



**State of Rhode Island**  
**Department of Administration / Division of Purchases**  
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**Tel: (401) 574-8100 Fax: (401) 574-8387**

## **ADDENDUM #2**

**RFP #7458070**

**TITLE: TEMPORARY PROFESSIONAL CONTRACTOR SERVICES  
FOR THE STATE OF RI (MPA #393)**

**OPENING DATE AND TIME: 10/25/12 AT 10:00 AM**

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### **RFP # 7458070 – Vendor Questions – Addendum #2**

1. Who is the current incumbent/vendor (s)?

- **ADIL Business Systems**  
**167 Madison, Avenue, Suite 305**  
**New York, NY 10016**

**They also have a local Providence Office located at:**

- **ADIL Business Systems**  
**2 Regency Plaza, Suite 17**  
**Providence, RI 02903**

2. Are any of the current contract and your current vendor's temps 1099 employees?

**NO...all of these individuals are employees of ADIL Business Systems. ADIL is responsible for paying their wages as well as FICA, Unemployment Insurance, Workers' Compensation and any other applicable employment taxes.**

3. Does the current contract allow 1099 personnel or they must they be an employee of the vendor and the vendor would be responsible for payroll taxes, workman's comp, and all other employer federal and state payroll requirements?

**These are W-2 employees of the vendor company. Additionally, an answer to this question is addressed on pg #4 in Item #7 of the RFP which states:**

**“It is intended that an award pursuant to this RFP will be made to a prime vendor, or vendors in the various categories, who will assume responsibility for all aspects of the 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.”**

4. Will the new contract allow a vendor to provide 1099 subcontract personnel?

**See question #3 above.**

5. Must the vendor have an office in Rhode Island prior to submitting a bid?

**The proposing vendor must have an office in a location that allows them to meet the requirements of the RFP. The review team may consider the convenience of the location as part of their technical review of the proposals.**

6. Upon award, will the vendor need to establish an office in Rhode Island, or can all support be handled remotely from the vendor’s out of state headquarters? Besides the assigned periodic account management reviews with the state Contract Administrator.

**See response in Question #5 above**

7. What has been the annual spend for each of the past three years?

**It is somewhere between \$12 million to \$14 million annually. More information is posted on the Accounts and Controls website at: <http://controller.admin.ri.gov/Communications/ADILPaymentReports.php> and review each of the pay reports or the Summary document.**

8. How many temps were used in each of the past three (3) years? I see the hours on the spreadsheet, but we would like to know the personnel count.

**The Accounts and Control web site: <http://controller.admin.ri.gov/Communications/ADILPaymentReports.php> has specific information for each payroll payrolls from July 2010 through September 2012 identifying such specific information on a bi-weekly basis. It should be noted, however, that some individuals may work more than one job so the numbers offered on this page are for Job Titles paid during that payroll cycle. Also, see Pg 2 of RFP that states that there are “approximately 300 temporary workers on this contract”.)**

9. Have the current pay rates, bill rates and mark-up been the same for the contract since the 2007 award? If not, please provide the rates for each of the past five years?

The rates paid to the individuals have not changed during this time period. The Mark-up rate charged by the different vendors did change as stated in question 10 below.

10. Who sets the job classification pay rates? Can the new vendor provide new pay rates?

The rates of pay were rates paid to the individual from 2002 when Data Logic first took over the contract. We paid Data Logic a 17% markup on the rates of pay. Smart Staffing took over the contract on an emergency basis for a short period of time and we paid Smart Staffing a 22.5% markup on those rates. The State issued an RFP and ADIL won the contract in 2007 at a 16.7% markup (all the time the rates of pay paid to the individuals remained the same.) Any new job classes with rates of pay that were part of Federal Grants were used. Any other classes that were added during the time of the contract were reviewed by our Merit Selection and Classification Unit to ensure that the rate of pay identified was commensurate with the duties being performed. (The Merit Selection and Classification Unit would perform a Salary Survey, if required, to ensure that the rate of pay as presented was proper. It was the Vendor who identified the markup that would cover wages paid as well as FICA, Unemployment Insurance, Workers' Compensation and any other applicable employment taxes.

This present RFP differs from that paradigm as the State is now asking the vendor to provide it with a "fully-loaded rate" which means that they can pay their employee whatever they wish provided that it is at least minimum wage.

11. What have been the pay rates for the job classification for the past three years?

See Question #9 and #10 above

12. On page 2 of the RIVIP Section-3 Award determination, it states the contract will be awarded to the lowest net price, but page 19 of the RFP it states the award will be made by a scoring evaluation, which one is it?

See Pg 2 of RFP which states:

"This is a RFP, not an Invitation for Bid: responses will be evaluated on the basis of the relative 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 pursuant to this RFP, other than to name vendors who have submitted proposals.

The Cost Proposal is only reviewed after the Technical Review. The Technical Review is worth sixty (60) points and a vendor must receive a least forty (40) points in that Technical Review before the Cost Proposal is even reviewed. This is a competitive negotiation process through the issuance of an RFP and is not a competitive sealed bid based strictly on cost.

13. Can you please provide a public copy of the 2007 contract winner bid response?

**See attached.**

14. Must the bid response include the MBE plans and the identified MBE's that will be working with the prime contractor?

**Please refer to Pg 5 as well as the MBE website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact the MBE Office with questions. The MBE plan is required only for the vendor or vendors who are tentatively selected to be awarded the contract. The State will notify the vendor or vendors in writing of tentative selection.**

15. Can the MBE 10% requirements be completed by services purchased e.g.; Background services, rent office space and 1099 job classification contractors?

**Please refer to Pg 5 as well as the MBE website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact the MBE Office with questions.**

16. Can you provide more information on the usage of MBE requirements for this contract?

**Please refer to Pg 5 as well as the MBE website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact the MBE Office with questions.**

17. Please provide all approved job classifications specifications/job descriptions for this contract?

**Please see attached documents.**

18. How many of the current temps will be transitioned to the new contractor?

**This is up to the vendor winning the solicitation. The vendor needs to ONLY supply the State of RI with fully-loaded rates and the demonstrated ability to meet the requirements of the RFP. Hence, the vendor must be able to supply individuals to the State at whatever rate is provided to the State. Where the vendor gets those individuals is up to the vendor.**

**Upon award, the State would work with the vendor or vendors in the transition process by providing access to key areas to recruit individuals who are currently providing contractor services. Any employment activity has to be handled by the vendor and not the State. (The vendor needs to verify I-9 information and whatever other employment information is required. The State cannot be a party in the hiring process as these are not State employees.**

19. If an employee that is driving a government vehicle and gets in an accident, will the State or the contractor's insurance be responsible for any claims? Keeping in mind that the vehicle belongs to the State and insures it.

**It appears that the contractor will be covered for auto liability while driving the State's vehicle with State permission. The contractor will not be covered if he/she is injured in such an accident. The contractor should be covered by the workers' compensation insurance of the personnel services vendor.**

20. Backgrounds – Must they all be done through RI Department of Attorney General's Bureau of Criminal Identification or via the contractor's service provider?

**In addition to any other requirements, the vendor's responsibility is to do BCI check through the Rhode Island Attorney General's Office. The website for more information is <http://www.riag.state.ri.us/bci/records.php>.**

21. If; backgrounds must be done by RI government, what are the fees charged?

**See answer to #20.**

22. What is a CORI check? CORI stands for "Criminal Offender Record Information."

**The vendor shall perform all appropriate background checks on a state and national level through the Rhode Island Attorney General's Office and shall identify to the hiring manger any issues involving a contractor.**

23. Must the identified two vendor staff members be in an office in Rhode Island?

**Once again, see Question #5**

24. Please provide additional process information as to how the online timesheet needs to work, since the State requires that a timesheet be signed.

**On page 9 of the RFP, it states: "The State encourages an electronic internet solution for the submission of work hours to be provided by the vendor." Time sheets are not required to be submitted online. However, the State will work with the vendor on an online submission process of time sheets that includes a verification process, if such a process is in the best interests of the State and makes sense from an efficiency standpoint.**

25. Are any of the security job classifications need to be armed guards or personnel?

**Some of the security positions state that the individual must be able to be certified to use non-lethal weapons, including TASER qualified. They all state that the individual must be eligible to gain Secret Security Clearance.**

26. To better understand the impact of the cost related to the vendor, should the State switch payments methods. Please provide an explanation of the State's I-supplier portal process.

**The RIFANS Supplier Portal is an internet interface by which suppliers can view their purchase orders, invoices and payment status. Suppliers can also maintain their account information such as address changes and maintain their contacts.**

27. Must the Performance Bond be included with the bid response?

**No. The performance bond is required upon tentative selection.**

28. Regarding page 1: Performance Bond requirement of 50% of the proposed annual cost seems incredibly high (over \$5,000,000). Can this number be revised? In the 2007 RFP the performance bond was set at 25%. This will drastically affect the price of the bid.

**In the past both a Performance Bond as well as a Letter of Credit was required. Because there is no Letter of Credit requirement, the Performance Bond requirement was increased.**

29. The RFP states that unlike the previous solicitation, the vendor is required to propose fully loaded rates for each position. Does that mean that wages paid to the temp contractors can be changed and thus arriving at the lowest proposed fully loaded rate? Allowing pay rates to be altered by the proposers for the purposes of bidding could be very problematic to state agencies due to the inevitable high attrition resulting from lowered pay rates.

**Yes, this present RFP differs from the previous paradigm as the State is now asking the vendor to provide it with a “fully-loaded rate” which means that they can pay their employee whatever they wish, provided they pay at least the State’s minimum wage. It is the vendor’s responsibility to provide contractors to the State at the fully-loaded pay rates proposed by the vendors. These individuals are contract workers and not state employees. It is up to the vendor to obtain their employees at rates of pay that are competitive.**

30. MBE goal is listed at 10%- Does this mean the awarded vendor(s) shall be required to subcontract 10% of the total amount if they are not an RI certified MBE?

**Please refer to Pg 5 as well as the MBE website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact the MBE Office with questions.**

31. Regarding the establishment of Escrow Account, how would we itemize any additional cost should the State decide to go on the alternative reimbursement method of 30 days?

**On a separate line, please state the additional cost for alternative reimbursement within 30 days if any. Please identify the line with something like, “Additional cost for payment process for reimbursement within 30 days.”**

32. Regarding Section R, Can you please explain how the State will respond to the new health care plan (aka. Obama Care) that is scheduled to go into effect as of Jan 2014?

Will the State pay the additional rate for the temp contractor for his/hers medical benefit? This would affect the total cost considerably for each temporary worker because its total cost is unknown at this time.

**Once again, the answer to this question is that these individuals are employees of the contractor(s) who win this award. It is up to the vendor to determine the “fully loaded rate of pay” that will cover all their expenses during the term of this contract. The State only reimburses for hours worked by these vendor employees on State of RI projects. The state pays no other costs during the term of the contract.**

33. In regards to the following on page 12, “5. All hardware and software, as well as personnel necessary to implement and operate such a system, must be provided by the vendor. The vendor must clearly describe and explain its proposed process for operating and tracking temporary contractors placed in service in RI. Costs associated with all upgrades to an electronic operating system will remain the responsibility of the vendor.” And “3. The vendor will be responsible for establishing, installing, and programming computer service systems and maintaining any local area networks related to the vendors systems. Is the State saying all sites where temporaries are present must be provided with hardware and software? **NO.** Or is this referring to company resources, which are typically managed in-house? **YES.**

34. This question is in reference to RFP# 7458070 Title: Temporary Professional Contractor Services For the State of Rhode Island (MPA-393). I was wondering if it would be possible to get job descriptions for the following categories: Teachers/Instructors/Instructor Aides, Technical and Miscellaneous. Should this not be possible, could you please provide for further clarification of what types of positions would be staffed under Miscellaneous.  
**All of the Job Titles are identified in the attachments found in the RFP document. (See Question #17 for further information concerning this matter.)**

35. I am inquiring about RFP#7458070. Could you please tell me how long this temporary contract would be for, how long would the candidates work for the State?  
**The candidates would work on State related projects to fill a need. Some of these positions are grant-related positions; hence, the individuals would be needed for the term of the grant. Other positions are more long-term while others are more short-term. However, the duration of the entire contract is for three (3) years with two one (1) year extensions possible for a total contract period of potentially five (5) years.**

36. What exactly would they be doing and in what department?

**See the attachments to this RFP for a complete listing of job titles and see the Accounts and Controls web site at:  
<http://controller.admin.ri.gov/Communications/ADILPaymentReports.php>  
as this site identifies which titles are used by which departments. See Question #17 for Job Spec information**

Teachers  
Instructors  
Instructional Aides

Job Classifications

(NO RATES included)

**TITLE:** Arts Instructor

**DUTIES AND RESPONSIBILITIES:** To provide instruction in various artistic subjects (e.g. visual design, creative writing, hiphop music instrumental music, painting, printmaking, etc.) to juveniles within the education component of the State of Rhode Island's Juvenile Correctional Facility; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: several years experience as a professional artist within the respective discipline.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: BARBER INSTRUCTOR**

**DUTIES AND RESPONSIBILITIES:** To provide instruction to both male and female residents at the Rhode Island Training School in the vocational area of haircutting; to demonstrate the various techniques on the residents in this vocational area.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through employment in a barber shop and/or hair salon with a minimum of 5 years experience in cutting hair.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess and maintain a Rhode Island State License in Cosmetology.

**TITLE: Barber Instructor 2**

**DUTIES AND RESPONSIBILITIES:** To plan, review and provide instruction to both male and female residents at the Rhode Island Training School in the vocational area of haircutting; to demonstrate the various techniques on the residents in this vocation area; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: several years experience as a barber or hair stylist.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess and maintain a Rhode Island License in Cosmetology.

**TITLE: Career Coordinator**

**DUTIES AND RESPONSIBILITIES:**

To provide and/or negotiate employment supports in close collaboration with Project Hope's Individual Service Planning for transitioning youth. To work with Project Hope Family Service Coordinators, Case Managers, and Mentors, as well as, Rhode Island Training School (RITS) Clinical Social Workers and Jobs for Ocean State Graduates (JOSG) Career Coordinators to identify youth appropriate to these services; to refer these youth to employment services according to Project Hope protocols; and to assist Project Hope, RITS and JOSG staff in unified case planning for youth; To develop and maintain a pool of entry level or higher employment openings throughout the state; To network with all Industry Field Service Coordinators, NETWORKRI, other industry placement organizations and community organizations to determine employment opportunities, skill and training necessary for successful employment, and then match transitioning youth with appropriate employers and employment opportunities; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in the field of Social Services and/or Human Resources; and

**Experience:** Such as may have been gained through: experience in vocational training, assessment, and referral for juvenile justice involved youth.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE:           Carpentry Aide**

**DUTIES AND RESPONSIBILITIES:**     As assigned, to work within the carpentry shop performing such duties as: maintaining a comprehensive inventory of tools and equipment; assisting with the purchasing, stocking and delivery of supplies and materials, as well as providing assistance during classroom activities; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:**   Such as may have been gained through; possession of a high school diploma or equivalency; and

**Experience:**   Such as may have been gained through: employment on projects requiring some knowledge of carpentry work.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**     Possession of a valid driver's license.

**CLASS TITLE:** Curriculum/Assessment Coordinator

**DUTIES AND RESPONSIBILITIES:** The Curriculum/Assessment Coordinator (CAC) shall report directly to the Executive Director of the Rhode Island Municipal Police Training Academy; will be responsible for the administration of those functions assigned by the Executive Director; and will play an essential role in the implementation and development of curriculum and assessment; and perform specialized duties in the area of training and staff development including the professional development of Academy Instructors at the Municipal Police Academy, State Police Academy, and the Providence Police Academy.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

1. Perform an administrative staff function for the Executive Director.
2. Develop action plans and review and evaluate curriculum and training courses.
3. Meet with all Academy instructors to obtain lesson plans, instructional notes, testing instruments, PowerPoint presentations, etc.
4. Review and/or write lesson plans for topics taught at the Academy in accordance with learning objectives identified in a recently completed statewide job task analysis.
5. Write assessment instruments, i.e. examinations, quizzes, practical exercises, etc., in accordance with learning objectives identified in a recently completed statewide job task analysis.
6. Organize, develop, and conduct professional development training for all Academy instructors and staff i.e., lesson plans, assessment, etc.
7. Develop a comprehensive "lesson plan manual" for all instructed topics.
8. Perform all work as directed by the Executive Director of the Municipal Police Academy.

**MINIMUM QUALIFICATIONS:**

**Education:** A Bachelor's Degree in an education or criminal justice related field is required with a Master's Degree and experience in law enforcement training programs preferred but not required.

**Experience:** Considerable knowledge of principles and techniques of training and staff development, considerable knowledge of educational methods and techniques; knowledge of state and federal laws, statutes and regulations, and demonstrated experience in researching, developing, and drafting lesson plans. Considerable interpersonal skills; considerable oral and written communication skills; considerable ability to assess training needs and determine objectives. Must possess strong computer skills including previous demonstrated experience with Microsoft Word and Microsoft Excel. Microsoft Access, Microsoft Publisher, a plus.

**TITLE: English as a Second Language (ESL) Tester**

**DUTIES AND RESPONSIBILITIES:** In the Juvenile Correctional Services Division, to test minimal English speaking students to determine whether or not they are to be included in the ESL class; to perform both oral and written tests; to score tests and evaluate each student's status; and to do related work as required

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Human Services, Education or Social Work; and

**Experience:** Such as may have been gained through: employment in a school setting working one-on-one with youths.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None**

**TITLE:**

**GED EXAMINER**

**DUTIES AND RESPONSIBILITIES:** To verify the identity and eligibility of each GED applicant; to maintain testing surveillance logs, seating charts, testing irregularity reports and documentation as required; to maintain the security of all GED Testing materials, including GED essay topics; to conduct and monitor testing sessions; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a associate's degree in education or closely related field; and

**Experience:** Such as may have been gained through: experience working in a GED testing program or in adult education.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Complete a comprehensive pre-service training program on GED testing policies and procedures; attend meetings scheduled by the state GED Administrator of the GED Testing Program.

**TITLE: Job Coach – RI School for the Deaf**

**DUTIES AND RESPONSIBILITIES:** The individual will job coach students while participating in Office of Rehabilitation Services funded work placements in the community. Students will be doing internships from September to June and/or summer work experiences July – August. The job coach accompanies the student(s) to work to facilitate communication. The job coach meets with the employer regarding job duties and then job coaches the student so he/she can successfully meet the workplace expectations. The job coach devises strategies for the student to communicate with the employer, serves as an intermediary while the student becomes familiar with the social expectations of the work place, models appropriate workplace behaviors, and creates systems that will allow student to work independently and allow job coach to fade out to the extent possible. The job coach may drive student(s) to and from the workplace as needed in a school vehicle. The job coach will write reports on student progress in conjunction with the work site supervisor. The job coach will work directly under and be supervised by the Coordinator of Transition.

Other duties may include: conduct Vocational Evaluation and work sample testing; arrange and accompany student on Informational Interviews/Job Shadowing/Tours; assist students who are preparing for internships by job coaching them at a school based (preparatory work experience) and other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Possession of an Associate's degree; (Bachelor's degree in Education, Psychology, Special Education or related field preferred); and

**Experience:** Experience assisting Deaf students in educational, vocational or community settings such as a special education program or community based work setting; OR

any combination of education, certification, knowledge/skills and experience that shall be deemed substantially equivalent.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Candidate must provide proof that a Rhode Island Criminal Background Check has been completed at a Local Law Enforcement Agency and must possess a valid Chauffeurs license. Must be fluent in sign language and have excellent report writing skills.

**TITLE: Librarian-CME Coordinator**

**DUTIES AND RESPONSIBILITIES:** To provide library services for the medical and allied health staff and patients of the Eleanor Slater Hospital; select, purchase and maintain library materials consisting of books, periodicals, video and reference sources; locates and obtains materials through interlibrary loans; works closely with library aides; coordinates the continuing medical education program of the medical staff which includes the monthly announcements of activities, obtaining speakers and relevant forms, booking conference rooms and video equipment, and providing administrative support to the Continuing Medical Education Committee which may include on going communication with the Rhode Island Medical Society's CME Program.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Master's Degree in Library Services.

