervisory position in management information, systems design and programming. Experience with Oracle E-Business Suite version 12 is required along with possession of strong technical and analytical skills in Supporting Oracle E-Business Suite. Five or more years experience in one or more of the following required: PL/SQL, Oracle AME Workflow Engine, Oracle 10g/11g database, Oracle Forms, Oracle Discoverer, XML Publisher. Equivalent experience in other ERP systems (ex: SAP, PeopleSoft) will also be considered <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience.
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908 Telephone #: (401) 222-1238 Email: KellyM-resume@hr.ri.gov TTY/TDD #: 7 1 1



VACANCY NOTICE

12-9

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p style="text-align: center;">Supervising Employee Relations</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TITLE OF POSITION: <u>Officer</u></td> <td style="width: 50%;">CLASSIFICATION CODE: <u>02737400</u></td> </tr> <tr> <td>SALARY RANGE: <u>128A, \$51,741-58,417 Annually</u></td> <td>REFERENCE POSITION NO.: <u>2445-10100-11</u></td> </tr> <tr> <td>Department or Agency Name: <u>Administration</u></td> <td>APPLICATION PERIOD: <u>2/16/2012-2/22/2012</u></td> </tr> <tr> <td>Division/Section/Unit: <u>Human Resources/General Government Service Center</u></td> <td>No Grace Period</td> </tr> <tr> <td colspan="2">Assignment(s) / Comments: PREVIOUS APPLICANTS NEED NOT REAPPLY</td> </tr> <tr> <td>Shift and Days: <u>1st (Mon-Fri) Non-Standard work week</u></td> <td>Job Location: <u>One Capitol Hill, Providence, RI</u></td> </tr> <tr> <td colspan="2">Restrictions/Limitations: <u>Leave to Protect Status 7/14/2012</u></td> </tr> <tr> <td colspan="2">Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u></td> </tr> <tr> <td colspan="2">Name of Bargaining Unit Union: <u>n/a</u></td> </tr> <tr> <td colspan="2">There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</td> </tr> </table> <p>NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.</p>	TITLE OF POSITION: <u>Officer</u>	CLASSIFICATION CODE: <u>02737400</u>	SALARY RANGE: <u>128A, \$51,741-58,417 Annually</u>	REFERENCE POSITION NO.: <u>2445-10100-11</u>	Department or Agency Name: <u>Administration</u>	APPLICATION PERIOD: <u>2/16/2012-2/22/2012</u>	Division/Section/Unit: <u>Human Resources/General Government Service Center</u>	No Grace Period	Assignment(s) / Comments: PREVIOUS APPLICANTS NEED NOT REAPPLY		Shift and Days: <u>1st (Mon-Fri) Non-Standard work week</u>	Job Location: <u>One Capitol Hill, Providence, RI</u>	Restrictions/Limitations: <u>Leave to Protect Status 7/14/2012</u>		Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u>		Name of Bargaining Unit Union: <u>n/a</u>		There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
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General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• The title of the position for which you are applying <li style="display: inline-block; width: 45%;">• Name of department where you are currently employed <li style="display: inline-block; width: 45%;">• Title of your present position and date you entered it <li style="display: inline-block; width: 45%;">• Your business telephone number <li style="display: inline-block; width: 45%;">• Date you entered State service <li style="display: inline-block; width: 45%;">• Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 																				
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>To supervise and review a comprehensive employee and labor relations program for large state departments; and to do related work as required. This position will assist the Human Resources Administrator by directing staff to perform, as well as to directly perform, HR services related to personnel, payroll, labor relations, training, disability management and equal opportunity for the Departments of Administration, Revenue, Business Regulation, Labor & Training as well as various commissions, boards and councils. The successful candidate will be required to multi-task in a fast paced environment to assist employees, managers, directors, members of the public and state officials with prompt and courteous HR service.</p>																				
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>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 responsible position involving the application of modern personnel methods, policies and practices in such fields as public or private personnel administration including staff training and labor relations. <u>Or</u>, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>																				
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908</p> <p style="text-align: right;">Telephone #: (401) 222-1238 Email: KellyM-resume@hr.ri.gov TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)</p> <div style="text-align: right;">  </div>																				

REPOST!