**Experience:** Such as may have been gained through: Previous experience in a medical/health related field.

**TITLE: Physical Education Program Specialist**

**DUTIES AND RESPONSIBILITIES:** To work with exercise science specialists providing physical educational assessments and programs; to plan and deliver physical education programs; and, to evaluate and document outcomes at the Eleanor Slater Hospital at BHDDH.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree with a specialization in physical education, or a related field; and

**Experience:** Such as may have been gained through: Previous experience in a physical education program in a public or private hospital, rehabilitation center, or comparable environment.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**COMPENSATION:**

**TITLE: Post Secondary Instructor**

**DUTIES AND RESPONSIBILITIES:**

To provide instruction in short-term certificate classes to post-secondary students within the educational component of the State of Rhode Island's juvenile correctional facility; to develop and present training classes of both a technical and non-technical topics including but are not limited to: administrative office, business operations, creative arts, culinary arts, carpentry, computers, small engine; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's degree in social work, psychology, criminal justice, or a related human service field; and

**Experience:** Such as may have been gained through: employment in a public or private agency working with an adolescent population, and involving the training of staff.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Reader for the Blind**

**DUTIES AND RESPONSIBILITIES:** To provide on-going reader support services to the Office of Rehabilitation Services (ORS) staff who are blind, visually impaired or print-handicapped; to assist workers in accessing printed materials produced in inaccessible formats or stored in locations that are difficult to access; to read mail, records and other documents as required; to complete forms applications and other documents by following instructions from the worker; to perform filing and other tasks to assist designated ORS workers in providing services, developing plans or preparing case records; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: graduation from a senior high school or its equivalent; and

**Experience:** Such as may have been gained through: experience in providing information in a social service setting; or experience in an office support function.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Reading Tutor**

**DUTIES AND RESPONSIBILITIES:** To support literacy needs of students under the direction of classroom teachers; to improve student reading scores by providing reading instruction in phonemic awareness, vocabulary development and comprehension skills; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree with specialization in Education or related degree; and

**Experience:** Such as may have been gained through: employment teaching students with reading needs.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** RI Certification Reading Specialist or related content area.

**TITLE:** Small Engine Repair Instructor

**DUTIES AND RESPONSIBILITIES:** To provide instruction in the maintenance and repair of various tools/machines which operate by means of a small motorize engine (e.g. lawn mowers, weed whackers, leaf blowers, etc.) to juveniles within the education component of the State of Rhode Island's Juvenile Correctional Facility; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: several years experience as a repairer of small and/or large motorized engines.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Teacher**

**DUTIES AND RESPONSIBILITIES:** To provide classroom instruction to inmates in various ACI facilities in the areas of Adult Basic Education, General Equivalent Development (GED), English as a Second Language and Special Education; to be responsible for classroom instruction and management; to keep records in accordance with the Department of Corrections Education Unit standards; to participate in regularly scheduled training sessions; to report directly to program coordinator; to perform other duties related to the provisions of general education and special education services, and; to perform related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Possession of a Bachelor's Degree; and

**Experience:** Previous experience in an academic setting instructing students.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Teaching certificate, or emergency teacher certification, and a valid driver's license.

**TITLE OF GROUP CLASSES:**     **Teacher – Juvenile Corrections**

**TITLE OF CLASSES IN GROUP:**

**Teacher- Special Education**

**Teacher- Computer Technology**

**Teacher- Health**

**Teacher- Library Media Specialist**

**Teacher- Mathematics**

**DUTIES AND RESPONSIBILITIES:** To provide instructions to juveniles within the educational area of specialization indicated by the title of class of position at the State of Rhode Island's juvenile correctional facility; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree; and

**Experience:** Such as may have been gained through: previous experience in an academic setting instructing students.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess Rhode Island Department of Education Certification in the required discipline, i.e: Special Education, Computer Technology, Health, Library Media Specialist, and Mathematics.

**TITLE: Teacher -- Special Education (hourly rate)**

**DUTIES AND RESPONSIBILITIES:** To provide classroom instruction to inmates in various ACI facilities in the areas of Adult Basic Education, General Equivalent Development (GED), English as a Second Language and Special Education; to be responsible for classroom instruction and management; to keep records in accordance with the Department of Corrections Education Unit standards; to participate in regularly scheduled training sessions; to report directly to program coordinator; to perform other duties related to the provisions of general education and special education services, and; to perform related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Possession of a Bachelor's Degree; and

**Experience:** Previous experience in an academic setting instructing students.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Teaching certificate, or emergency teacher certification, and a valid driver's license.

**TITLE:       Teacher Aide                   2+ years**

**DUTIES AND RESPONSIBILITIES:** To provide small group and individualized assistance to students with low academic levels and limited English proficiency under teachers' direction at the Rhode Island Training School (RITS); and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education: Such as may have been gained through:** Possession of a high school diploma or equivalent.

**Experience:** None required.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Completion a training program approved by the Department of Education. (This training program shall not be required for teacher assistants who were employed in another Rhode Island school district prior to January, 1999 or who hold teacher assistant certification in another state or who hold an associate or bachelors degree and have completed coursework or other training consistent with the teacher assistant program standards.)

**TITLE: Teacher Assistant/Aide**

**DUTIES AND RESPONSIBILITIES:**

**MINIMUM QUALIFICATIONS:** To assist the teacher in the classroom in the delivery of remedial instruction to neglected & delinquent and Special Education students who are under twenty-one years of age. Provide administrative/clerical support to the professional staff outside the classroom. Such duties include: To provide support to the classroom teacher in the areas of remedial reading/writing/mathematics; To assist with classroom management, such as organizing instructional and other materials; To report directly to the respective program coordinator; and to do related duties related to the provision of remedial education services as traditionally provided by teacher assistants.

**Education:** Such as may have been gained through graduation from high school or general equivalency diploma (GED) or demonstrate literacy skills necessary to work with teachers and students.

**Experience:** None required.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Complete a training program approved by the Department of Education. (This training program shall not be required for teacher assistants who were employed in another Rhode Island school district prior to January 1, 1999 or who hold teacher assistant certification in another state or who hold an associate or bachelors degree and have completed coursework or other training consistent with the teacher assistant program standards.)

**TITLE: Teacher Assistant/Aide (Special Education)**

**DUTIES AND RESPONSIBILITIES:**

**MINIMUM QUALIFICATIONS:** To assist the teacher in the classroom in the delivery of remedial instruction to neglected & delinquent and Special Education students who are under twenty-one years of age. Provide administrative/clerical support to the professional staff outside the classroom. Such duties include: To provide support to the classroom teacher in the areas of remedial reading/writing/mathematics; To assist with classroom management, such as organizing instructional and other materials; To report directly to the respective program coordinator; and to do related duties related to the provision of remedial education services as traditionally provided by teacher assistants.

**Education:** Such as may have been gained through graduation from high school or general equivalency diploma (GED) or demonstrate literacy skills necessary to work with teachers and students.

**Experience:** None required.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Complete a training program approved by the Department of Education. (This training program shall not be required for teacher assistants who were employed in another Rhode Island school district prior to January 1, 1999 or who hold teacher assistant certification in another state or who hold an associate or bachelors degree and have completed coursework or other training consistent with the teacher assistant program standards.)

**TITLE: Transitional Aide 2+ years**

**DUTIES AND RESPONSIBILITIES:** To work with students and the professional support staff to coordinate all aspects of community school placement; to be responsible for record transfer from the Rhode Island Training School (RITS) to community schools, as well as taking students to community school, enrolling them and follow up attendance; to be able to communicate with students, family members, surrogate parents and community school department officials when necessary; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Two years of college; and

**Experience:** Such as may have been gained through: employment in a responsible position with at-risk youth.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Computer knowledge, bi-lingual preferred, and must provide own transportation.

**TITLE: Transition Coordinator/Community Service**

**DUTIES AND RESPONSIBILITIES:** To coordinate efforts of YCEC, RITS clinical social workers and the RITS treatment team in conjunction with outside services including school systems, potential employers, transitional groups (Tides Youth New Futures, Project Hope), criminal justice agencies (JPU, Project Safe Streets, Re-Entry Court) and other applicable agencies; to work with the resident's family; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through possession of a master's degree in social work or related field from an accredited college or university.

**Experience:** Such as may have been gained through experience within the field of at-risk students, juvenile corrections, and social work.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Possession of a driver's license.

**TITLE:** Vocational Intern Program Instructor

**DUTIES AND RESPONSIBILITIES:** To provide instruction in various subjects to juveniles within the educational component of the State of Rhode Island's Juvenile Correctional Facility; to provide course instruction in computer technology, culinary arts, etc. in order for juveniles to obtain gainful employment in the subject area, upon release from the facility; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: several years experience as a professional with the respective disciplines.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

Teachers  
Instructors  
Instructional Aides  
(DAY RATES)

Job Classifications

(NO RATES included)

TITLE: Long Term Substitute Teacher

DUTIES AND RESPONSIBILITIES: In the event of a teacher's absence or a vacancy over a three-week or more consecutive period, to fill in as a substitute teacher and be responsible for teaching students within the Rhode Island Training School (RITS), to plan for classes, grade students, maintain all records, and to perform regular teaching duties and other related work when required.

MINIMUM QUALIFICATIONS:

Education: Bachelor Degree from a college/university of recognized standing  
Experience: One or more years classroom teaching, preferred

SPECIAL REQUIREMENTS:

RI Department of Education Certification or Emergency Certification

**TITLE: Substitute Teacher -- per diem**

**DUTIES AND RESPONSIBILITIES:** In the event of a teacher's absence, to fill in as a substitute teacher and be responsible for teaching students within the Rhode Island Training School (RITS); and to do related work when required.

**MINIMUM QUALIFICATIONS:**

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

**Experience:** None

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Teaching Certificate or Emergency Certification.

**COMPENSATION:**

**TITLE:**        Substitute Teacher – Rhode Island School for the Deaf 1-15 days

**DUTIES AND RESPONSIBILITIES:**    To provide educational support to students that are deaf and hard of hearing. To provide educational support to students that are home bound in accordance with applicable IEP mandates.

**MINIMUM QUALIFICATIONS:**

**Education & Licensure:**    Bachelors Degree in Education

**Experience:** Documented experience in a school setting as a Teacher of the Deaf and Hearing Impaired.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Preferred certification as Teacher of the Deaf with dual certification in the area(s) of Early Childhood, Elementary, Secondary Science, Secondary Math, Secondary History, Special Education/Mild-Moderate, Special Education/Severe-Profound is preferred.

**Must be proficient in English and American Sign Language (ASL).**

**TITLE:**        Substitute Teacher – Rhode Island School for the Deaf 16-30 days

**DUTIES AND RESPONSIBILITIES:**    To provide educational support to students that are deaf and hard of hearing. To provide educational support to students that are home bound in accordance with applicable IEP mandates.

**MINIMUM QUALIFICATIONS:**

**Education & Licensure:**    Bachelors Degree in Education

**Experience:** Documented experience in a school setting as a Teacher of the Deaf and Hearing Impaired.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Preferred certification as Teacher of the Deaf with dual certification in the area(s) of Early Childhood, Elementary, Secondary Science, Secondary Math, Secondary History, Special Education/Mild-Moderate, Special Education/Severe-Profound is preferred.

**Must be proficient in English and American Sign Language (ASL).**

**TITLE:**        Substitute Teacher – Rhode Island School for the Deaf 31-45 days

**DUTIES AND RESPONSIBILITIES:**    To provide educational support to students that are deaf and hard of hearing. To provide educational support to students that are home bound in accordance with applicable IEP mandates.

**MINIMUM QUALIFICATIONS:**

**Education & Licensure:**    Bachelors Degree in Education

**Experience:**    Documented experience in a school setting as a Teacher of the Deaf and Hearing Impaired.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Preferred certification as Teacher of the Deaf with dual certification in the area(s) of Early Childhood, Elementary, Secondary Science, Secondary Math, Secondary History, Special Education/Mild-Moderate, Special Education/Severe-Profound is preferred.

**Must be proficient in English and American Sign Language (ASL).**

**TITLE: Substitute Teacher 30+ days**

**DUTIES AND RESPONSIBILITIES:** In the event of a teacher's absence, to fill in as a substitute teacher and be responsible for teaching students within the Rhode Island Training School (RITS); and to do related work when required.

**MINIMUM QUALIFICATIONS:**

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

**Experience:** None

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Teaching Certificate or Emergency Certification.

Teachers  
Instructors  
Instructional Aides

Job Classifications

(NO RATES included)

**TITLE:** Arts Instructor

**DUTIES AND RESPONSIBILITIES:** To provide instruction in various artistic subjects (e.g. visual design, creative writing, hiphop music instrumental music, painting, printmaking, etc.) to juveniles within the education component of the State of Rhode Island's Juvenile Correctional Facility; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: several years experience as a professional artist within the respective discipline.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: BARBER INSTRUCTOR**

**DUTIES AND RESPONSIBILITIES:** To provide instruction to both male and female residents at the Rhode Island Training School in the vocational area of haircutting; to demonstrate the various techniques on the residents in this vocational area.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through employment in a barber shop and/or hair salon with a minimum of 5 years experience in cutting hair.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess and maintain a Rhode Island State License in Cosmetology.

**TITLE: Barber Instructor 2**

**DUTIES AND RESPONSIBILITIES:** To plan, review and provide instruction to both male and female residents at the Rhode Island Training School in the vocational area of haircutting; to demonstrate the various techniques on the residents in this vocation area; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: several years experience as a barber or hair stylist.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess and maintain a Rhode Island License in Cosmetology.

**TITLE: Career Coordinator**

**DUTIES AND RESPONSIBILITIES:**

To provide and/or negotiate employment supports in close collaboration with Project Hope's Individual Service Planning for transitioning youth. To work with Project Hope Family Service Coordinators, Case Managers, and Mentors, as well as, Rhode Island Training School (RITS) Clinical Social Workers and Jobs for Ocean State Graduates (JOSG) Career Coordinators to identify youth appropriate to these services; to refer these youth to employment services according to Project Hope protocols; and to assist Project Hope, RITS and JOSG staff in unified case planning for youth; To develop and maintain a pool of entry level or higher employment openings throughout the state; To network with all Industry Field Service Coordinators, NETWORKRI, other industry placement organizations and community organizations to determine employment opportunities, skill and training necessary for successful employment, and then match transitioning youth with appropriate employers and employment opportunities; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in the field of Social Services and/or Human Resources; and

**Experience:** Such as may have been gained through: experience in vocational training, assessment, and referral for juvenile justice involved youth.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE:           Carpentry Aide**

**DUTIES AND RESPONSIBILITIES:**     As assigned, to work within the carpentry shop performing such duties as: maintaining a comprehensive inventory of tools and equipment; assisting with the purchasing, stocking and delivery of supplies and materials, as well as providing assistance during classroom activities; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:**   Such as may have been gained through; possession of a high school diploma or equivalency; and

**Experience:**   Such as may have been gained through: employment on projects requiring some knowledge of carpentry work.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**     Possession of a valid driver's license.

**CLASS TITLE:** Curriculum/Assessment Coordinator

**DUTIES AND RESPONSIBILITIES:** The Curriculum/Assessment Coordinator (CAC) shall report directly to the Executive Director of the Rhode Island Municipal Police Training Academy; will be responsible for the administration of those functions assigned by the Executive Director; and will play an essential role in the implementation and development of curriculum and assessment; and perform specialized duties in the area of training and staff development including the professional development of Academy Instructors at the Municipal Police Academy, State Police Academy, and the Providence Police Academy.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

1. Perform an administrative staff function for the Executive Director.
2. Develop action plans and review and evaluate curriculum and training courses.
3. Meet with all Academy instructors to obtain lesson plans, instructional notes, testing instruments, PowerPoint presentations, etc.
4. Review and/or write lesson plans for topics taught at the Academy in accordance with learning objectives identified in a recently completed statewide job task analysis.
5. Write assessment instruments, i.e. examinations, quizzes, practical exercises, etc., in accordance with learning objectives identified in a recently completed statewide job task analysis.
6. Organize, develop, and conduct professional development training for all Academy instructors and staff i.e., lesson plans, assessment, etc.
7. Develop a comprehensive "lesson plan manual" for all instructed topics.
8. Perform all work as directed by the Executive Director of the Municipal Police Academy.

**MINIMUM QUALIFICATIONS:**

**Education:** A Bachelor's Degree in an education or criminal justice related field is required with a Master's Degree and experience in law enforcement training programs preferred but not required.

**Experience:** Considerable knowledge of principles and techniques of training and staff development, considerable knowledge of educational methods and techniques; knowledge of state and federal laws, statutes and regulations, and demonstrated experience in researching, developing, and drafting lesson plans. Considerable interpersonal skills; considerable oral and written communication skills; considerable ability to assess training needs and determine objectives. Must possess strong computer skills including previous demonstrated experience with Microsoft Word and Microsoft Excel. Microsoft Access, Microsoft Publisher, a plus.

**TITLE: English as a Second Language (ESL) Tester**

**DUTIES AND RESPONSIBILITIES:** In the Juvenile Correctional Services Division, to test minimal English speaking students to determine whether or not they are to be included in the ESL class; to perform both oral and written tests; to score tests and evaluate each student's status; and to do related work as required

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Human Services, Education or Social Work; and

**Experience:** Such as may have been gained through: employment in a school setting working one-on-one with youths.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None**

**TITLE:**

**GED EXAMINER**

**DUTIES AND RESPONSIBILITIES:** To verify the identity and eligibility of each GED applicant; to maintain testing surveillance logs, seating charts, testing irregularity reports and documentation as required; to maintain the security of all GED Testing materials, including GED essay topics; to conduct and monitor testing sessions; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a associate's degree in education or closely related field; and

**Experience:** Such as may have been gained through: experience working in a GED testing program or in adult education.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Complete a comprehensive pre-service training program on GED testing policies and procedures; attend meetings scheduled by the state GED Administrator of the GED Testing Program.

**TITLE: Job Coach – RI School for the Deaf**

**DUTIES AND RESPONSIBILITIES:** The individual will job coach students while participating in Office of Rehabilitation Services funded work placements in the community. Students will be doing internships from September to June and/or summer work experiences July – August. The job coach accompanies the student(s) to work to facilitate communication. The job coach meets with the employer regarding job duties and then job coaches the student so he/she can successfully meet the workplace expectations. The job coach devises strategies for the student to communicate with the employer, serves as an intermediary while the student becomes familiar with the social expectations of the work place, models appropriate workplace behaviors, and creates systems that will allow student to work independently and allow job coach to fade out to the extent possible. The job coach may drive student(s) to and from the workplace as needed in a school vehicle. The job coach will write reports on student progress in conjunction with the work site supervisor. The job coach will work directly under and be supervised by the Coordinator of Transition.

Other duties may include: conduct Vocational Evaluation and work sample testing; arrange and accompany student on Informational Interviews/Job Shadowing/Tours; assist students who are preparing for internships by job coaching them at a school based (preparatory work experience) and other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Possession of an Associate's degree; (Bachelor's degree in Education, Psychology, Special Education or related field preferred); and

**Experience:** Experience assisting Deaf students in educational, vocational or community settings such as a special education program or community based work setting; OR

any combination of education, certification, knowledge/skills and experience that shall be deemed substantially equivalent.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Candidate must provide proof that a Rhode Island Criminal Background Check has been completed at a Local Law Enforcement Agency and must possess a valid Chauffeurs license. Must be fluent in sign language and have excellent report writing skills.

**TITLE: Librarian-CME Coordinator**

**DUTIES AND RESPONSIBILITIES:** To provide library services for the medical and allied health staff and patients of the Eleanor Slater Hospital; select, purchase and maintain library materials consisting of books, periodicals, video and reference sources; locates and obtains materials through interlibrary loans; works closely with library aides; coordinates the continuing medical education program of the medical staff which includes the monthly announcements of activities, obtaining speakers and relevant forms, booking conference rooms and video equipment, and providing administrative support to the Continuing Medical Education Committee which may include on going communication with the Rhode Island Medical Society's CME Program.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Master's Degree in Library Services.

**Experience:** Such as may have been gained through: Previous experience in a medical/health related field.

**TITLE: Physical Education Program Specialist**

**DUTIES AND RESPONSIBILITIES:** To work with exercise science specialists providing physical educational assessments and programs; to plan and deliver physical education programs; and, to evaluate and document outcomes at the Eleanor Slater Hospital at BHDDH.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree with a specialization in physical education, or a related field; and

**Experience:** Such as may have been gained through: Previous experience in a physical education program in a public or private hospital, rehabilitation center, or comparable environment.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**COMPENSATION:**

**TITLE: Post Secondary Instructor**

**DUTIES AND RESPONSIBILITIES:**

To provide instruction in short-term certificate classes to post-secondary students within the educational component of the State of Rhode Island's juvenile correctional facility; to develop and present training classes of both a technical and non-technical topics including but are not limited to: administrative office, business operations, creative arts, culinary arts, carpentry, computers, small engine; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's degree in social work, psychology, criminal justice, or a related human service field; and

**Experience:** Such as may have been gained through: employment in a public or private agency working with an adolescent population, and involving the training of staff.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Reader for the Blind**

**DUTIES AND RESPONSIBILITIES:** To provide on-going reader support services to the Office of Rehabilitation Services (ORS) staff who are blind, visually impaired or print-handicapped; to assist workers in accessing printed materials produced in inaccessible formats or stored in locations that are difficult to access; to read mail, records and other documents as required; to complete forms applications and other documents by following instructions from the worker; to perform filing and other tasks to assist designated ORS workers in providing services, developing plans or preparing case records; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: graduation from a senior high school or its equivalent; and

**Experience:** Such as may have been gained through: experience in providing information in a social service setting; or experience in an office support function.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Reading Tutor**

**DUTIES AND RESPONSIBILITIES:** To support literacy needs of students under the direction of classroom teachers; to improve student reading scores by providing reading instruction in phonemic awareness, vocabulary development and comprehension skills; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree with specialization in Education or related degree; and

**Experience:** Such as may have been gained through: employment teaching students with reading needs.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** RI Certification Reading Specialist or related content area.

**TITLE:** Small Engine Repair Instructor

**DUTIES AND RESPONSIBILITIES:** To provide instruction in the maintenance and repair of various tools/machines which operate by means of a small motorize engine (e.g. lawn mowers, weed whackers, leaf blowers, etc.) to juveniles within the education component of the State of Rhode Island's Juvenile Correctional Facility; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: several years experience as a repairer of small and/or large motorized engines.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Teacher**

**DUTIES AND RESPONSIBILITIES:** To provide classroom instruction to inmates in various ACI facilities in the areas of Adult Basic Education, General Equivalent Development (GED), English as a Second Language and Special Education; to be responsible for classroom instruction and management; to keep records in accordance with the Department of Corrections Education Unit standards; to participate in regularly scheduled training sessions; to report directly to program coordinator; to perform other duties related to the provisions of general education and special education services, and; to perform related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Possession of a Bachelor's Degree; and

**Experience:** Previous experience in an academic setting instructing students.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Teaching certificate, or emergency teacher certification, and a valid driver's license.

**TITLE OF GROUP CLASSES:**     **Teacher – Juvenile Corrections**

**TITLE OF CLASSES IN GROUP:**

**Teacher- Special Education**

**Teacher- Computer Technology**

**Teacher- Health**

**Teacher- Library Media Specialist**

**Teacher- Mathematics**

**DUTIES AND RESPONSIBILITIES:** To provide instructions to juveniles within the educational area of specialization indicated by the title of class of position at the State of Rhode Island's juvenile correctional facility; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree; and

**Experience:** Such as may have been gained through: previous experience in an academic setting instructing students.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess Rhode Island Department of Education Certification in the required discipline, i.e: Special Education, Computer Technology, Health, Library Media Specialist, and Mathematics.

**TITLE: Teacher -- Special Education (hourly rate)**

**DUTIES AND RESPONSIBILITIES:** To provide classroom instruction to inmates in various ACI facilities in the areas of Adult Basic Education, General Equivalent Development (GED), English as a Second Language and Special Education; to be responsible for classroom instruction and management; to keep records in accordance with the Department of Corrections Education Unit standards; to participate in regularly scheduled training sessions; to report directly to program coordinator; to perform other duties related to the provisions of general education and special education services, and; to perform related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Possession of a Bachelor's Degree; and

**Experience:** Previous experience in an academic setting instructing students.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Teaching certificate, or emergency teacher certification, and a valid driver's license.

**TITLE:**        **Teacher Aide**                      **2+ years**

**DUTIES AND RESPONSIBILITIES:** To provide small group and individualized assistance to students with low academic levels and limited English proficiency under teachers' direction at the Rhode Island Training School (RITS); and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** **Such as may have been gained through:** Possession of a high school diploma or equivalent.

**Experience:** None required.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Completion a training program approved by the Department of Education. (This training program shall not be required for teacher assistants who were employed in another Rhode Island school district prior to January, 1999 or who hold teacher assistant certification in another state or who hold an associate or bachelors degree and have completed coursework or other training consistent with the teacher assistant program standards.)

**TITLE: Teacher Assistant/Aide**

**DUTIES AND RESPONSIBILITIES:**

**MINIMUM QUALIFICATIONS:** To assist the teacher in the classroom in the delivery of remedial instruction to neglected & delinquent and Special Education students who are under twenty-one years of age. Provide administrative/clerical support to the professional staff outside the classroom. Such duties include: To provide support to the classroom teacher in the areas of remedial reading/writing/mathematics; To assist with classroom management, such as organizing instructional and other materials; To report directly to the respective program coordinator; and to do related duties related to the provision of remedial education services as traditionally provided by teacher assistants.

**Education:** Such as may have been gained through graduation from high school or general equivalency diploma (GED) or demonstrate literacy skills necessary to work with teachers and students.

**Experience:** None required.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Complete a training program approved by the Department of Education. (This training program shall not be required for teacher assistants who were employed in another Rhode Island school district prior to January 1, 1999 or who hold teacher assistant certification in another state or who hold an associate or bachelors degree and have completed coursework or other training consistent with the teacher assistant program standards.)

**TITLE: Teacher Assistant/Aide (Special Education)**

**DUTIES AND RESPONSIBILITIES:**

**MINIMUM QUALIFICATIONS:** To assist the teacher in the classroom in the delivery of remedial instruction to neglected & delinquent and Special Education students who are under twenty-one years of age. Provide administrative/clerical support to the professional staff outside the classroom. Such duties include: To provide support to the classroom teacher in the areas of remedial reading/writing/mathematics; To assist with classroom management, such as organizing instructional and other materials; To report directly to the respective program coordinator; and to do related duties related to the provision of remedial education services as traditionally provided by teacher assistants.

**Education:** Such as may have been gained through graduation from high school or general equivalency diploma (GED) or demonstrate literacy skills necessary to work with teachers and students.

**Experience:** None required.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Complete a training program approved by the Department of Education. (This training program shall not be required for teacher assistants who were employed in another Rhode Island school district prior to January 1, 1999 or who hold teacher assistant certification in another state or who hold an associate or bachelors degree and have completed coursework or other training consistent with the teacher assistant program standards.)

**TITLE: Transitional Aide 2+ years**

**DUTIES AND RESPONSIBILITIES:** To work with students and the professional support staff to coordinate all aspects of community school placement; to be responsible for record transfer from the Rhode Island Training School (RITS) to community schools, as well as taking students to community school, enrolling them and follow up attendance; to be able to communicate with students, family members, surrogate parents and community school department officials when necessary; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Two years of college; and

**Experience:** Such as may have been gained through: employment in a responsible position with at-risk youth.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Computer knowledge, bi-lingual preferred, and must provide own transportation.

**TITLE: Transition Coordinator/Community Service**

**DUTIES AND RESPONSIBILITIES:** To coordinate efforts of YCEC, RITS clinical social workers and the RITS treatment team in conjunction with outside services including school systems, potential employers, transitional groups (Tides Youth New Futures, Project Hope), criminal justice agencies (JPU, Project Safe Streets, Re-Entry Court) and other applicable agencies; to work with the resident's family; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through possession of a master's degree in social work or related field from an accredited college or university.

**Experience:** Such as may have been gained through experience within the field of at-risk students, juvenile corrections, and social work.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Possession of a driver's license.

**TITLE:** Vocational Intern Program Instructor

**DUTIES AND RESPONSIBILITIES:** To provide instruction in various subjects to juveniles within the educational component of the State of Rhode Island's Juvenile Correctional Facility; to provide course instruction in computer technology, culinary arts, etc. in order for juveniles to obtain gainful employment in the subject area, upon release from the facility; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: several years experience as a professional with the respective disciplines.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

Teachers  
Instructors  
Instructional Aides  
(DAY RATES)

Job Classifications

(NO RATES included)

TITLE: Long Term Substitute Teacher

DUTIES AND RESPONSIBILITIES: In the event of a teacher's absence or a vacancy over a three-week or more consecutive period, to fill in as a substitute teacher and be responsible for teaching students within the Rhode Island Training School (RITS), to plan for classes, grade students, maintain all records, and to perform regular teaching duties and other related work when required.

MINIMUM QUALIFICATIONS:

Education: Bachelor Degree from a college/university of recognized standing  
Experience: One or more years classroom teaching, preferred

SPECIAL REQUIREMENTS:

RI Department of Education Certification or Emergency Certification

**TITLE: Substitute Teacher -- per diem**

**DUTIES AND RESPONSIBILITIES:** In the event of a teacher's absence, to fill in as a substitute teacher and be responsible for teaching students within the Rhode Island Training School (RITS); and to do related work when required.

**MINIMUM QUALIFICATIONS:**

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

**Experience:** None

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Teaching Certificate or Emergency Certification.

**COMPENSATION:**

**TITLE:**        Substitute Teacher – Rhode Island School for the Deaf 1-15 days

**DUTIES AND RESPONSIBILITIES:**    To provide educational support to students that are deaf and hard of hearing. To provide educational support to students that are home bound in accordance with applicable IEP mandates.

**MINIMUM QUALIFICATIONS:**

**Education & Licensure:**    Bachelors Degree in Education

**Experience:** Documented experience in a school setting as a Teacher of the Deaf and Hearing Impaired.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Preferred certification as Teacher of the Deaf with dual certification in the area(s) of Early Childhood, Elementary, Secondary Science, Secondary Math, Secondary History, Special Education/Mild-Moderate, Special Education/Severe-Profound is preferred.

**Must be proficient in English and American Sign Language (ASL).**

**TITLE:**        Substitute Teacher – Rhode Island School for the Deaf 16-30 days

**DUTIES AND RESPONSIBILITIES:**    To provide educational support to students that are deaf and hard of hearing. To provide educational support to students that are home bound in accordance with applicable IEP mandates.

**MINIMUM QUALIFICATIONS:**

**Education & Licensure:**    Bachelors Degree in Education

**Experience:**    Documented experience in a school setting as a Teacher of the Deaf and Hearing Impaired.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Preferred certification as Teacher of the Deaf with dual certification in the area(s) of Early Childhood, Elementary, Secondary Science, Secondary Math, Secondary History, Special Education/Mild-Moderate, Special Education/Severe-Profound is preferred.

**Must be proficient in English and American Sign Language (ASL).**

**TITLE:**        Substitute Teacher – Rhode Island School for the Deaf 31-45 days

**DUTIES AND RESPONSIBILITIES:**    To provide educational support to students that are deaf and hard of hearing. To provide educational support to students that are home bound in accordance with applicable IEP mandates.

**MINIMUM QUALIFICATIONS:**

**Education & Licensure:**    Bachelors Degree in Education

**Experience:**    Documented experience in a school setting as a Teacher of the Deaf and Hearing Impaired.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Preferred certification as Teacher of the Deaf with dual certification in the area(s) of Early Childhood, Elementary, Secondary Science, Secondary Math, Secondary History, Special Education/Mild-Moderate, Special Education/Severe-Profound is preferred.

**Must be proficient in English and American Sign Language (ASL).**

**TITLE: Substitute Teacher 30+ days**

**DUTIES AND RESPONSIBILITIES:** In the event of a teacher's absence, to fill in as a substitute teacher and be responsible for teaching students within the Rhode Island Training School (RITS); and to do related work when required.

**MINIMUM QUALIFICATIONS:**

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

**Experience:** None

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Teaching Certificate or Emergency Certification.

# Information Technology

## Job Classifications

(NO RATES included)

**TITLE: Computer Forensic Analyst**

**DUTIES AND RESPONSIBILITIES:** To conduct computer forensic analysis and services including: preservation, acquisition, authentication, validation, analysis and recovery of digital media and binary code contained in computer hardware and computer software including but not limited to: network devices, volatile memory, desktop computers, network servers, personal data assistants, network data streams, removable media, remote storage, cell phones, cameras, hard drives, external disk drives and any other digital devices; to conduct testing and research related to forensic techniques, products and practices; to conduct data back-ups and restorations; to troubleshoot, install and repair computer systems and devices; to analyze logs; to participate in the capacity of a computer forensic analyst in the search and acquisition of digital media at offsite locations and crime scenes; to assist in network incident response and network computer forensics; to comply with directives of law enforcement personnel; to maintain care, custody and control of evidence; to analyze and compare data through the use of databases and productivity software such as Microsoft Access and Excel; to conduct computer forensic analysis using industry standard tools such as FTK, VMware, Encase, and X-Ways Forensics; to testify in local, state, and federal courts as an expert witness and be familiar with legal terminology and court process and procedure; to work flexible work hours as required; to conform to Rhode Island State Police policy, procedure and practices; to possess communication and interpersonal skills in order to work in a multi-disciplined multi-jurisdictional environment in order to meet goals and objectives; to perform public speaking and participate in community events; to develop training programs for target audiences; to produce competent written technical and non-technical reports; to produce and review administrative reports; to successfully participate in continuing education including formal and informal training in order to maintain demonstrated competency and certifications; to perform computer forensics in accordance with industry best practices or directives policy, procedures and practices of the Rhode Island State Police; to work with State Police Management Information Systems personnel and other technical personnel; to engage in overnight travel as needed for training and job related matters; to be able to physically manage and manipulate computer hardware, computer software, and network equipment; to be able to work under limited time constraints and produce work under a heavy workload; to maintain organization of projects and assignments; to be able to maintain the confidentiality of sensitive and confidential information; to be willing to analyze and review extensive data and information containing child pornography, graphic images and obscene video and other objectionable content; to be willing to participate in mental health counseling and programs intended for employee and workplace wellbeing; to possess sufficient skills in network diagnostics and typologies; to be able to sufficiently perform in a para-military structured organization; to comply with directives from superiors; to submit to and provide clearances for a comprehensive background investigation; and to perform related work as requested.

**SUPERVISION:** Works under the direct supervision of the officer in charge of the State Police Computer Crimes Unit or the designee.

**MINIMUM QUALIFICATIONS:**

- **Education:** Such as may have been gained through: obtaining a least a Bachelor's degree in computer science or related field; specialized certification and

**Experience:** Such has been gained through employment in computer forensics for at least two years; OR

Any other combination of education and experience substantially equivalent to the above.

**PREFERRED QUALIFICATIONS**

- Four year degree in computer science or a related field; experience in examining computer evidence in a forensic/law enforcement environment.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

At the time of appointment must demonstrate certification and/or training, education and experience in the field of computer forensics with preferred certification such as EnCE, CISSP, MSIA, A+, and Net+ and CFCE certifications; possess a sound understanding of file system structures and forensic artifacts; and possess substantial understanding in computer operating systems including Microsoft Windows, OS X, Linux and Unix; possess a firm understanding of data recovery; possess the skills necessary to repair, troubleshoot and maintain computer hardware and software, and networks; proficiency with computer hardware and digital networking; possess competency in computer forensic tools such as Encase, FTK, and X-Ways Forensics and successfully pass a comprehensive and extensive background investigation.

**TITLE: Computer Programmer**

**DUTIES AND RESPONSIBILITIES:** To be responsible for making repairs to databases; to be responsible for creating improved features to more effectively utilize data collected; to prepare and assemble complete documentation to support new or modified computer programs and procedures; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Computer Science or closely related field; and

**Experience:** Such as may have been gained through: employment in a technical position that involved work in the area of computer programming.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Data and Applications Assistant**

**DUTIES AND RESPONSIBILITIES:** To assist in development, design, implementation, operation and maintenance of RI Department of Education (RIDE) network and information systems ND for providing instruction and support to end users of said systems; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree; and

**Experience:** Such as may have been gained through: experience in developing database applications.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Data Collection Quality Control Specialist**

**DUTIES AND RESPONSIBILITIES:** Under general supervision, coordinates statewide data collection efforts, maintains and enforces data collection procedures; develops and implements effective tools and procedures to control data quality; provides training and supports staff involved in State reporting. Duties include:

- Develops and implements processes and programs that contribute to the cost-effective and efficient collection of data for school funding, State assessment and accountability and State and federal reporting purposes;
- Develops and implements record keeping procedures and manages appropriate data collection tracking programs in accordance with applicable Federal, State regulations, policies, and standards;
- Provides on-going training of data collection staff to ensure quality of data, uniformity and appropriateness of methodology, and compliance with Federal, State, and/or local school district collection requirements;
- Reviews and monitors day-to-day data collection activities to ensure completeness and accuracy of information;
- Implements and monitors confidentiality rules and requirements as designated by Federal and State regulations and policies; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

**Education:** Such as may have been gained through possession of a Bachelor's Degree supplemented by computer courses; and

**Experience:** Such as may have been gained through: three (3) years experience in user support and application development; OR any combination of education and experience substantially equivalent to the above.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None**

**TITLE: Location Scout-Webmaster Consultant**

**DUTIES AND RESPONSIBILITIES:** To scout and photograph locations throughout Rhode Island (meeting specific motion picture location standards); to perform a variety of clerical support tasks with location managers and Film Office staff; to operate multiple camera lenses efficiently; to download, print and create photo CD's; to retouch, crop, and enhance photos using knowledge of photographic composition; to operate PC and various software packages including Adobe PhotoShop and DreamWeaver; to organize and maintain Rhode Island Film Office files both on-site and on-line; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: graduation from an accredited high school or GED program; and

**Experience:** Such as may have been gained through: at least one year experience as a motion picture location scout; Or

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None**

**TITLE: Project Manager (ORACLE)**

**DUTIES AND RESPONSIBILITIES:** To be responsible for the planning, execution, and administration of the Oracle Integrated Financial System Project (RI-Fans); to implement program design, evaluation, and the quality assurance programs and maintain program budgets; to monitor contracted agencies regarding state policies and procedural requirements; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree or preferably possession of a Master's Degree; or

**Experience:** Such as may have been gained through: extensive employment in capacity involving the planning, research, evaluation, and oversight of computer software projects; business process redesign and development; and a quality management program

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Supervisor Information Technology Systems**

**DUTIES AND RESPONSIBILITIES:** To supervise the Distance Learning Center program; coordinate and direct visual information through consultation, analysis, design, development, procurement, production and/or reproduction of Visual Information (VI) products and services. May direct work to be accomplished by a photographer an illustrator or other professionals. Visual information consists of visual materials such as pamphlets, graphs and charts, diagrams, models, live or video recorded speeches or lectures or web page designs; and related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Masters Degree in Business Administration (MBA) or Masters in Public Administration (MPA) related field; and

**Experience:** Such as may have been gained through: extensive high-level management experience in a variety of business areas, preferably in a government setting; or

other related education and experience that is substantially equivalent to the above.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

Miscellaneous

Job Classifications

(NO RATES included)

**TITLE: Administrative Assistant – Office of Economic Recovery and Reinvestment (OERR)**

**DUTIES AND RESPONSIBILITIES:** To provide logistical support to the Office of Economic Recovery and Reinvestment (OERR) team; to include assistance in coordinating weekly, monthly, & quarterly committee meetings and training; to monitor agencies' submissions to OERR to ensure that all appropriate federal and state deadlines are met (this would include devising a tracking system for monitoring agency submissions, update reports for committee meetings and maintain statistics on agencies percent of completion of OERR projects); to support OERR Director in logistics and staffing of display tables at conferences, meetings and trainings; to participate in updating OERR program display, brochures and literature; to conduct research on OERR programs as needed; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma; Associates Degree preferred with demonstrated competence in MS OFFICE and internet research; and

**Experience:** Such as may have been gained through: employment in a responsible position in a financial or general business setting; or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None**

**TITLE: Administrative Assistant - Assistive Technology Access Partnership (ATAP).**

**DUTIES AND RESPONSIBILITIES:** To provide logistical support to the monthly ATAP, quarterly RICAT and associated committee meetings; to monitor device exchange program including: screening postings, tracking device transactions, update site and maintain statistics on exchanges and savings; to support ATAP Director in logistics and staffing of display tables at conferences; to participate in updating ATAP program display, brochures and literature.; to conduct research on AT programs, device exchange and alternative financing, as requested; to develop and maintain statistical reports on partner contractual activities and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school diploma; Associates Degree preferred with demonstrated competence in MS OFFICE and internet research; and

**Experience:** Such as may have been gained through: employment in a responsible position in a health, social services, financial or general business setting. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

Ability to travel to meetings state-wide.

**TITLE: Antiterrorism Program Chief (ATPC)**

**PRIMARY PURPOSE:** The Antiterrorism Program Chief shall serve as the senior leader of the Rhode Island National Guard antiterrorism program, and related physical and operations security program issues, handling of law enforcement sensitive information, managing assigned program areas, completing studies and reviewing, revising, development and the implementation of force protection policy, information management, and projects. The organizational location of this position is in the Office of the Adjutant General, J-3/Current Operations Branch. The individual reports to the Chief Current Operations Branch.