VACANCY NOTICE
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

#2012-11 CS-376 REV(08/08)
A03192012

Description of Position	TITLE OF POSITION:	Asst. Director Planning & Program Development	CLASSIFICATION CODE:	02580600	
	SALARY RANGE:	\$77,626-\$87,964	REFERENCE POSITION NO.:	1680-50101-03794	
	Labor & Training	Executive	APPLICATION PERIOD:	04/04/12-04/10/12	
	DEPARTMENT	DIVISION/SECTION/UNIT	GRACE PERIOD ENDS	No Grace Period	
	Assignment(s) / Comments				
	Shift and Days:	Monday-Friday, Non-standard	Job Location:	1511 Pontiac Ave., Cranston, RI	
	Restrictions/Limitations:				
	Position Covered By Collective Bargaining Union Agreement Yes <input type="checkbox"/> X <input checked="" type="checkbox"/> No <input type="checkbox"/>				
	Name of Bargaining Unit Union:				
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions				
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.					
General Information to Candidate	INSTRUCTIONS:				
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.				
	Most Important - Please include the following information:				
	• The title of the position for which you are applying		• Name of department where you are currently employed		
	• Title of your present position and date you entered it		• Your business telephone number		
	• Date you entered State service		• Present Union Affiliations		
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.				
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:				
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.				
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:				
• Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.					
• Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).					
Statement of Duties	DUTIES / RESPONSIBILITIES:				
	To plan, coordinate, and direct the work of a staff engaged in planning and developing employment and training related programs for the Department of Labor and Training; to develop new proposals to solicit federal and other grants; and to do related work as required. For additional information, the job description is available at the www.hr.ri.gov/classification/jobspecs.php.				
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:				
	Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in Business or Public Administration, Communications, or a closely related field; and Experience: Such as may have been gained through: considerable experience in a position responsible for employment and training programs, including the planning, development and coordination of such programs. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.				
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.				
	EMAIL, OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:				
	Kelly L. Liles General Government Service Center Department of Administration Office of Human Resources, 3rd Floor One Capitol Hill, Providence, RI 02908		Email: KellyL-resume@hr.ri.gov TTY/TDD #: #711 (Telecommunication Device for the Deaf)		



VACANCY NOTICE
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

REV(9/93)

Description of Position	<p>TITLE OF POSITION: <u>Interdepartmental Project Manager</u> CLASSIFICATION CODE: <u>02665700</u></p> <p>SALARY RANGE: <u>Grade 139A; \$77,626-\$87,964 Annually</u> REFERENCE POSITION NO.: <u>2433-10000-tbd</u></p> <p>Department or Agency Name <u>Administration</u> APPLICATION PERIOD: <u>3/30/12 - 4/14/12</u></p> <p>Division/Section/Unit <u>Division of Purchases</u> No Grace Period</p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: <u>1st Shift (Monday-Friday)</u> Job Location: <u>Providence</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u></p> <p>Name of Bargaining Unit Union: <u>Non-Union</u></p> <p>There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Name of department where you are currently employed</i> • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i> • <i>Date you entered State service</i> • <i>Present Union Affiliations</i> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>Within Purchasing, to work with State agencies and/or organizations to strengthen cross-system collaboration and integrate services and procurement; to be responsible for several significant procurements in support of EOHHS programs and project development; and to do related work as required. Specifically, this position will support all of the areas within EOHHS, and also the health benefits exchange, by administering significant procurements for community services, client benefits, and technical and professional services and supports from the Executive Office of Health and Human Services state departments: Behavioral Healthcare, Developmental Disabilities and Hospitals; Children, Youth and Families; Health; and Human Services. Work with the Department Directors and Program staff to plan for such procurements, and to assist them with evaluating procurement offers.</p> <p>This position requires significant background and experience dealing with highly-technical, high-value contracting in the Health and Human Services sector in either a project manager or senior procurement capacity; demonstrated working knowledge of state and federal standards regarding procurement, as well as a demonstrated working knowledge of at least one of the EOHHS product lines; and strong analytical and negotiating skills.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, Business Administration or a related field; and Experience: Such as may have been gained through: considerable employment in a highly responsible position involving responsibility for the research, fiscal analysis and policy development and dissemination of information. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Becky L. Rodrigues GGSC/Office of Personnel Administration 1 Capitol Hill Providence, RI 02908</p> <p>Telephone #: <u>222-4045</u> Email: <u>beckyr-resume@hr.ri.gov</u> TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p> 