**DUTIES AND RESPONSIBILITIES:** Works directly with the Chief, Current Operations Branch for the administration of the AT operation and program. The Chief, Current Operations Branch is the individual authorized to make the recommendations for final approval of all AT budgets and modifications to this program, to authorize distribution and recall of AT Program funds to the USPFO, and to take any other action on behalf of the J-3 or Chief of Staff, JFHQ-RI. The Antiterrorism Program Chief (ATPC) shall develop, implement, monitor and manage a comprehensive antiterrorism program in the Rhode Island National Guard. The ATPC shall provide the following services to the antiterrorism (AT) operations in the Rhode Island National Guard (RING), as follows:

- (1) Direct the development and dissemination of AT plans, guidance, and mandatory standards for protecting RING personnel, information, critical resources, key assets, and critical infrastructure from acts of terrorism;
- (2) Direct the development and dissemination of specific Risk and Threat Assessments for special events, mobilizations, assets, facilities and subordinate installations;
- (3) Direct the development and dissemination of a Random Antiterrorism Measures Program (RAMP) in all subordinate units/installations within the State and track RAMP measures implemented throughout the State;
- (4) Assist the military leadership and local law enforcement partners in the preparation and maintenance of contingency plans for the mitigation, alert, response, recovery, and reporting of terrorist events or actions;
- (5) Serve as the RING primary liaison to Federal, State, Local and Military law enforcement to develop, update, and support the State AT program and share critical resources;
- (6) Serve as the RING primary liaison to Federal, State, Local and Military law enforcement in the conducting, publishing and dissemination of annual State specific Threat Assessments and direct subordinate elements in conducting localized Threat Assessments;
- (7) Ensure Level I – IV AT Training, Security Engineering, and OPSEC Level II Training is conducted and tracked for all personnel within the State and ensure AT training is incorporated into unit training plans and pre-mobilization training;
- (8) Assist the military leadership in the development and planning of annual State level AT exercises;

(9) Direct the conduct of annual Vulnerability Assessments for subordinate installations, facilities and sites and pre-deployment Vulnerability Assessments for deploying units, as needed;

(10) Coordinate, de-conflict and integrate various force protection staff initiatives, policies and activities within the State and conduct annual AT program reviews and evaluations of subordinate AT programs to ensure compliance with directives and integration with other security and related programs;

(11) Establish and continually refine a system to monitor, collect, analyze, report, and disseminate all hazards (including terrorists) threat information to RING commanders, as well as force protection partners in Federal, State, and Local law enforcement agencies;

(12) Organize command and staff relationships in regard to AT and establish a functional AT Committee and Threat Working Group and serve as a member;

(13) Assists in AT resource management and ensures AT funding requirements are identified during the Program Objective Memorandum (POM) and prioritized based on threat, vulnerability and criticality;

(14) Formally identify high risk personnel (HRP) and ensure individuals receive appropriate resources and terrorist attack training;

(15) Manage the State Core Vulnerability Assessment Management Program (CVAMP) entries;

(16) Conduct AT review of military construction (MILCON) projects;

(17) Assist in the maintenance of State AT program products on the Antiterrorism Enterprise Portal (ATEP), the Force Protection page on Guard Knowledge Online (GKO), and the FBI eGuardian site;

(18) Attend Regional and National antiterrorism, physical security, OPSEC and electronic security system conferences, workshops, and training;

(19) Direct, manage and oversee the selection, delegation of duties, and task performance of staff assigned.

**KNOWLEDGES, SKILLS AND CAPACITIES:** Must possess keen analytical skills, be able to fuse and assess multiple complex situations and be able to develop reports for wide dissemination, and manage time to achieve the desired results in an expedient manner. Must be able to interact at all levels in the organization, and maintain a high level of performance of to comply with DOD standards in all aspects of the Anti-Terrorism Program. Must possess a working knowledge of a wide range of security specialties to include physical, personnel and operational security in order to identify and resolve conflicting, dynamic and complex policy and program objectives and procedures within the security force protection functional area. Must possess knowledge in the specialized field of force protection, AT, OPSEC and physical security. Must have the ability to use a computer to write reports, access the internet (classified and unclassified information) for research and maintain a database, and the ability to undertake long-range studies and projects as the organizer and/or director. Must possess the ability to supervise the performance of subordinate staff assigned. May be required to work additional hours on occasion to include weekends in the event of an emergency situation. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as been gained through: possession of a Bachelor's degree, or graduation from an accredited Law Enforcement Academy or military intelligence school, with major course work in antiterrorism, counterterrorism, or intelligence methods and practices; and

**Experience:** Such as been gained through working in the tactics, techniques, and procedures in the field of antiterrorism, counterterrorism, physical security, law enforcement or military intelligence. The ATP Chief must also have supervisory experience in one of the above fields and a working knowledge of FP/AT construction standards to assess and recommend the approval of installation-level construction projects. Candidates should have attended the Army Corps of Engineers Security Engineering Course and training in AT procedures at a formal DOD service school approved Level II AT Training course. Must be familiar with DOD Regulation 5240.1-R, Executive Order 12333, AF Instruction 10-104 and Army Regulation 381-10 (RE: Intelligence Oversight).

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Due to sensitive material and equipment at various work sites, must receive and maintain a favorable NCIC/BCI Bureau of Investigation check. (No felonies, good driving record) Must possess and maintain a valid motor vehicle driver's license. Will be required to qualify for a top secret security clearance under the provisions of AR 380-5. Will be subject to random drug testing.

**TITLE: ARNG Anti-Terrorism Program Manager (ATPM)**

**DUTIES AND RESPONSIBILITIES:** The ATPM will develop, implement, manages and monitors a comprehensive antiterrorism (AT) program. This includes but is not limited to: budget, policies and guidance, plans, assessments, training, exercises, program reviews, and assigning responsibilities for executing subordinate AT programs. The ATPM provides AT plans, guidance and mandatory standards for protecting state/installation personnel, information, critical resources, key assets and critical infrastructure from acts of terrorism. The ATPM reviews practices and activities to ensure compliance with directives and integration with other security and related programs. The ATPM coordinates, deconflicts and integrates various force protection staff initiatives, policies and activities within the state. Coordinates with local and state authorities to develop, update and support the state/installation AT plan and share critical resources. Ensures Levels I-IV AT training is conducted and AT training is incorporated into unit training plans and premobilization training. Plan and develop annual AT exercises. Conduct annual vulnerability assessments and pre-deployment vulnerability assessments for deploying units. Conduct annual program reviews and evaluate subordinate programs. Organize command and staff relationships; establish a functional AT Committee and Threat Working Group and serve as a member. Provide AT resource management and ensure AT funding requirements are identified during the POM, prioritized on threat vulnerabilities. Formally identify high risk personnel (HRP) and ensure individuals receive appropriate resources and terrorist attack training per AR 190-58. Attend meeting, conferences, workshops, panels, etc. as the state ATPM. The ATPM works directly with the Director of Military Support for the administration of the AT operation and maintenance agreement program. The Director of Military support (DOMS) is the individual authorized to make the recommendations for final approval of all AT budgets and modifications to this program, to authorize distribution and recall of AT Program funds to the USPFPO, and to take any other action on behalf of the J-3 or Chief of Staff, JFHQ-RI.

**KNOWLEDGES, SKILLS AND CAPACITIES:** Must possess great analytical skills, be able to assess various situations, and manage time to achieve the desired results in an expedient manner. Must be able to interact at all levels in the organization, and maintain a high level of performance of set standards in all aspects of the Anti-Terrorism Program. Must possess a working knowledge of a wide range of security specialties to include physical, personnel and operational security in order to identify and resolve conflicting and complex policy and program objectives and procedures within the security functional area. Must possess knowledge in the specialized field of force protection, AT, OPSEC and physical security. Must have the ability to use a computer to write reports, access the internet for research and maintain database and the ability to undertake long-range studies and projects as the organizer and/or director. Core hours of work will be from 7:00 A.M. to 5:00 P.M. May be required to work additional hours on occasion to include weekends in the event of an emergency situation. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelors degree, or graduation from an accredited Law Enforcement Academy, with major course work in anti-terrorism, electronics and one year experience in the repair, design, construction, and modification of electronic equipment and devices; and

**Experience:** Experience in the design, construction, repair, and modification of electronic equipment and devices to include security systems incorporating passive infrared, microwave, and passive ultra-sonic devices may be substituted for the electronic schooling month for month, 1000 clock hours for 1 year, 12 semester hours for 1 year. The ATPM must have a working knowledge of FP/AT construction standards to assess and recommend the signing off on installation construction projects. Candidates should have attended the Army Corps of Engineers Security Engineering Course. Should have received training in AT procedures at a formal service approved Level II AT Training course. Must be familiar with DOD Regulation 5240.1-R, Executive Order 12333, AF Instruction 10-114 and Army Regulation 380-10.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Due to sensitive material and equipment at various work sites, must receive and maintain a favorable BCI Bureau of Investigation check. (No felonies, good driving record) Must possess and maintain a valid Rhode Island Drivers license. Will be required to qualify for a top secret security clearance under the provisions of AR 380-5. Will be subject to random drug testing.

**TITLE: ARNG Anti-Terrorism Program Manager II**

**PRIMARY PURPOSE**

The primary purpose of this position is to serve as the RI National Guard Anti-terrorism Program Manager (ATPM) for anti-terrorism and related physical and operations security issues, handling of law enforcement sensitive information, managing assigned program areas, completing studies and reviewing, revising, recommendation and the implementation of force protection policy and projects. The organizational location of this position is in the Office of the Adjutant General, J-3/DOMS. The individual reports to the Chief of the Military Support Branch.

**DUTIES AND RESPONSIBILITIES:**

The ATPM II will develop, implement, manage and monitors a comprehensive antiterrorism (AT) program. This includes but is not limited to: budget, policies and guidance, plans, assessments, training, exercises, program reviews, and assigning responsibilities for executing subordinate AT programs. The ATPM II provides AT plans, guidance and mandatory standards for protecting state/installation personnel, information, critical resources, key assets and critical infrastructure from acts of terrorism. The ATPM II reviews practices and activities to ensure compliance with directives and integration with other security and related programs. The ATPM II coordinates, de-conflicts and integrates various force protection staff initiatives, policies and activities within the state. Coordinates with local and state authorities to develop, update and support the state/installation AT plan and share critical resources. Ensures Levels I-IV AT training is conducted and AT training is incorporated into unit training plans and pre-mobilization training. Plan and develop annual AT exercises. Conduct annual vulnerability assessments and pre-deployment vulnerability assessments for deploying units. Conduct annual program reviews and evaluate subordinate programs. Organize command and staff relationships; establish a functional AT Committee and Threat Working Group and serve as a member. Provide AT resource management and ensure AT funding requirements are identified during the POM, prioritized on threat vulnerabilities. Formally identify high risk personnel (HRP) and ensure individuals receive appropriate resources and terrorist attack training per AR 190-58. Attend meeting, conferences, workshops, panels, etc. as the state ATPM II. The ATPM II works directly with the Director of Military Support for the administration of the AT operation and maintenance agreement program. The Director of Military support (DOMS) is the individual authorized to make the recommendations for final approval of all AT budgets and modifications to this program, to authorize distribution and recall of AT Program funds to the USPFO, and to take any other action on behalf of the J-3 or Chief of Staff, JFHQ-RI.

**KNOWLEDGES, SKILLS AND CAPACITIES:** Must possess great analytical skills, be able to assess various situations, and manage time to achieve the desired results in an expedient manner. Must be able to interact at all levels in the organization, and maintain a high level of performance of set standards in all aspects of the Anti-Terrorism Program. Must possess a working knowledge of a wide range of security specialties to include

physical, personnel and operational security in order to identify and resolve conflicting and complex policy and program objectives and procedures within the security functional area. Must possess knowledge in the specialized field of force protection, AT, OPSEC and physical security. Must have the ability to use a computer to write reports, access the internet for research and maintain database and the ability to undertake long-range studies and projects as the organizer and/or director. Core hours of work will be from 7:00 A.M. to 5:00 P.M. May be required to work additional hours on occasion to include weekends in the event of an emergency situation. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelors degree, or graduation from an accredited Law Enforcement Academy, with major course work in anti-terrorism, electronics and one year experience in the repair, design, construction, and modification of electronic equipment and devices; and

**Experience:** Experience in the design, construction, repair, and modification of electronic equipment and devices to include security systems incorporating passive infrared, microwave, and passive ultra-sonic devices may be substituted for the electronic schooling month for month, 1000 clock hours for 1 year, 12 semester hours for 1 year. The ATPM II must have a working knowledge of FP/AT construction standards to assess and recommend the signing off on installation construction projects. Candidates should have attended the Army Corps of Engineers Security Engineering Course. Should have received training in AT procedures at a formal service approved Level II AT Training course. Must be familiar with DOD Regulation 5240.1-R, Executive Order 12333, AF Instruction 10-114 and Army Regulation 380-10.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Due to sensitive material and equipment at various work sites, must receive and maintain a favorable BCI Bureau of Investigation check. (No felonies, good driving record) Must possess and maintain a valid Rhode Island Drivers license. Will be required to qualify for a top secret security clearance under the provisions of AR 380-5. Will be subject to random drug testing.

**TITLE: ARNG Security Guard**

**DUTIES AND RESPONSIBILITIES:** Performs security and resource protection duties within the area of responsibility. Controls entry and exit of military and civilian personnel, vehicles and other equipment at entry points to area. Conduct searches of persons and property within the geographic jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and law. Perform security measures required to secure the combat potential against sabotage and or attacks by individuals, small mobs or forces. Contact local, federal or civil law enforcement officials to obtain assistance when ARNG resources are threatened. Enforces standards of conduct and adherence to applicable laws and regulations within the ARNG area of responsibility. Handles emergencies until appropriate key personnel are contacted, and assumes responsibility for the situation. May perform duties with intrusion detection equipment to monitor and maintain communications with the base patrol and other law enforcement agencies. Provides response to emergency situations within the ARNG area of responsibility. Detains suspects within jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and law. Performs other duties as directed by competent authority. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required.

**KNOWLEDGES, SKILLS AND CAPACITIES:** A reasonable degree of proficiency and knowledge of the basic duties is essential for all individuals performing security specialist duties in support of facilities and federal property (under the jurisdiction, administration, and custody of the ARNG).

**MINIMUM QUALIFICATIONS:**

**Mandatory:**

1. Must have a police background check (BCI) and (NAC); have never been convicted by civilian/military court except for minor traffic violations and similar infractions; or history juvenile delinquency in two (2) years preceding proposed employment.
2. Must have and maintain a valid state of residence driver's license.
3. Must successfully pass a psychological evaluation test. Must pass an entrance physical administered by a certified state physician.
4. Must be eligible to obtain a Secret Security Clearance.
5. Must successfully pass a physical agility test.

**EDUCATION AND EXPERIENCE:** Such as may have been gained through completion /graduation of twelve (12) school grades or G.E.D. equivalent.

**COMPENSATION:**

**Rate of Pay:**

**Hours:**

**TITLE: ARNG Security Guard II**

**DUTIES AND RESPONSIBILITIES:** Performs security and resource protection duties within the area of responsibility. Controls entry and exit of military and civilian personnel, vehicles and other equipment at entry points to area. Conduct searches of persons and property within the geographic jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and law. Perform security measures required to secure the combat potential against sabotage and or attacks by individuals, small mobs or forces. Contact local, federal or civil law enforcement officials to obtain assistance when ARNG resources are threatened. Enforces standards of conduct and adherence to applicable laws and regulations within the ARNG area of responsibility. Handles emergencies until appropriate key personnel are contacted, and assumes responsibility for the situation. May perform duties with intrusion detection equipment to monitor and maintain communications with the base patrol and other law enforcement agencies. Provides response to emergency situations within the ARNG and Emergency Management areas of responsibility. Detains suspects within jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and law. Control parking areas to insure proper force protections standards are maintained. Performs other duties as directed by competent authority. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required.

**KNOWLEDGES, SKILLS AND CAPACITIES:** A reasonable degree of proficiency and knowledge of the basic duties is essential for all individuals performing security specialist duties in support of facilities and federal property (under the jurisdiction, administration, and custody of the ARNG).

**MINIMUM QUALIFICATIONS:**

**Mandatory:**

1. Must have a police background check (BCI) and (NAC); have never been convicted by civilian/military court except for minor traffic violations and similar infractions; or history juvenile delinquency in two (2) years preceding proposed employment.
2. Must have and maintain a valid state of residence driver's license.
3. Must successfully pass a psychological evaluation test. Must pass an entrance physical administered by a certified state physician.
4. Must be eligible to obtain a Secret Security Clearance.
5. Must successfully pass a physical agility test.

**EDUCATION AND EXPERIENCE:** Such as may have been gained through completion /graduation of twelve (12) school grades or G.E.D. equivalent.

## **TITLE: ARNG Security Guard III**

**DUTIES AND RESPONSIBILITIES:** Security Officers shall operate entry control points at designated gate(s) on the Command Readiness Center and perform the following duties: Control vehicle and pedestrian entry/exit on the Command Readiness Center. Ensure only authorized personnel are permitted entry. Security Officer(s) at the Entry Control Point will check all incoming vehicles. Visitors and delivery trucks will be processed in, possibly be given temporary vehicle passes, and directed to their destination. *Perform ID checks IAW with the Force Protection Threat Level and SOP. Perform vehicle searches per SOP and Threat level.* Shall assist in traffic control for Emergency Services vehicles entering or departing. Log personnel and vehicles entering the reservation after duty hours. Maintain the interior and exterior of the Entry Control Point in a clean and orderly state. Duties shall include the sweeping and cleaning of floors, dusting, cleaning of office furniture and interior windows, and removal of trash. Shall monitor and operate Intrusion Detection System (IDS) and Close Circuit Television (CCTV) and other security equipment that may be located at the Entry Control Point(s). Security Officers shall patrol the entire Command Readiness Center and Schofield Armory, including all parking lots by motor vehicle, or on foot, as required providing surveillance of the facilities. It will be the responsibility of the guard on patrol to check fences to insure that no intruder has gained entry to the installation. During patrols, Security Officers shall patrol and inspect for security, fences, doors, and windows as designated and specified by the State Security Manager's SOP. All required building checks are physically checked/accomplished (hands on) and recorded on the duty log. The State Security Manager's SOP. will designate building check requirements. Assist in opening or closing gates, exterior building doors, special access areas, etc., as required by authorized personnel. Respond to alarms or request for assistance within their area of responsibility. Assist in performing traffic control when necessary. Submit full reports of all incidents of unauthorized entry, presence of unauthorized personnel, theft, vandalism, fire, and other conditions that could lead to the loss, damage, or destruction of Federal/State property or incidents that could cause injury or death of personnel. Reporting procedures are established in the State Security Manager's SOP. Maintain records, security logs, and security reports according to instructions provided by the State Security Manager's SOP. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required.

**KNOWLEDGES, SKILLS AND CAPACITIES:** A reasonable degree of proficiency and knowledge of the basic duties is essential for all individuals performing security specialist duties in support of facilities and federal property (under the jurisdiction, administration, and custody of the ARNG). All employees will pass the Physical Agility Test (PAT) as outlined in Army Regulation 190-56, Appendix D. Government will assist with administering PAT if necessary. All personnel shall be capable of: lifting forty pounds; hearing normal conversations at a distance of twenty feet; intermittent work around excessive noise; walking and standing for at least a twelve-hour period, to include climbing and descending stairs; working both inside and outside during all weather conditions; intermittent work on slippery or uneven walking surfaces; working around moving objects or vehicles; working both alone and closely with others; working protracted or irregular hours.

### **MINIMUM QUALIFICATIONS:**

Mandatory: Must have the ability to: prepare reports, rosters, ID and other security functions using a computer; think clearly and react promptly in emergency situations; remain alert and work alone during evening hours; answer phone calls, take detailed messages, and access voice mail; perform radio communications. All employees must: possess the capacity to acquire a good working knowledge of all aspects of contract Security Force position requirements; have a favorable police background check (BCI) and (NAC); have never been convicted by civilian/military court except for minor traffic violations and similar infractions; or history juvenile delinquency in two (2) years preceding proposed employment; have and maintain a valid state of

residence driver's license; must be eligible to obtain a Secret Security Clearance; must successfully pass a physical agility test.

**EDUCATION AND EXPERIENCE:** Personnel assigned to duty at the Command Readiness Center will have, at a minimum, a high school diploma or GED equivalent, be literate in English to the extent of reading and understanding printed regulations, detailed written orders, training instructions and material, and shall be able to compose hand written or computer reports, which convey complete information. All security personnel will have a basic knowledge of operating a computer including word-processing, basic data base operations, email, and data entry input.

**TITLE: ARNG Security Guard Lieutenant**

**DUTIES AND RESPONSIBILITIES:** Security Officers shall operate entry control points at designated gate(s) on the Command Readiness Center and perform the following duties: Control vehicle and pedestrian entry/exit on the Command Readiness Center. Ensure only authorized personnel are permitted entry. Security Officer(s) at the Entry Control Point will check all incoming vehicles. Visitors and delivery trucks will be processed in, possibly be given temporary vehicle passes, and directed to their destination. Perform ID checks IAW with the Force Protection Threat Level and SOP. Perform vehicle searches per SOP and Threat level; assist in traffic control for Emergency Services vehicles entering or departing; log personnel and vehicles entering the reservation after duty hours. Maintain the interior and exterior of the Entry Control Point in a clean and orderly state. Duties shall include the sweeping and cleaning of floors, dusting, cleaning of office furniture and interior windows, and removal of trash. Shall monitor and operate Intrusion Detection System (IDS) and Close Circuit Television (CCTV) and other security equipment that may be located at the Entry Control Point(s). Security Officers shall patrol the entire Command Readiness Center and Schofield Armory, including all parking lots by motor vehicle, or on foot, as required providing surveillance of the facilities. It will be the responsibility of the guard on patrol to check fences to insure that no intruder has gained entry to the installation. During patrols, Security Officers shall patrol and inspect for security, fences, doors, and windows as designated and specified by the State Security Manager's SOP. All required building checks are physically checked/accomplished (hands on) and recorded on the duty log. The State Security Manager's SOP. will designate building check requirements. Assist in opening or closing gates, exterior building doors, special access areas, etc., as required by authorized personnel. Respond to alarms or request for assistance within their area of responsibility. Assist in performing traffic control when necessary. Submit full reports of all incidents of unauthorized entry, presence of unauthorized personnel, theft, vandalism, fire, and other conditions that could lead to the loss, damage, or destruction of Federal/State property or incidents that could cause injury or death of personnel. Reporting procedures are established in the State Security Manager's SOP. Maintain records, security logs, and security reports according to instructions provided by the State Security Manager's SOP. The Security Guard Officer in Charge is responsible for overseeing and directing the work and behavior of other members of the security force. The Security Guard Officer in Charge will be a working supervisor, performing duties at the entry control point and CCS/ RIJOC; is responsible for understanding the operations of all posts; shall insure the inspection of each post, fixed and mobile, on a varying schedule, at least three times during each eight-hour period. The Security Guard Officer in Charge shall insure that all guards report for on time and that each member of the Guard Force is inspected prior to being posted. Insure that all guards are properly equipped, insure that all guards are informed of and understand their duties and all special orders. Security Guard Officer in Charge must meet criteria established in Statement of Work for Security Guard Supervisor. The OIC will insure that all shifts are properly manned. The OIC will be the liaison to the J3/Security Specialist and all National Guard members. The OIC will be responsible to train Security Guards and Supervisors as applicable. The OIC will maintain attendance and training records for all Security Guards and Supervisors. The Security Guard Officer in Charge is responsible for overseeing and directing the work and behavior of other members of the security force. NO OVERTIME IS PERMITTED. Must be able to travel to necessary schools and seminars as required.

**KNOWLEDGES, SKILLS AND CAPACITIES:** A reasonable degree of proficiency and knowledge of the basic duties is essential for all individuals performing security specialist duties in support of facilities and federal property (under the jurisdiction, administration, and custody of the ARNG). All employees will pass the Physical Agility Test (PAT) as outlined in Army Regulation 190-56, Appendix D. Government will assist with administering PAT if necessary. All personnel shall be capable of: lifting forty pounds; hearing normal conversations at a distance of twenty feet; intermittent work around excessive noise; walking and standing for at least a twelve-hour period, to include climbing and descending stairs; working both inside and outside during all weather

conditions; intermittent work on slippery or uneven walking surfaces; working around moving objects or vehicles; working both alone and closely with others; working protracted or irregular hours. To obtain maximum performance from each member of his force, the Security Guard Officer in Charge must have a complete understanding of leadership principles and be capable of applying them.

**MINIMUM QUALIFICATIONS:**

Mandatory: Must have the ability to: prepare reports, rosters, ID and other security functions using a computer; think clearly and react promptly in emergency situations; remain alert and work alone during evening hours; answer phone calls, take detailed messages, and access voice mail; perform radio communications. All employees must: possess the capacity to acquire a good working knowledge of all aspects of contract Security Force position requirements; have a favorable police background check (BCI) and (NAC); have never been convicted by civilian/military court except for minor traffic violations and similar infractions; or history juvenile delinquency in two (2) years preceding proposed employment; have and maintain a valid state of residence driver's license; must be eligible to obtain a Secret Security Clearance; must successfully pass a physical agility test.

**EDUCATION AND EXPERIENCE:** Personnel assigned to duty at the Command Readiness Center will have, at a minimum, a high school diploma or GED equivalent, be literate in English to the extent of reading and understanding printed regulations, detailed written orders, training instructions and material, and shall be able to compose hand written or computer reports, which convey complete information. All security personnel will have a basic knowledge of operating a computer including word-processing, basic data base operations, email, and data entry input. Shift supervisors shall be individuals who have demonstrated supervisory ability by successful experience of at least three years in a position similar to position described above.

**TITLE: ARNG Security Guard Shift Supervisor (Sergeant)**

**DUTIES AND RESPONSIBILITIES:** Security Officers shall operate entry control points at designated gate(s) on the Command Readiness Center and perform the following duties: Control vehicle and pedestrian entry/exit on the Command Readiness Center. Ensure only authorized personnel are permitted entry. Security Officer(s) at the Entry Control Point will check all incoming vehicles. Visitors and delivery trucks will be processed in, possibly be given temporary vehicle passes, and directed to their destination. *Perform ID checks IAW with the Force Protection Threat Level and SOP. Perform vehicle searches per SOP and Threat level.* Shall assist in traffic control for Emergency Services vehicles entering or departing. Log personnel and vehicles entering the reservation after duty hours. Maintain the interior and exterior of the Entry Control Point in a clean and orderly state. Duties shall include the sweeping and cleaning of floors, dusting, cleaning of office furniture and interior windows, and removal of trash. Shall monitor and operate Intrusion Detection System (IDS) and Close Circuit Television (CCTV) and other security equipment that may be located at the Entry Control Point(s). Security Officers shall patrol the entire Command Readiness Center and Schofield Armory, including all parking lots by motor vehicle, or on foot, as required providing surveillance of the facilities. It will be the responsibility of the guard on patrol to check fences to insure that no intruder has gained entry to the installation. During patrols, Security Officers shall patrol and inspect for security, fences, doors, and windows as designated and specified by the State Security Manager's SOP. All required building checks are physically checked/accomplished (hands on) and recorded on the duty log. The State Security Manager's SOP. will designate building check requirements. Assist in opening or closing gates, exterior building doors, special access areas, etc., as required by authorized personnel. Respond to alarms or request for assistance within their area of responsibility. Assist in performing traffic control when necessary. Submit full reports of all incidents of unauthorized entry, presence of unauthorized personnel, theft, vandalism, fire, and other conditions that could lead to the loss, damage, or destruction of Federal/State property or incidents that could cause injury or death of personnel. Reporting procedures are established in the State Security Manager's SOP. Maintain records, security logs, and security reports according to instructions provided by the State Security Manager's SOP. The Security Shift Supervisor is responsible for overseeing and directing the work and behavior of other members of the security force. The Shift Supervisor will be a working supervisor, performing duties at the entry control point and CCS/ RIJOC. The supervisor is responsible for understanding the operations of all posts. The supervisor shall inspect each post, fixed and mobile, on a varying schedule, at least three times during each eight-hour period. The shift supervisor shall insure that all guards report for on time and that each member of the Guard Force is inspected prior to being posted. Such inspections shall include but are not limited to the following: Complete clean and neat uniform, including shined shoes, personal appearance acceptable for the security profession to include clean-shaven, physically capable of standing watch, i.e., not having consumed alcoholic beverages, drugs, narcotics, or other types of intoxicants and having had sufficient rest, Insure that all guards are properly equipped, insure that all guards are informed of and understand their duties and all special orders. Security Supervisor will be the primary POC on daily routine security matters responsible to provide daily briefing to oncoming shift of any security information. Ensure a joint inventory is conducted each shift between the off-going Shift Supervisor and account for all keys and equipment assigned to the Contractor. The Security Force Supervisor will establish a relief schedule for fixed posts and patrol Review, and approve all reports, forms, and completed logs generated during the tour of duty, paying specific attention to accuracy, neatness, content, and completeness. Maintain the security of all areas by taking actions as required by appropriate procedures and checklists. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required.

**KNOWLEDGES, SKILLS AND CAPACITIES:** A reasonable degree of proficiency and knowledge of the basic duties is essential for all individuals performing security specialist duties in support of facilities and federal property (under the jurisdiction, administration, and custody of the

ARNG). All employees will pass the Physical Agility Test (PAT) as outlined in Army Regulation 190-56, Appendix D. Government will assist with administering PAT if necessary. All personnel shall be capable of: lifting forty pounds; hearing normal conversations at a distance of twenty feet; intermittent work around excessive noise; walking and standing for at least a twelve-hour period, to include climbing and descending stairs; working both inside and outside during all weather conditions; intermittent work on slippery or uneven walking surfaces; working around moving objects or vehicles; working both alone and closely with others; working protracted or irregular hours. Shift Supervisors must be able to be certified to use Non Lethal Weapons, including Taser qualified.

**MINIMUM QUALIFICATIONS:**

Mandatory: Must have the ability to: prepare reports, rosters, ID and other security functions using a computer; think clearly and react promptly in emergency situations; remain alert and work alone during evening hours; answer phone calls, take detailed messages, and access voice mail; perform radio communications. All employees must: possess the capacity to acquire a good working knowledge of all aspects of contract Security Force position requirements; have a favorable police background check (BCI) and (NAC); have never been convicted by civilian/military court except for minor traffic violations and similar infractions; or history juvenile delinquency in two (2) years preceding proposed employment; have and maintain a valid state of residence driver's license; must be eligible to obtain a Secret Security Clearance; must successfully pass a physical agility test.

**EDUCATION AND EXPERIENCE:** Personnel assigned to duty at the Command Readiness Center will have, at a minimum, a high school diploma or GED equivalent, be literate in English to the extent of reading and understanding printed regulations, detailed written orders, training instructions and material, and shall be able to compose hand written or computer reports, which convey complete information. All security personnel will have a basic knowledge of operating a computer including word-processing, basic data base operations, email, and data entry input.

**TITLE:** Basic Training Officer

**DUTIES AND RESPONSIBILITIES:** Serves as subject matter specialist for a core of subject modules in municipal police training; assists the Curriculum Assessment Coordinator in developing curriculum for courses; researches subject matter to keep current with laws, trends, and state-of-the-art developments in field, reviews and evaluates text books; assists in the creation of visual aids for each area; structures classes and develops appropriate teaching techniques (i.e. role playing, case histories, etc.) evaluates student performance, maintains discipline, arranges for quest lecturers including visual aids, hand-out material(s) and scheduling of classes; maintains permanent file of student records; conduct periodic meetings with staff instructors and department liaison officers; and performs other duties and directed by the Executive Director.

**EXAMPLES OF DUTIES**

1. Orients new recruit officers and issued equipment.
2. Constructs seating plan and assigns team and squad leaders.
3. Schedules classes.
4. Administers discipline.
5. Counsels recruits officers and conducts regular inspections.
6. Administers pre- and post-examinations.
7. Performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**Education:** Bachelors Degree in law enforcement or related field or equivalent experience in law enforcement training.

**Experience:** Five years experience in a federal, state, or municipal law enforcement agency with experience conducting formal law enforcement training programs. Ability to demonstrate command presence in a quasi-military environment. Considerable interpersonal skills and considerable oral and written communication skills. Strong computer skills including previous demonstrated experience with Microsoft Word and Microsoft Excel. Microsoft Access. Must also possess good time management skills, ability to multi-task, excellent organizational skills, dependability, and be able to work as a team player.

**TITLE: Business Systems Efficiency Specialist**

**DUTIES AND RESPONSIBILITIES:** To develop recommendations to improve various business processes at the RI Department of Education (RIDE) as well as other agencies within RI state government, including, but not limited to, the Teacher Certification and Information Systems functions to make an initial assessment of the current status of specific business practices, make recommendations for improvements and efficiencies, and develop a plan for implementation and ongoing oversight and reporting; and related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Business Administration or related field; and

**Experience:** Such as may have been gained through: extensive high-level management experience in a variety of business areas, preferably in a governmental setting.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: CASA Volunteer Coordinator**

**DUTIES AND RESPONSIBILITIES:** To be responsible for the recruitment of Court Appointed Special Advocate (CASA) volunteers and to develop materials relative thereto; to train and supervise the volunteers; to plan and implement programs; to review and update CASA procedures in the Rhode Island Family Court.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Associate's Degree from an accredited institution of higher education in sociology, psychology, education, business administration, or a related field; and

**Experience:** Such as may have been gained through: Previous employment involving the application of accepted principles and techniques in the administration and maintenance of a recruitment program.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE: Communications Liaison – Office of Economic Recovery and Reinvestment (OERR)**

**DUTIES AND RESPONSIBILITIES:** To oversee communication activities for the Office of Economic Recovery and Reinvestment (OERR); to report and promote OERR activities, initiatives, and reports; to coordinate communication activities with the Director of OERR; to develop and implement communication strategies relating to key events and initiatives; to serve as liaison between statewide media community and OERR; to act as Office spokesperson; to work closely with the Governor's Communication Office in all communication related activity; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Journalism, Communications, or a related field; and

**Experience:** Such as may have been gained through: employment in a position which involved responsibility for the organization and development of an informational and public relations program; or,

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Communications Manager**

**DUTIES AND RESPONSIBILITIES:** Manage and oversee communications activities for the Executive Office of Health and Human Services including website design, development and maintenance; reporting and promoting secretariat activities, initiatives and reports; coordinating select communications activities among EOHHS' five participating state agencies; developing and implementing communication strategies relating to key events and initiatives; serving as liaison between statewide media community and the EOHHS, as well as between the five EOHHS departments; and, acting as agency spokesperson; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Journalism, Communications, or a related field; and

**Experience:** Such as may have been gained through: employment in a position which involved responsibility for the organization and development of an informational and public relations program.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE:** Communications Manager II

**DUTIES & RESPONSIBILITIES:**

The Communications Manager II will serve as the Public Information Officer (PIO) for the department and be responsible for all media-related activities and the dissemination of information regarding various public health issues. The PIO will serve as the single point of contact for and in response to the media by generating news releases, holding press conferences, and other appropriate media activities; serve as the spokesperson for the Department when necessary; work with the Director and program managers to develop talking points for media interviews, presentations, and press events; provide training and feedback to employees on interview techniques and media protocols; monitor media coverage for stories of interest to the Department; develop and implement communications strategies for dissemination of public information; develop and manage communications policies and procedures; and review and edit educational materials and reports.

**MINIMUM QUALIFICATIONS:**

Education: Such as may have been gained through: possession of a Bachelor's Degree in Journalism, Communications, or a related field; and

Experience: Such as may have been gained through: employment in a responsible position involving public health communications, and the coordination and development of an informational and public relations program.

**TITLE: Community Outreach Liaison**

**DUTIES AND RESPONSIBILITIES:** To be responsible for establishing systems, processes and methodologies for non-legal issues associated with client and community needs; to act as liaison between the Office of Public Defender and community groups, social services agencies, other state agencies, etc.; to conduct needs assessments; meet with citizens, leaders and community groups to identify needs and resources; to solicit community involvement; to interact with the community keeping them informed about the work of the Public Defender's Office; to develop and implement a variety of outreach and educational efforts; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree Social Work, Public Health or in a related field; and

**Experience:** Such as may have been gained through: employment in a responsible capacity performing professional work in the area of social services, public health, or related field.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Community Outreach Office Assistant**

**DUTIES AND RESPONSIBILITIES:** To assist the Judiciary's Office of Community Outreach and Public Relations respond to and/or outreach to requests from educators, community groups, and members of the public to provide information related to the state court system. Examples of specific duties to include but not be limited to: scheduling tours and visits to the various courthouses; conducting informational tours of courthouses for students and members of the public; and assisting in the distribution of and development of materials to enhance the public's awareness of the role of the Judiciary; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Such as may have been gained through: possession of a High school degree; additional education preferred. Working understanding of the state court system, familiarity with the layout, history, and functions provided within the various courthouses, word processing ability, and organizational skills required. Applicants with a combination of education and experience that substantially meets these requirements will be considered.

## **TITLE: COMMUNITY WORK INCENTIVES COORDINATOR**

**DUTIES AND RESPONSIBILITIES :** To provide work incentives planning and assistance to beneficiaries with disabilities to assist them in their employment efforts; and conduct outreach efforts in collaboration with SSA's Program Manager for Recruitment and Outreach (PMRO) contractor to beneficiaries with disabilities (and their families) who are potentially eligible to participate in Federal or State work incentives programs; screen and refer beneficiaries with disabilities to appropriate Employment Networks (ENs) based on the beneficiaries needs and types of impairments; to work in cooperation with SSA's Area Work Incentives Coordinators (AWICs), Federal, State, local, and private agencies and other nonprofit organizations that serve beneficiaries with disabilities seeking employment; to provide general information on the adequacy of health benefits coverage that may be offered by an employer of a beneficiary with disabilities; the extent to which other health benefits coverage may be available to that beneficiary in coordination with Medicare and/or Medicaid; and the availability of protection and advocacy services for beneficiaries with disabilities and how to access such services; and to do related work as required.

### **MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Education, Social Services or related field; and

**Experience:** Such as may have been gained through: employment in the field of employment placement, education, public health or public welfare. Former beneficiaries may substitute up to two years of full-time work for the education requirement if they can demonstrate that they used SSA work incentives to successfully gain employment.

### **SPECIAL REQUIREMENTS (Training, Licensure, Certification, Other:**

All Community Work Incentive Coordinators must demonstrate successful completion of required SSA sponsored work incentives training or shall complete said training within 3 months of hire and must maintain personal liability insurance.

**TITLE: Coordinator of Consumer Affairs**

**DUTIES AND RESPONSIBILITIES:** Develops and directs consumer initiatives for the Division of Behavioral Healthcare Services at the Department of Behavioral Health Developmental Disabilities and Hospitals (BHDDH); works collaboratively with division staff to perform a range of administrative, educational, advocacy and training functions; interacts on an ongoing basis with a variety of constituents including consumers, family members, behavioral health service providers and the general public at the state and regional levels; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's degree in administration, business, psychology, social work, nursing or related field supplemented by two years; and

**Experience:** Such as may have been gained through: Responsible work experience in a health care or consumer related environment.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Culinary Aide**

**DUTIES AND RESPONSIBILITIES:** As assigned, to work within the culinary shop performing such duties as: maintaining a comprehensive inventory of tools and equipment; assisting with the purchasing, stocking and delivery of supplies and materials, as well as providing assistance during classroom activities; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through; possession of a high school diploma or equivalency; and

**Experience:** Such as may have been gained through: employment in food service, requiring some knowledge of culinary work.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Possession of a valid driver's license.

**TITLE: Cyber Terrorism Program Manager**

**DUTIES AND RESPONSIBILITIES:** To assist with and provide support related services associated with the management of a Statewide Cyber Terrorism taskforce; to be involved in the development and implementation of the taskforce including but not limited to: planning, procurement, event management, and training and travel coordination; to be responsible for the compilation, documentation and analysis of data and information; to promote and coordinate between agencies; to assist in documenting and monitoring expenditures and inventory; to perform detailed reporting; to understand and comply with local and state laws and regulations related to the grant operation and procurement; to develop, conduct and attend meetings ; to assist with the development of educational outreach and events; to assist with the development, management and implementation of all tasks related to the taskforce; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; proficiency with productivity software such as Microsoft Office; and

**Experience:** Such as may have been gained through: Experience in the field of project management or grant implementation.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE: Disability Business Enterprise / Public Information Coordinator**

**DUTIES AND RESPONSIBILITIES:** To perform responsible work managing the state's Disability Business Enterprise and public information programs for the Commission; to prepare and disseminate informational material; to be responsible for maintaining and understanding of information technology including the web and other informational media; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a degree in business administration, communications or related field; and

**Experience:** Such as may have been gained through: owning a small business, employment in a position providing technical assistance to small businesses, and/or responsibility for the organization and development of an informational and public relations program. Three to five years experience in small business administration and/or public relations preferred.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Applicants must submit a sample of their writing; a published or unpublished article.

**TITLE: Domestic Preparedness Program Assistant**

**DUTIES AND RESPONSIBILITIES:** To develop, plan and implement assigned projects and programs; to develop, implement and maintain grant financial policies and procedures; to research and write reports on various issues; to develop, prepare and conduct training seminars and presentations; to advise and assist local officials on domestic preparedness grant matters; to assist in the development of emergency response plans; to provide staff support within the Emergency Operations Center or other location during disasters or emergencies; to facilitate the development of strategic plans, goals and objectives.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a bachelor's degree from an accredited college or university with a major in public administration, risk management, business management or similar field; and

**Experience:** Such as may have been gained through: employment in grant management, program management, budgeting, training/education.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess a valid RI driver's license.

**TITLE: Domestic Preparedness Program Assistant 2**

**DUTIES AND RESPONSIBILITIES:** To develop, plan and implement assigned projects and programs; to develop, implement and maintain grant financial policies and procedures; to research and write reports on various issues; to develop, prepare and conduct training seminars and presentations; to advise and assist local officials on domestic preparedness grant matters; to assist in the development of emergency response plans; to provide staff support within the Emergency Operations Center or other location during disasters or emergencies; to facilitate the development of strategic plans, goals and objectives; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a bachelor's degree from an accredited college or university with a major in public administration, risk management, business management or similar field; and

**Experience:** Such as may have been gained through: at least three years of employment in grant management, program management, budgeting, training/education.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess a valid RI driver's license.

**TITLE: Domestic Preparedness Program Assistant 3**

**DUTIES AND RESPONSIBILITIES:** To manage the RIEMA equipment inventory at the Scituate Warehouse; to manage and maintain the RIEMA fleet of vehicles; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Public Administration, Business Administration or similar field; and

**Experience:** Such as may have been gained through: at least three years of employment in a grant management, program management, or budgeting/training/education.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Must possess a valid RI Driver's License.

**TITLE: Editor 2**

**DUTIES AND RESPONSIBILITIES:** To review, research and edit opinions and appellate writings by the Rhode Island Supreme Court for correctness and consistency in the use of language and grammar and special style requirements; and to review the work of others providing such services; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained: possession of a Bachelor's Degree in English, Journalism or a related field; and

**Experience:** Such as may have been gained through: previous experience as an editor with knowledge and experience with the special style requirements for appellate wiring both nationally and for the Rhode Island Supreme Court.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE: Editor 3**

**DUTIES AND RESPONSIBILITIES:** To review, research and edit opinions and appellate writings by the Rhode Island Supreme Court for correctness and consistency in the use of language and grammar and special style requirements; and to review the work of others providing such services; and to do related work as required.

To consult with members of the Court and their staff about suggested revisions to achieve greater clarity in the language and substance of court opinions and orders. The advisory changes include suggested rewriting of sentences to enhance the court's opinions.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained: possession of a Bachelor's Degree in English, Journalism or a related field; and

**Experience:** Such as may have been gained through: previous experience as an editor with knowledge and experience with the special style requirements for appellate writing both nationally and for the Rhode Island Supreme Court.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE: Elections Specialist**

**DUTIES AND RESPONSIBILITIES:** To assist the Elections Director with the issuance of mail ballots, answering the telephone, providing assistance to walk-ins, and responding to e-mail.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school degree of equivalency: and

**Experience:** Such as may have been gained through extensive knowledge of Elections.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**AGENCY:** Executive Military Staff

**TITLE:** Electronic Security System Manager

**DUTIES AND RESPONSIBILITIES:** Works directly with the Program Manager for the administration of the IDS operation and maintenance agreement and energy management program. Prepares budget and monitors fiscal activities on a daily basis. Prepares reports, projections, reviews and forecasts as required. Perform detailed analysis of recurring contracts for the maintenance of the IDS and other ESS to include closed circuit television systems. Develop security specifications and bidding documents for new IDS projects. Provide technical direction to the ESS Technician by establishing priorities and coordinating the various activities of major repairs or upgrades at facilities. Inspect quality of work of ESS Technician. Perform all duties and responsibilities of the ESS Technician when instructed to do so by Program Manager. Develop policy guidance and detailed IDS/ESS operating instructions for all users. As required, recommends revisions to appropriate physical security regulations and/or policies. Assist in the evaluates job performance of ESS Technician. To do related work as required.

**KNOWLEDGES, SKILLS AND CAPACITIES:** May be required on occasion to lift material up to 50 lbs. Core hours of work will be from 7:00 A.M. to 5:00 P.M. May be required to return to work or work additional hours on occasion to include weekends in the event of an emergency situation. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required. Skills in the use of tools and equipment associated with electronic detection and surveillance equipment systems. Must possess great analytical skills, be able to assess variable situations, and manage time to achieve the desired results in an expedient manner. Must be able to convey clear concise orders to subordinates, interact at all levels in the organization, and maintain a high level of performance of set standards in all aspects of the electronic security program.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: 60 credit hours (Associates Degrees) or Graduation from an accredited two year technical school with major course work in electronics and one year experience in the repair, design, construction, and modification of electronic equipment and devices. License Master Electrician referred; and

**Experience:** Experience in the design, construction, repair, and modification of electronic equipment and devices to include security systems incorporating passive infrared, microwave, and passive ultra-sonic devices may be substituted for the electronic schooling month for month, 1000 clock hours for 1 year, 12 semester hours for 1 year.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Due to sensitive material and equipment at various work sites, must receive a favorable BCI Bureau of Investigation check. (No felonies, good driving record) Must possess and maintain a valid Rhode Island Drivers license. Must be required to qualify for a security clearance under the provisions of AR 380-5.

**AGENCY:** Executive Military Staff

**TITLE:** Electronic Security System Technician

**DUTIES AND RESPONSIBILITIES:** Works directly with the ESS Manager for the administration of the IDS operation and maintenance agreement and energy management program. Prepares reports, projections, reviews and forecasts as required. Travel statewide to install, maintain and repair a variety of security and alarm equipment to include but not limited to ultrasonic motion, passive ultrasonic, audio, vibration, passive infrared, and closed circuit television. Assist ESS Manager in the ESS Program administration. Perform semi-annual inspections and tests of IDS equipment throughout the state.  
To do related work as required.

**KNOWLEDGES, SKILLS AND CAPACITIES:** May be required on occasion to lift material up to 100 lbs. Core hours of work will be from 7:00 A.M. to 5:00 P.M. May be required to return to work or work additional hours on occasion to include weekends in the event of an emergency situation. **NO OVERTIME IS PERMITTED.** Must be able to travel to necessary schools and seminars as required. Skills in the use of tools and equipment associated with electronic detection and surveillance equipment systems. Must possess great analytical skills, be able to assess variable situations, and manage time to achieve the desired results in an expedient manner. Must be able to convey clear concise orders to subordinates, interact at all levels in the organization, and maintain a high level of performance of set standards in all aspects of the electronic security program.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: 30 credit hours or Graduation from an accredited two year technical school with major course work in electronics and one year experience in the repair, design, construction, and modification of electronic equipment and devices. License Master Electrician referred; and

**Experience:** Four years experience in the installation, maintenance, repair and calibration of electronic devices and equipment to include raceways and conductors may be substituted for the required electronic curriculum schooling, 90 clock hours for one month, one month for one month, 1000 clock hours for one year, 12 semester hours for one year.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Due to sensitive material and equipment at various work sites, must receive a favorable BCI Bureau of Investigation check. (No felonies, good driving record) Must possess and maintain a valid Rhode Island Drivers license. May be required to qualify for a security clearance under the provisions of AR 380-5.

TITLE: Energy Planning and Policy Manager

DUTIES AND RESPONSIBILITIES: To assist the Commissioner, Office of Energy Resources with the development of policies and plans required under R.I.G.L. § 42-140 *et seq.*, including but not limited to: monitor, forecast, and report on energy use, energy prices, and energy demand and supply forecasts, and make findings and recommendations with regard to energy supply diversity, reliability, and procurement, including least-cost procurement; monitor and report technological developments that may result in new and /or improved sources of energy supply, increased energy efficiency, and reduced environmental impacts from energy supply, transmission and distribution; develop, recommend and, as appropriate, implement integrated and/or comprehensive strategies, including at regional and federal levels, to secure Rhode Island's interest in energy resources, their supply and efficient use, and as necessary to interact with persons, private sector, non-profit, regional, federal entities and departments and agencies of other states to effectuate this purpose; cooperate with and assist the state planning council and the division of state planning in developing, maintaining, and implementing state guide plan elements pertaining to energy and renewable energy; and apply for, receive, and administer grants and funds from the federal government and all other public and private entities to accomplish the purposes of the office; and to perform related work as required.

MIMIMUM QUALIFICATIONS:

Education: Such as have been gained through: possession of a Bachelor's Degree from an accredited institution; and

Experience: Such as may have been gained through: experience in the field of public policy and planning in the energy field.

SPECIAL REQUIREMENTS (Licensure, Certification, Other): None

**TITLE:** Facilities and Operations Assistant

**DUTIES AND RESPONSIBILITIES:** To assist the Judiciary's facilities and operations staff in a wide range of cleaning, custodial, upkeep, general maintenance, and repair work, as required in any of the Judiciary's court houses. Examples of specific duties to include but not be limited to: minor electrical and plumbing work/repair; supervise functioning of HVAC; monitor building security systems; oversee snow removal; build and/or repair furniture; move furniture and/or office equipment; and perform manual labor in regard to interior and exterior building maintenance; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Such as may have been gained through: possession of a High school degree, additional education preferred. Experience and a working understanding of plumbing, HVAC, and general maintenance and custodial practices necessary. Applicants with a combination of education and experience that substantially meets these requirements will be considered.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Ability to perform manual labor tasks mentioned above.

**TITLE: Fire Safety Inspector**

**DUTIES AND RESPONSIBILITIES:** To perform fire safety inspections for the purpose of checking compliance with fire safety standards in state and federal codes; to provide responsible technical support for interpretation of state/federal fire and life safety codes; to perform inspections; to investigate complaints; to prepare reports; to recommend improvements, alterations and modifications to meet standards; and to do related work as require.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through; possession of a Bachelor's degree; and

**Experience:** Such as may have been gained through; employment in a responsible position performing fire safety inspections of health care facilities and/or general occupancy type buildings.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

**TITLE: Grant Administrator-Fiscal Assistant**

**DUTIES AND RESPONSIBILITIES:** Oversee all general grants funded to the Educational Component of the Training School. This includes applying for or reapplying for grants on a yearly basis, advertising, interviewing and hiring all staff that are paid out of each grant, setting up conferences for staff (including out of State travel) to attend staff development, as well as bringing in lecturers, buying supplies and materials, setting up these training experiences on days off or free, unassigned periods; overseeing the mentors, teacher aides, transitional facilitators, as well as discipline processor; provide assistance to the Principal by acting as a liaison between the Rhode Island Training School (RITS) Educational Component and the Chief of Human Resources, as well as the Business Office at Department of Children, Youth, and Families (DCYF) on a weekly basis; and to do related work as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's degree in business, accounting or a related field; and

**Experience:** Such as may have been gained through: experience writing grants, including utilization of Microsoft Word and Excel software.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None  
required.

**TITLE: Grant Assistant**

**DUTIES AND RESPONSIBILITIES:**

Oversee all Strategic Prevention Framework for Substance Abuse State Incentive Grant (SIG) fiscal activities for the Office of Health and Human Services. This includes assisting with the application for or reapplication for grants on a yearly basis, setting up conferences for staff (including out of State travel) to attend staff development, as well as bringing in lecturers, buying supplies and materials, setting up meetings with sub recipients of the SIG grant; taking responsibility for communication between grant coordinator, grant director and sub recipients; oversee the grant expenditures and report on grant status to federal funders; assist with grant purchases such as Request for Proposals, contracts and miscellaneous purchases and to do related work as assigned. to perform responsible duties in connection with the maintenance of financial and related records; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in the field of Human Services and/or Social Services and/or Business Management; and

**Experience:** Such as may have been gained through: employment in a responsible position in the field of human services and/or social services, financial or general business office.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None**

**TITLE: Grants Project Specialist – 1000**

**DUTIES AND RESPONSIBILITIES:** To assist with and provide support related services associated with the management and development of grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the grant initiatives; to assist in documenting and monitoring expenditures related to the grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the grant initiatives; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and

**Experience:** Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE: Grants Project Specialist – 1500**

**DUTIES AND RESPONSIBILITIES:** To assist with and provide support related services associated with the management and development of grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the grant initiatives; to assist in documenting and monitoring expenditures related to the grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the grant initiatives; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and

**Experience:** Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE: Grants Project Specialist – 2100**

**DUTIES AND RESPONSIBILITIES:** To assist with and provide support related services associated with the management and development of grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the grant initiatives; to assist in documenting and monitoring expenditures related to the grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the grant initiatives; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and

**Experience:** Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE: Grants Project Specialist – 2400**

**DUTIES AND RESPONSIBILITIES:** To assist with and provide support related services associated with the management and development of grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the grant initiatives; to assist in documenting and monitoring expenditures related to the grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the grant initiatives; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and

**Experience:** Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE: Grants Project Specialist – 2644**

**DUTIES AND RESPONSIBILITIES: To assist with and provide support related services associated with the management and development of grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the grant initiatives; to assist in documenting and monitoring expenditures related to the grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the grant initiatives; and to do related work as required.**

**MINIMUM QUALIFICATIONS:**

**Education: Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and**

**Experience: Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.**

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE: Grants Project Specialist – 2644-OERR**

**DUTIES AND RESPONSIBILITIES:** To assist with and provide support related services associated with the management and development of OERR grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the OERR grant initiatives; to assist in documenting and monitoring expenditures related to the OERR grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the OERR grant initiatives; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and

**Experience:** Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE: Grants Project Specialist – 3500**

**DUTIES AND RESPONSIBILITIES:** To assist with and provide support related services associated with the management and development of grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the grant initiatives; to assist in documenting and monitoring expenditures related to the grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the grant initiatives; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and

**Experience:** Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE: Grants Project Specialist – 5000**

**DUTIES AND RESPONSIBILITIES:** To assist with and provide support related services associated with the management and development of grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the grant initiatives; to assist in documenting and monitoring expenditures related to the grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the grant initiatives; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and

**Experience:** Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE:       Hearing Officer**

**DUTIES AND RESPONSIBILITIES:**     To serve in a responsible capacity within the Office of the Director (DCYF) by conducting impartial administrative hearings for the purpose of hearing formal complaints from applicants, recipients, vendors, and other concerned individuals in areas of Child Abuse and Neglect Training System (CANTS) findings, licensing decisions (day care, foster homes, group homes); to serve as the Director's designee to conduct administrative hearings for the purpose of reviewing evidence relative to an employee's alleged misconduct; to serve as the Director's designee by conducting grievance hearings pursuant to the respective collective bargaining agreements; to issue final decisions based on the evidence and testimony presented at such hearings; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:**   Such as may have been gained through: graduation from a college of recognized standing supplemented by formal legal education in the appellate process and human service related fields; and

**Experience:**   Such as may have been gained through: employment in a responsible decision-making position involving the application of statutes, rules, and policies in the area of appeals administration. Or any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**       None  
**required.**

**TITLE: Intelligence Analyst**

**DUTIES AND RESPONSIBILITIES:**

To plan, direct, and evaluate program responsibilities for intelligence analysis and production of a major geographical area and/or of a functional program with state and worldwide implications; to plan and initiate research and analytic endeavors on complex subjects requiring in-depth research and assessments; to be responsible for identifying and conducting research and analysis on complex issues and produce complete intelligence assessments; to identify threats/potential threats to national security; to maintain networks and liaisons of local, national, and international contacts with intelligence and law enforcement communities; to prepare briefings and training regarding subject matter to Rhode Island State Police personnel, other Intelligence Community personnel and law enforcement agencies; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in the field of Business Management, Criminal Justice, and/or Intelligence and Crime Analysis or related field of study; and

**Experience:** Such as may have been gained through: employment in a responsible position in the field of technical or professional experience in research or statistical work, Law Enforcement or Intelligence;

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Interpreter Referral Specialist**

**DUTIES AND RESPONSIBILITIES:** To be responsible for coordinating the scheduling and assignment of interpreters or CART SERVICE providers; to record and enter job information and interpreter assignment information into computer; to maintain a database of skills, preferences, and expertise for consumers and paying parties and use this information to match with jobs; to communicate policies and procedures to consumers and paying parties about the interpreters; to ensure consumer satisfaction through timely assignment of interpreters and confirmation of completed jobs; to facilitate provision of interpreters by conferring with requesters, billing parties, interpreters to exchange information and by advocating for the provision and payment interpreters; to educate on rights and obligations mandated by existing laws requiring equal access for Deaf and Hard of Hearing such as American with Disabilities Act (ADA) and other applicable federal, state, and local laws; to respond to inquiries about interpreter services; to compile statistics on a weekly and monthly basis, as required; to train back-ups in case of absence; to provide office support to the Executive Director, as required; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge and Abilities:** A knowledge of interpreting practices; a knowledge of linguistic, social, culture and developmental aspects of Deaf and Hard of Hearing; a knowledge of existing laws requiring equal access for Deaf and Hard of Hearing and interpreting licensures such as American with Disabilities Act (ADA) and other applicable federal state and local laws; knowledge of the Code of Ethics of the Registry of Interpreters for the Deaf, Inc.; the ability to utilize personal computers; the ability to properly use TTY system.

**Education:** Such as may have been gained through: graduation from high school or equivalent; or a student enrolled in an Interpreter Training Program; and

**Experience:** Such as may have been gained through: experience in providing information in a social service setting; or experience in an office support function.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** American Sign Language skills preferred (or willingness to learn).

**TITLE: Inventory and Proprietary Database Specialist**

**DUTIES AND RESPONSIBILITIES:** To be responsible for entering data into a proprietary database; responsible for case inventory utilizing proprietary database and reconciliation of database with actual file inventory.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a High School Diploma and training in proprietary database.

**Experience:** Such as has been gained through employment in a position that has worked specifically with proprietary database and law office case filing system. Previous experience with indigent defense.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Investigator**

**DUTIES AND RESPONSIBILITIES: Conducts investigations for the courts; reviews documents and interviews witnesses in order to find pertinent facts; prepares paper work for court hearings and performs variety of functions pertaining to investigations; performs investigations; investigates events specific to the Special Pre-trial Pilot Program with Providence Police Department; or to conduct investigations on behalf of the Human Rights Commission; or in the Attorney General's Office to investigate consumer complaints; and do related work as required.**

**MINIMUM QUALIFICATIONS:**

**Education: Such as may have been gained through: possession of an associates degree from an accredited college or university; or possession of a high school degree; and**

**Experience: Such as may have been gained through: employment in a public or private agency dealing with investigations.**

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Investigator 2**

**DUTIES AND RESPONSIBILITIES:** Conducts investigations for the courts; reviews documents and interviews witnesses in order to find pertinent facts; prepares paper work for court hearings and performs variety of functions pertaining to investigations; performs investigations; investigates events specific to the Special Pre-trial Pilot Program with Providence Police Department; or to conduct investigations on behalf of the Human Rights Commission; and do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of an associates degree from an accredited college or university; and

**Experience:** Such as may have been gained through: at least 2 years employment in a public or private agency dealing with investigations.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Junior Ticket Accountant**

**DUTIES AND RESPONSIBILITIES: To assist the Finance Department at the Lottery in testing internal controls, assisting lottery retailers with billing questions, instant ticket inventory control, and other various accounting duties.**

**MINIMUM QUALIFICATIONS:**

**Education: Such as may have been gained through: Possession of a High School Diploma along with college courses in accounting and computers; and**

**Experience: Such as may have been gained through: Experience in a position in a public agency or private industry involving professional accounting.**

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE:** Law Enforcement Highway Safety Coordinator

**DUTIES AND RESPONSIBILITIES:**

to educate all state and local police departments on the goals & objectives, countermeasures, grant procedures, and mobilizations/campaigns; to encourage public awareness of good enforcement activity; to share knowledge and implement good highway safety programs and activities; to coordinate with the Public Information Officers for media understanding and coverage of program success and highway safety problems; to ensure that traffic safety materials are available/distributed and they meet the needs of highway safety enforcement programs; to identify enforcement highway safety needs and seek ways to meet them; to promote the development and adherence to safety belt and equipment calibration policies by law enforcement agencies; to develop and coordinate law enforcement incentive and recognition programs; to foster communication between the National Office on Highway Safety and the state and local law enforcement community; to promote and encourage state and local police departments to participate in highway safety training initiatives including, but not limited to, Traffic Occupant Protection Strategies (TOPS), Standard Field Sobriety Testing (SFST), Drug Recognition Expert (DRE), Public Information and Education (PIO), and Child Passenger Safety (CPS); to manage the "Click It Or Ticket" mobilizations, the You Drink You Drive You Lose Campaign, Operation Blue RIPTide campaign, including speed patrols, of state and local police departments; to assist state and local police departments with setting their own numerical goals for increasing safety belt usage; to assist state and local police departments with meeting the state and national traffic safety agenda; to allow and encourage health care providers to work in conjunction with state and local police departments that are already participating in "Click It Or Ticket" mobilizations; to work with state and local police departments in encouraging the passing of legislation to improve safety belt use; to review current occupant protection and impaired driving materials to include state and local police departments' strategic planning; to participate in conference calls concerning the availability in assisting state and local police departments in reaching goals of increased safety belt usage rates and reduced levels of impaired driving; to meet with state and public officials to help secure zero tolerance enforcement of safety belt and DWI laws; to enhance the relationship between CCRI Traffic Safety Education programs and state and local law enforcement community as it relates to training and education; to establish lines of communication and facilitate dissemination of information to CCRI educators as it relates to traffic safety education and training, impact on program curricula, special programs, and statewide initiatives; to provide relevant material, initiatives, and best practices from regional and national sources to be incorporated into the curricula of all traffic safety education and training programs under the administration of the college; to provide analysis of crash data as it pertains to all road use vehicles for potential use in classroom training, professional development, and mandatory in-service programs for Driver Education, Motorcycle Safety, Driver Retraining, School Bus Driver training, and CDL preparation and examination; to provide technical assistance to state and local police departments in developing strategies to penetrate every level of law enforcement including the formation of traffic enforcement networks; to formulate presentations before various coalitions and advocacy groups and to assist in providing testimony before state legislative committees considering standard safety belt laws, appropriate alcohol laws, and/or traffic safety-related topics; to develop a Law Enforcement Administrators' Action Guide for state and local police departments for distribution to key law enforcement officials; to work with state and local police departments to support the "Buckle-Up America Campaign," "Impaired Driving Campaigns," and the "Safe Community Program" by performing technical assistance activities for state and local police departments; to conduct outreach and briefings on Impaired Driving and Buckle-Up America to the law enforcement community and other partners to promote safety belt and child safety seat training; to coordinate on-site visits to law enforcement agencies as well as attending law enforcement meetings; to promote collaborative efforts to implement the Buckle-Up America campaign and impaired driving initiatives at law enforcement conferences by means of panel presentations, exhibits, and networking with conference participants; to assist with media events including law enforcement executives or their designees to promote the use of radio tag-limes at identified radio stations; provide scripts/tag lines to law enforcement executives for their use with local stations in their communities; to teach at various schools, academies, seminars, etc. with regard to traffic safety issues; to write and submit six (6) relevant occupant protection/impaired driving articles for law enforcement and other publications on an annual basis; to attend and participate in appropriate state and national local enforcement and traffic

safety meetings and conferences to gain insight into existing programs and to provide technical assistance to others with regard to priority programs and mobilization efforts; to submit four (4) quarterly reports and a final report. Quarterly reports shall include:

- Accomplishments made during the reporting period.
- Funding expended during the reporting period.
- Plans for accomplishments in next reporting period.
- Problems or delays encountered while conducting services;
- Specific actions that the Law Enforcement Liaison would like to undertake to solve problems.

The final report will summarize all activities conducted during the project period by the Law Enforcement Liaison. The final report shall also include an assessment of the mobilization campaigns.

To submit, on a weekly basis, publications, activities and events planned and attended; to do related work as required.

### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Such as been gained through: graduation from an accredited high school; and a minimum of twenty (20) years experience in law enforcement (traffic) as well as technical and administrative leadership to communities in the development of strategic action plans. OR  
any combination of education and experience substantially equivalent to the above education and experience.

### **SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

Must possess a valid Rhode Island driver's license.

**TITLE: Mail Support Specialist**

**DUTIES AND RESPONSIBILITIES:** To be responsible for statewide coordination of mail piece design, including address hygiene; responsible for rejected mail analysis and the establishment of corrective policies and standards; interface with user agency to troubleshoot mail delivery flaws; maximize available discounts through proper mail piece design; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: graduation from high school, supplemented by formal or informal training in United States Postal Service standards and systems; and

**Experience:** Such as may have been gained through: considerable employment in mail piece design, involving optical character readers, bar-coding mail pieces and maximizing postal discounts; considerable experience with postal rules and regulations; experience with multi-site operation and disaster recovery hot sites.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

None required

## Mapping and Modernization Planner

DUTIES AND RESPONSIBILITIES: To assist the State Floodplain Manager in the implementation of the RI Mapping and Modernization Program and the enforcement of the National Floodplain Insurance Program. To be responsible for the explanation, maintenance of records, monitoring and preparing reports relating to the MMMS Program. To do related duties as required.

### MINIMUM QUALIFICATIONS:

Education: Such as may have been gained through: Possession of a Bachelor's Degree in Natural Resources Management or closely related field; and

Experience: Such as may have been gained through: Employment in a technical position in the area of floodplain management.

SPECIAL REQUIREMENTS (Licensure, Certification, Other): None

**TITLE: Marketing Support Specialist**

**DUTIES AND RESPONSIBILITIES:** To be responsible for providing support to the Lottery Commission by delivering new game tickets, advertising, and supplies to retailers for the Marketing Office; to put up instant ticket orders, loading and unloading deliveries, and inventory of point of sales merchandise for the Production Office; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained through: employment performing routine office work.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Master Cooperative Agreement-Fiscal Assistant**

**DUTIES AND RESPONSIBILITIES:** This position is responsible for the maintenance of all State & Federal financial records of the Master Cooperative Agreement for several RI National Guard Programs. Assists the Administrative Manager in developing budget requirements for both the State and Federal Government on a quarterly, semi-annual and annual basis. Coordinates with MCA Program Managers in the development of quarterly and annual budget estimates. Coordinates the MCA program of procurement for service and materials and associated record administration. Reconcile agency's records with those of the Division of Accounts & Control and the Federal Comptroller in order to assure complete agreement of records of disbursements receipts, outstanding orders and balances. To do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: graduation from a senior high school or its equivalent, including or supplemented by college level courses in accounting, business methods and practices; and

**Experience:** Such as may have been gained through: employment in a responsible capacity involving fiscal or business procedures in either the public or private sector also experience with accounting systems, including utilization of Microsoft Word and Excel software.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None required.

**COMPENSATION:**

**TITLE: Paralegal Support Aide**

**DUTIES AND RESPONSIBILITIES:** To be responsible for case preparation, answering motions/filing motions, assisting in witness interviews and to provide clerical support such as typing, use of a dictaphone, preparation of legal documents, filing, providing assistance to callers; and to related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a high school degree or equivalency supplemented by completion of an accredited paralegal training program; or

**Experience:** Such as may have been gained through: considerable employment in a legal office performing various para-professional duties relative to an extensive legal services program.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Press Office Manager**

**DUTIES AND RESPONSIBILITIES:** To be responsible for developing and directing initiatives pertaining to constituent services. To promote and coordinate these initiatives between the General Treasurer's Office of the State of Rhode Island and community groups. Works collaboratively with division staff to perform a range of administrative, educational, advocacy and training functions; interacts on an ongoing basis with a variety of constituents including the general public at the state and regional levels; to organize presentations as they pertain to public relations and marketing; and to related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of an Associate's Degree in the field of Marketing and Communication; and

**Experience:** Such as may have been gained through: employment in a responsible position in the field of public relations.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Program Assistant (Commission on Deaf and Hard of Hearing)**

**DUTIES AND RESPONSIBILITIES:** To be responsible for coordinating and managing the day-to-day operation of the office, to delivery the information and referral resources; to provide outreach/trainings/awareness; implementing quality assurance programs; to monitor contracted vendors regarding state policies, procedural requirements, payments, and community needs and resources; to provide support to the Commissioners' functions; and to do related work as directed by the Executive Director.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree with specialization in Public Health, Public Administration; or preferably possession of a Master's Degree with specialization in Public Health, Public Administration or a closely related field; and

**Experience:** Such as may have been gained through: employment in a responsible position in a public or private agency involving the public outreach and awareness activities of the deaf and hard of hearing issues and concerns.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**Knowledge of American Sign Language Preferred (ASL) but not required.**

**TITLE:**

**PROGRAM ASSISTANT II**

**DUTIES AND RESPONSIBILITIES:** To be responsible for the promotion and coordination between local agencies who are participating in health program activities; to perform daily activities in the functioning of public health programs; to provide complex monitoring and/or assistance to community agencies or groups participating in public health programs; to organize reports and presentations as they pertain to public health programs; and to perform related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in the field of Public Health and/or Social Services; and

**Experience:** Such as may have been gained through: considerable employment in a responsible position in the field of public health and/or social services.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE:** – Program Coordinator Assistive Technology Access Partnership (ATAP)

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision and direction of the ATAP Project Director: Conduct feasibility study related to the development of a state financing system; Coordinate all meetings of ATAP subcontractors; Assist with the preparation of Federal reports; Revise all publications of ATAP; Represent ATAP at various meetings conducted by community-based organizations; Staff to the Rhode Island Council on Assistive Technology; Process payments to ATAP subcontractors; and, other related duties as required; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Bachelor's Degree in the areas of Human Services, Psychology, Rehabilitation, Education,, or a related field; and

**Experience:** Such as may have been gained through: employment in a responsible position in the field of public health and/or social services, financial or general business office.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Program Coordinator/Facilitator**

**DUTIES AND RESPONSIBILITIES:** Facilitates day-to-day operation of the Office of Finance by assisting the Director with projects and programs of interest to the Board of Regents, the General Assembly, the Governor, and other educational stakeholders. This includes serving on committees and coordinating and supporting the work of the Office relating to financial programs such as Medicaid reimbursement to the school districts, statewide efficiencies, procurement, federal grants, personnel systems, school expenditure reporting, school construction, capital budgets, and fiscal notes. Duties also include writing and/or reviewing program reports and deliverables of the Office of Finance, assisting in program and information dissemination, and related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through possession of a Master's degree in an appropriate field, or Bachelors degree with ten or more years experience directly related to the required skills and duties of the position.

**Experience:** Such as may have been gained through by providing leadership, coordination and facilitation with internal and external partners.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE: Program Manager II**

**DUTIES AND RESPONSIBILITIES:** To be responsible for the overall planning, organization and administration of a program; to implement program design, evaluation, and quality assurance programs and to maintain program budgets ; to monitor contracted agencies regarding state policies, procedural requirements, and community needs and resources; and to do related work as required. .

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through possession of a Bachelor's Degree in a related field **or** preferably possession of a Master's Degree with specialization in Public Administration or a closely related field; and

**Experience:** Such as may have been gained through considerable employment in a responsible position in a public or private agency involving the application of public relations for public programs;

**or** any combination of education and experience that shall be substantially equivalent through demonstration of recent work experience involving collaboration with state offices and private contractors

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None

**TITLE:** Project Archivist (Outreach Coordinator)

**DUTIES AND RESPONSIBILITIES:** To Coordinate and provide partial oversight of the two-year project; to prepare informational and other materials for Project Director or Board review, and dissemination to repositories; to assist in the establishment and management of Listservs for Rhode Island's repositories and records caretakers; to coordinate "Basics of Archives" course registration; to respond to repositories' inquiries and questions, and provide advice through a variety of means, including site visits; to develop, make arrangements for, and present grant-writing workshops; to monitor grant projects, including on-site evaluations; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Masters degree with archival coursework; and

**Experience:** Such as may have been gained through: a minimum of two years professional experience, or

an equivalent combination of training and experience equivalent to the above education and experience.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

Competence in the use of personal computers and basic software applications.

**TITLE: Project Coordinator/Community Service**

**DUTIES AND RESPONSIBILITIES:** To oversee, monitor, and evaluate all services provided by four major areas under the Community Service grant and to serve as liaison between project administrators and service providers to be responsible for keeping records, documentation, and evaluations of activities; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Education or related field from an accredited college or university, and

**Experience:** Such as may have been gained through: a minimum of five years' experience in a supervisory/administrative position within the field of education. Candidate should have experience administering and overseeing projects.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Possession of a driver's license.

**TITLE: Project Director – Grants -- 3810**

**DUTIES AND RESPONSIBILITIES:** To provide research, coordination, management and development of grant funded initiatives and related components for implementation; to be responsible for the effective delivery of grant-related services; to evaluate grant functions for effectiveness; to document and monitor expenditures related to the grant initiatives; to provide expertise and guidance directly related to the program function specific to the grant; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a Master's Degree with proven, documented specialization related to the grant program area; and

**Experience:** Such as may have been gained through: Experience in the field of management and implementation of grants, including expertise in the program area specific to the grant.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** As required by grant award.

**TITLE: Project Services Coordinator**

**DUTIES AND RESPONSIBILITIES:** To monitor and evaluate all services and contracts for a department or agency; to prepare annual grant applications and program reports; to prepare the annual program service contracts for the department or agency; to provide consultation, training and technical assistance regarding educational service delivery; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's degree in education or related field from an accredited college or university; and

**Experience:** Such as may have been gained through; experience within the field of education, behavioral health, juvenile corrections, adult corrections; experience in writing contracts and grants, including the utilization of Microsoft Word and Excel software.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Possession of a driver's license.

**TITLE: Public Information Officer 2**

**DUTIES AND RESPONSIBILITIES:** To handle all local, regional, and national media inquiries and work closely with the Department Director's Office and the Governor's Press Office to coordinate appropriate press events and news conferences, writing regular press releases, speeches, newsletters, etc.; to prepare presentations; to assist with the preparation of reports and/or surveys; to coordinate media interviews; to publicize new initiatives, program expansions, etc.; to perform responsible work in a continuous informational and public relations program for a department/agency; to manage department/agency public information/awareness activities; to select, assemble, organize and otherwise compile and prepare informational data and material for use of a departmental or agency official to publicize the effectiveness of the programs; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Journalism, Communications or a related field; and

**Experience:** Such as may have been gained through: employment in a position which involved responsibility for the organization and development of an informational and public relations program.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE: Quality Assurance Officer**

**DUTIES AND RESPONSIBILITIES:** To assist the Quality Manager of the Criminal Identification Unit of the Rhode Island State Police with coordinating the unit's efforts to achieve accreditation from the International Organization for Standardization (ISO) or another equivalent accreditation program; to assist with preparing, writing, and maintaining the technical manuals that document the Criminal Identification Unit's administrative policies, safety, training, and technical procedures in order to comply with standards outlined in the International Organization for Standardization guidelines, or another equivalent accreditation program; to work with the unit's Quality Manager to assess the unit's activities, policies, and goals to determine compliance with ISO guidelines, develop proofs of compliance for applicable standards, assemble forms and proofs in a manner that will facilitate a review by accreditation inspectors, and prepare for on-site assessments by inspecting agency; to coordinate and participate in periodic quality audits in order to verify scientific quality, and to assure quality control activities are implemented, and report any inconsistencies to the unit's Quality Manager; to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** such as may have been gained through: possession of a Bachelor's Degree from an accredited college or university in physical or natural science, such as chemistry, biology, biochemistry, forensic science, or physics; or preferably a Masters Degree in Forensic Science; **and/or**

**Experience:** such as may have been gained through: any experience through previous employment or internship program that has led to the acquisition of the knowledge, skills, and abilities indicated above.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

Must have knowledge of personal computers, printers, data base management/spreadsheet software. Must have an understanding of Good Laboratory Practices (GLP).

**TITLE: Resource Assistant-Lead Project**

**DUTIES AND RESPONSIBILITIES:**

To be responsible for providing consultations with tenants, landlords, or constituents and be able to direct them to the appropriate services within the Rhode Island Technical Assistance Center and/or through our partner agencies; to respond to tenant, landlords, and other s with questions about the new lead law and their rights and responsibilities; to coordinate and oversee intake functions and direct all calls to appropriate services in house or through contract services offered by nonprofit organizations on behalf of the program; to be responsible for updating the web-site information; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: graduation from a senior high school or equivalent; Bilingual ability in Spanish preferred; and

**Experience:** Such as may have been gained through: employment in a responsible position in the field of customer relations or receptionist.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: School Bus Driver**

**DUTIES AND RESPONSIBILITIES:** To be responsible for the operation of a school bus and the safe transportation of students to and from the Rhode Island School for the Deaf; and to perform janitorial and simple building and grounds maintenance tasks.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: High School Diploma or Equivalent; and

**Experience:** Such as may have been gained through: Previous experience as an operator of a school bus, or as a private or public chauffeur.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** Rhode Island Commercial Driver's License; and must meet all state and federal requirements.

**TITLE:** School Transformation Consultant

**DUTIES AND RESPONSIBILITIES:** To work closely with the Executive Assistant for School Transformation at the RI Department of Education (RIDE) in developmental work regarding transforming failing schools and ongoing direct support to districts already in need of progressive support and intervention; To interact directly with school and district administrators to effect positive educational reforms that result in demonstrable improvements in student learning.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Education with experience as school/district level administrator preferred; and

**Experience:** Such as may have been gained through: employment in a position which involved:

Working knowledge of standards-based curriculum, instruction and assessment, appropriate accommodations to measure achievement, and applied learning with emphasis on mathematics, reading and English/language arts;

Working knowledge of instruction and assessment for all student populations, including children with special needs and English language learners:

Working knowledge of rules and regulations of federal and state education laws, with a demonstrated ability to understand and interpret written procedures, policies and laws with a focus on achieving results;

Thorough knowledge and understanding of the principles for improving educational results for students at risk of school failure by bringing about aligned, continuously-improving educational services;

Working knowledge of systems of professional development, educational technology, school district and school operations, strategic planning, effective family and community involvement strategies, and school/business partnerships;

Demonstrated ability to conduct, read and summarize complex studies, analyze and evaluate data, and prepares reports;

Strong writing and speaking skills and demonstrated ability to communicate effectively both orally and in writing with various publics;

Demonstrated ability and desire to work collaboratively on a wide range of topics and issues with diverse groups of people;

Demonstrated organizational skills and knowledge of applicable research of effective practices;

Demonstrated knowledge of the use of technology to enhance public engagement, district and school accountability and professional practices; OR

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): none**

**TITLE: Senior Investigator**

**DUTIES AND RESPONSIBILITIES: Coordinates investigations done for the courts; reviews documents and interviews witnesses in order to find pertinent facts; prepares paper work for court hearings and performs variety of functions pertaining to investigations; performs investigations; investigates events specific to the Special Pre-trial Pilot Program with Providence Police Department; and do related work as required.**

**MINIMUM QUALIFICATIONS:**

**Education: Such as may have been gained through: Possession of a Bachelors degree from an accredited college or university; and**

**Experience: Such as may have been gained through: employment in a public or private agency dealing with investigations.**

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

TITLE: **Senior Manager-Emerging Risk**

**DUTIES AND RESPONSIBILITIES:**

To provide expertise, guidance, and advice to the Chief of the Bureau of Audits (Bureau) and Senior Internal Audit Manager(s) in the preparation of a complex, comprehensive risk assessment plan to be used in the identification and scheduling of potential audits; to provide expertise, guidance, and advice to the Bureau in its assessment of systems of internal controls in state departments and agencies; to provide expertise, guidance, and advice to the Bureau in its reorganization efforts, including analyzing employee strengths/weaknesses and, to provide expertise, guidance, and advice to the Bureau in formulating a plan to effectively utilize audit staff; and to lend expertise, guidance, and advice to the Bureau in other assignments as determined necessary.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's degree with a major concentration in accounting or finance. Individual must also possess a post-graduate degree such as an MBA or a Masters in Finance or Accounting or, a PHD in Finance or Accounting; and

**Experience:** Such as may have been gained through: at least ten years in public accounting in the audit area with a major national or international accounting firm employed at a level of Senior Manager or higher. Individual must possess a minimum of seven years supervisory experience. Individual must have experience in completing risk assessment plans;

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

**Professional Licensing Requirements:** Must possess a current license as a Certified Public Accountant.

**TITLE: Social Caseworker II (Court Appointed Special Advocate [CASA])**

**DUTIES AND RESPONSIBILITIES: To perform casework duties and responsibilities of a specialized nature; and/or to be assigned to a special area of service in child and family services and family preservation, family support and/or family reintegration in the Rhode Island Family Court; to serve as an after hours facilitator for the Court's Supervised Visitation Program and/or other special programs involving child welfare.**

**MINIMUM QUALIFICATIONS:**

**Education: Such as may have been gained through: Possession of a Bachelor's Degree from an accredited institution of higher education in sociology, psychology, social work, child development, or a related field; and**

**Experience: Such as may have been gained through: Previous employment in the field of family and children services.**

**SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.**

**TITLE: Social Caseworker III**

**DUTIES AND RESPONSIBILITIES:** To be responsible for preparing bail release and disposition plans for the calendar attorneys, this includes case processing, case management and maintaining a network of treatment referrals for clients; to arrange and coordinate treatment for clients; to provide program statistics to superior on timely basis; and to do related work as required

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Bachelor's degree in Social Work or related discipline; and

**Experience:** Such as may have been gained through: experience performing social work duties for a public or private agency.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE:** SURVEILLANCE SPECIALIST I

**DUTIES AND RESPONSIBILITIES:** To be responsible for conducting complex analysis of disease trends using statistical packages; to be responsible for overseeing and monitoring surveillance systems; to prepare written epidemiological reports and summaries; and to perform related work as required,

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Master's Degree in the field of Public Health or a closely related field; and

**Experience:** Such as may have been gained through: considerable employment involving the performance of field investigations and/or inspections.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE: SURVEILLANCE SPECIALIST II**

**DUTIES AND RESPONSIBILITIES:** To be responsible for monitoring and analyzing the incidence, prevalence and determinants of disease in population; to identify effective disease prevention strategies and design prevention interventions; to develop and oversee surveillance systems as well as to author epidemiological reports and summaries; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of a Master's Degree in the field of Public Health or a closely related field; and

**Experience:** Such as may have been gained through: extensive employment involving the performance of field investigations and/or inspections for the purposes of detecting, preventing and controlling both infectious and non-infectious disease.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

**TITLE: Technical Assistance Center Coordinator- Lead Project**

**DUTIES AND RESPONSIBILITIES:**

To be responsible for coordinating, developing, and implementing all education, training, technical assistance activities of the Rhode Island Lead Technical Assistance Center; Develops and schedules information sessions about lead hazards through out the state, training staff at nonprofit organizations and training tenants/landlords to conduct lead hazard awareness activities, and provide technical assistant to clients contacting the Technical Assistance Center; Works closely with the Housing Resources Coordinator to solicit media cover at of the program's activities; Develops educational materials for distribution to community groups and the general public regarding lead hazards, the Lead Hazard Mitigation Act of 2002, and fair housing laws; Assist with other aspects of the Rhode Island Lead Technical Assistance Center; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: possession of an Associate Degree in the field of Communication or related field; Bilingual ability in Spanish preferred; and

**Experience:** Such as may have been gained through: employment in a responsible position in the field of educator/trainer with demonstrated ability to develop training materials, make presentation and conduct training sessions. The successful candidate must have some familiarity with existing RI Lead Laws, and general construction knowledge.

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

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):**

**TITLE: Ticket Accountant**

**DUTIES AND RESPONSIBILITIES:** To assist the Finance Department at the Lottery in testing internal controls, final accounting for closed out lottery retailers, instant ticket inventory control, reconciling the prize fund account, collections, accounts payable functions and other various accounting duties.

**MINIMUM QUALIFICATIONS:**

**Education:** Such as may have been gained through: Possession of a High School Diploma, along with college courses in accounting and computers; and

**Experience:** Such as may have been gained through: Experience in a position in a public agency or private industry involving professional accounting.

**SPECIAL REQUIREMENTS (Licensure, Certification, Other):** None.

## CONTRACTOR TITLES

Includes "PROPOSED RATE of PAY with Overhead Charge included" as well as "TOTAL POTENTIAL \$\$\$\$ AMOUNT"

Category Codes: MEDICAL = 1; TEACHERS, TEACHER AIDES etc = 2; TECHNICAL = 3; and MISCELLANEOUS = 4 (NOTE: Clerical positions moved to Clerical MPA157.)

Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
1	AUD-ESH	Audiologist -Eleanor Slater Hospital (ESH)	\$ -	164	\$ -	
1	BS-RISFD	Behavior Resource Specialist - RI School for the Deaf	\$ -	2681	\$ -	
1	BP	Behavioral Psychologist	\$ -	312	\$ -	
1	BEN SPEC	Benefits Specialist	\$ -	0	\$ -	
1	CM-DC	Case Manager - Drug Court	\$ -	3234	\$ -	
1	COTA-SFD	Certified Occupational Therapy Assistant - School for the Deaf	\$ -	0	\$ -	
1	COTA	Certified Occupational Therapy Assistant (COTA)	\$ -	1199	\$ -	
1	CPNP	Certified Psychiatric Nurse Practitioner	\$ -	216	\$ -	
1	CDP	Chemical Dependency Professional	\$ -	728	\$ -	
1	CCR PVR	Chief Clinical Reviewer - Physician (Vocational Rehabilitation)	\$ -	2035	\$ -	
1	CP-CASER	Chief Psychologist - Case Review	\$ -	1376	\$ -	
1	CCR-SW	Clinical Case Reviewer - Social Work	\$ -	0	\$ -	
1	CR-DNT	Clinical Reviewer - Dentist	\$ -	0	\$ -	
1	CR-DNTVR	Clinical Reviewer - Dentist (Vocational Rehabilitation)	\$ -	20	\$ -	
1	CR-PT	Clinical Reviewer - Physical Therapist	\$ -	0	\$ -	
1	CR-PHYS	Clinical Reviewer - Physician	\$ -	0	\$ -	
1	CRPVR0-3	Clinical Reviewer - Physician (Vocational Rehabilitation) (0-3 years)	\$ -	1046	\$ -	
1	CRPVR4-7	Clinical Reviewer - Physician (Vocational Rehabilitation) (4-7 years)	\$ -	1535	\$ -	
1	CRPVR8P	Clinical Reviewer - Physician (Vocational Rehabilitation) (8+ years)	\$ -	3671	\$ -	
1	CRPSL0-3	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (0-3 yrs.)	\$ -	1931	\$ -	
1	CR-PYSLP	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (4-7 yrs.)	\$ -	1061	\$ -	
1	CRPSLO8P	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (8+ yrs.)	\$ -	4712	\$ -	

## CONTRACTOR TITLES

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Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
1	DNT A	Dental Assistant	\$ -	3192	\$ -	
1	DH	Dental Hygienist	\$ -	305	\$ -	
1	DH ACI	Dental Hygienist (ACI)	\$ -	3158	\$ -	
1	DENTIST	Dentist	\$ -	438	\$ -	
1	D ACI	Dentist (ACI)	\$ -	5195	\$ -	
1	DNTESH	Dentist-Eleanor Slater Hospital (ESH)	\$ -	1839	\$ -	
1	DE	Diagnostic Evaluator	\$ -	0	\$ -	
1	DIET	Dietitian	\$ -	2087	\$ -	
1	DIET-ZU	Dietitian - Zambarano Unit	\$ -	4237	\$ -	
1	DTS	Drum Therapy Specialist	\$ -	0	\$ -	
1	EKG TECH	EKG Technician	\$ -	1455	\$ -	
1	EXP THER	Expressive Therapist	\$ -	1601	\$ -	
1	FP-ESH	Forensic Psychiatrist-Eleanor Slater Hospital (ESH)	\$ -	0	\$ -	
1	FVS	Functional Vision Specialist	\$ -	5336	\$ -	
1	HIA	Health Insurance Analyst	\$ -	0	\$ -	
1	HII	Health Insurance Intern	\$ -	0	\$ -	
1	HSF	Health Systems Financing Consultant	\$ -	0	\$ -	
1	HACC	Hospital Administrative Compliance Consultant	\$ -	2096	\$ -	
1	LS 1	Laboratory Specialist 1	\$ -	0	\$ -	
1	LPN	Licensed Practical Nurse	\$ -	2778	\$ -	
1	MCP	Medical Claims Processor	\$ -	1006	\$ -	
1	ME I	Music Entertainer I	\$ -	0	\$ -	
1	ME II	Music Entertainer II	\$ -	0	\$ -	
1	NEUROPSY	Neuropsychologist	\$ -	0	\$ -	
1	NP-GEN	Nurse Practitioner (General)	\$ -	650	\$ -	
1	OT1	Occupational Therapist I	\$ -	0	\$ -	
1	OT2	Occupational Therapist II	\$ -	2842	\$ -	
1	PERSONA	Personal Attendant/Certified Nursing Assistant	\$ -	0	\$ -	

## CONTRACTOR TITLES

Includes "PROPOSED RATE of PAY with Overhead Charge included" as well as "TOTAL POTENTIAL \$\$\$\$ AMOUNT"

Category Codes: MEDICAL = 1; TEACHERS, TEACHER AIDES etc = 2; TECHNICAL = 3; and MISCELLANEOUS = 4 (NOTE: Clerical positions moved to Clerical MPA157.)

Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
1	PERCARRISDF	Personal Care Aide - RI School for the Deaf	\$ -	2734	\$ -	
1	PET THER	Pet Therapist	\$ -	0	\$ -	
1	PHARMA	Pharmacist	\$ -	565	\$ -	
1	PHARMAESPIP	Pharmacist - Emergency Situation (Pandemic impending Pandemic)	\$ -	0	\$ -	
1	PTRISFD	Physical Therapist - RI School for the Deaf	\$ -	606	\$ -	
1	PTASST	Physical Therapist Assistant	\$ -	0	\$ -	
1	PT1	Physical Therapist I	\$ -	0	\$ -	
1	PT2	Physical Therapist II	\$ -	3496	\$ -	
1	P-DONLEY	Physician (Donley Center)	\$ -	956	\$ -	
1	PHYHEPAR	Physician (HEALTH) - Emergency Preparedness and Response	\$ -	0	\$ -	
1	PHYVETHOME	Physician Veterans' Home (Medical Director)	\$ -	409	\$ -	
1	PCP GEN	Primary Care Physician (General)	\$ -	2089	\$ -	
1	PSYCH	Psychiatrist	\$ -	1542	\$ -	
1	PSYCHESH	Psychiatrist-Eleanor Slater Hospital (ESH)	\$ -	0	\$ -	
1	PSYCH-H	Psychologist - Home-Based Review	\$ -	0	\$ -	
1	PSYCH-MH	Psychologist Mental Health -Court	\$ -	0	\$ -	
1	PHI	Public Health Intern	\$ -	0	\$ -	
1	RT-ACI	Radiology Technologist - ACI	\$ -	316	\$ -	
1	RT-ZU	Radiology Technologist - Zambarano Unit	\$ -	982	\$ -	
1	RN	Registered Nurse	\$ -	3069	\$ -	
1	RN-MCR	Registered Nurse/Medical Case Reviewer	\$ -	0	\$ -	
1	REHAB C	Rehabilitation Counselor	\$ -	1803	\$ -	
1	RT I	Respiratory Therapist I	\$ -	5454	\$ -	
1	RT II	Respiratory Therapist II	\$ -	4113	\$ -	
1	RT III	Respiratory Therapist III	\$ -	26890	\$ -	
1	RT SUPV	Respiratory Therapist Supervisor	\$ -	4383	\$ -	
1	SPEECHP	Speech Pathologist - RI School for the Deaf	\$ -	0	\$ -	
1	SP1-ESH	Speech Pathologist I - Eleanor Slater Hospital (ESH)	\$ -	0	\$ -	

## CONTRACTOR TITLES

Includes "PROPOSED RATE of PAY with Overhead Charge included" as well as "TOTAL POTENTIAL \$\$\$\$ AMOUNT"

Category Codes: MEDICAL = 1; TEACHERS, TEACHER AIDES etc = 2; TECHNICAL = 3; and MISCELLANEOUS = 4 (NOTE: Clerical positions moved to Clerical MPA157.)

Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
1	SP2-ESH	Speech Pathologist II - Eleanor Slater Hospital (ESH)	\$ -	3164	\$ -	
1	SUBP-DC	Substitute Physician (Donley Center)	\$ -	4	\$ -	
1	XRAYTECH	X-Ray Technologist	\$ -	0	\$ -	
<b>1 Total</b>		=====>		<b>126703</b>	<b>\$ -</b>	
2	ARTS I	Arts Instructor	\$ -	129	\$ -	
2	BI	Barber Instructor	\$ -	225	\$ -	
2	BI 2	Barber Instructor 2	\$ -	1401	\$ -	
2	CC	Career Coordinator	\$ -	2090	\$ -	
2	CA	Carpentry Aide	\$ -	0	\$ -	
2	CURASSCO	Curriculum Assessment Coordinator	\$ -	1607	\$ -	
2	ESL TES	English as a Second Language (ESL) Tester	\$ -	362	\$ -	
2	GED EXM	GED Examiner	\$ -	0	\$ -	
2	INTERPR	Interpreter (Sign)	\$ -	0	\$ -	
2	JOBCHCHRISFD	Job Coach - RI School for the Deaf	\$ -	1084	\$ -	
2	L CME C	Librarian/CME Coordinator	\$ -	0	\$ -	
2	PEPS	Physical Education Program Specialist	\$ -	0	\$ -	
2	PSI	Post Secondary Instructor	\$ -	255	\$ -	
2	RFTB	Reader for the Blind	\$ -	1939	\$ -	
2	READTUT	Reading Tutor	\$ -	1761	\$ -	
2	SERI	Small Engine Repair Instructor	\$ -	0	\$ -	
2	TEACHER	Teacher	\$ -	255	\$ -	
2	T-JC	Teacher - Juvenile Corrections	\$ -	0	\$ -	
2	TEACHSE	Teacher (Special Ed)	\$ -	133	\$ -	
2	TA 2P	Teacher Aide (2+ years)	\$ -	4957	\$ -	
2	TAA	Teacher Assistant/Aide	\$ -	3698	\$ -	
2	TAA SPED	Teacher Assistant/Aide (Special Ed)	\$ -	800	\$ -	
2	TR A 2P	Transitional Aide (2+ years)	\$ -	7258	\$ -	
2	TC-CS	Transitional Coordinator -- Community Service	\$ -	0	\$ -	
2	VIPI	Vocational Intern Program Instructor	\$ -	0	\$ -	
2	WSDIR	Work Study Director	\$ -	0	\$ -	
<b>2 Total</b>		=====>		<b>27951</b>	<b>\$ -</b>	

## CONTRACTOR TITLES

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Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
3	COMFORANAL	Computer Forensic Analyst	\$ -	2080	\$ -	
3	COMPUTE	Computer Programmer	\$ -	0	\$ -	
3	DAA	Data and Applications Assistant	\$ -	0	\$ -	
3	DCQCS	Data Collection Quality Control Specialist	\$ -	2149	\$ -	
3	LS-WC	Location Scout-Webmaster Consultant	\$ -	0	\$ -	
3	PM-ORAC	Project Manager (ORACLE)	\$ -	0	\$ -	
3	SIT SYS	Supervisor Information Technology Systems	\$ -	2050	\$ -	
<b>3 Total</b>		=====>		<b>6279</b>	<b>\$ -</b>	
4	AA ATAP	Administrative Assistant - Assistive Technology Access Partnership (ATAP).	\$ -	469	\$ -	
4	AAOERR	Administrative Assistant - Office of Economic Recovery and Reinvestment (OERR)	\$ -	0	\$ -	
4	ATPC	AntiTerrorism Program Chief	\$ -	0	\$ -	
4	ATPM	ARNG Anti-Terrorism Program Manager	\$ -	0	\$ -	
4	ATPM-2	ARNG Anti-Terrorism Program Manager II	\$ -	1816	\$ -	
4	ARNG SG	ARNG Security Guard	\$ -	0	\$ -	
4	ARNG SG2	ARNG Security Guard II	\$ -	0	\$ -	
4	ARNG SG3	ARNG Security Guard III	\$ -	13002	\$ -	
4	ARNG SLT	ARNG Security Guard Lieutenant	\$ -	0	\$ -	
4	ARNG SSGT	ARNG Security Guard Shift Supervisor (Sergeant)	\$ -	3840	\$ -	
4	BTO	Basic Training Officer	\$ -	1984	\$ -	
4	BSES	Business Systems Efficiency Specialist	\$ -	1456	\$ -	
4	CASA VC	CASA Volunteer Coordinator	\$ -	1222	\$ -	
4	COMMLIASOERR	Communications Liaison -- Office of Economic Recovery and Reinvestment (OERR)	\$ -	0	\$ -	
4	COMMGR	Communications Manager	\$ -	0	\$ -	
4	COMMGR2	Communications Manager 2	\$ -	0	\$ -	
4	COL	Community Outreach Liaison	\$ -	0	\$ -	
4	COOA	Community Outreach Office Assistant	\$ -	213	\$ -	
4	CWIC	Community Work Incentives Coordinator	\$ -	2889	\$ -	
4	CCA	Coordinator of Consumer Affairs	\$ -	0	\$ -	
4	CULINAR	Culinary Aide	\$ -	1096	\$ -	

## CONTRACTOR TITLES

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Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
4	CYTERPM	Cyber Terrorism Program Manager	\$ -	1958	\$ -	
4	DBE PIC	DBE/Public Information Coordinator	\$ -	0	\$ -	
4	DPPA	Domestic Preparedness Program Assistant	\$ -	7797	\$ -	
4	DPPA 2	Domestic Preparedness Program Assistant 2	\$ -	6187	\$ -	
4	DPPA 3	Domestic Preparedness Program Assistant 3	\$ -	0	\$ -	
4	ED 2	Editor 2	\$ -	0	\$ -	
4	ED 3	Editor 3	\$ -	0	\$ -	
4	ELECT SP	Election Specialist	\$ -	0	\$ -	
4	ESSM	Electronic Security System Manager	\$ -	0	\$ -	
4	ESST	Electronic Security System Technician	\$ -	0	\$ -	
4	EPPM	Energy Planning and Policy Manager	\$ -	1673	\$ -	
4	FOA	Facilities and Operations Assistant	\$ -	3763	\$ -	
4	FSI	Fire Safety Inspector	\$ -	0	\$ -	
4	GA-FA	Grant Administrator - Fiscal Assistant	\$ -	684	\$ -	
4	G ASST	Grant Assistant	\$ -	374	\$ -	
4	GPS1000	Grants Project Specialist -- 1000	\$ -	0	\$ -	
4	GPS1500	Grants Project Specialist -- 1500	\$ -	1522	\$ -	
4	GPS2100	Grants Project Specialist -- 2100	\$ -	1743	\$ -	
4	GPS2400	Grants Project Specialist -- 2400	\$ -	3555	\$ -	
4	GPS2644	Grants Project Specialist -- 2644	\$ -	768	\$ -	
4	GPS2644OERR	Grants Project Specialist -- 2644-- Office of Economic Recovery and Reinvestment (OERR)	\$ -	0	\$ -	
4	GPS3500	Grants Project Specialist -- 3500	\$ -	1985	\$ -	
4	GPS5000	Grants Project Specialist -- 5000	\$ -	731	\$ -	
4	HO	Hearing Officer	\$ -	0	\$ -	
4	IA	Intelligence Analyst	\$ -	4160	\$ -	
4	INTERPREFSPEC	Interpreter Referral Specialist	\$ -	0	\$ -	
4	IPDS	Inventory and Proprietary Database Specialist	\$ -	0	\$ -	
4	INVESTI	Investigator	\$ -	0	\$ -	
4	INV 2	Investigator 2	\$ -	4870	\$ -	
4	JRTA	Jr. Ticket Accountant	\$ -	0	\$ -	
4	LEHSC	Law Enforcement Highway Safety Coordinator	\$ -	2016	\$ -	

## CONTRACTOR TITLES

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Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
4	MAIL SS	Mail Support Specialist	\$ -	0	\$ -	
4	MMP	Mapping and Modernization Planner	\$ -	0	\$ -	
4	MSS	Marketing Support Specialist	\$ -	0	\$ -	
4	MCA-FA	Master Cooperative Agreement-Fiscal Asst.	\$ -	416	\$ -	
4	PARALEG	Paralegal Support Aide	\$ -	0	\$ -	
4	POM	Press Office Manager	\$ -	0	\$ -	
4	PA-CDHH	Program Assistant (Commission on Deaf & Hard of Hearing)	\$ -	0	\$ -	
4	PA 2	Program Assistant 2	\$ -	484	\$ -	
4	PC-ATAP	Program Coordinator Assistive Technology Access Partnership (ATAP)	\$ -	1041	\$ -	
4	PC-FAC	Program Coordinator-Facilitator	\$ -	5368	\$ -	
4	PM II	Program Manager II	\$ -	1573	\$ -	
4	PA-OC	Project Archivist (Outreach Coordinator)	\$ -	0	\$ -	
4	PCCS	Project Coordinator/Community Services	\$ -	0	\$ -	
4	PD GRANT3810	Project Director - Grants -- 3810	\$ -	172	\$ -	
4	PSC	Project Services Coordinator	\$ -	170	\$ -	
4	PIO2	Public Information Officer 2	\$ -	0	\$ -	
4	QAO	Quality Assurance Officer	\$ -	0	\$ -	
4	RA-LP	Resource Assistant-Lead Project	\$ -	0	\$ -	
4	SBUSDR	School Bus Driver	\$ -	0	\$ -	
4	SCTRANCON	School Transformation Consultant	\$ -	0	\$ -	
4	SR INV	Senior Investigator	\$ -	1925	\$ -	
4	SM-ERISK	Senior Manager- Emerging Risk	\$ -	0	\$ -	
4	SCII C	Social Caseworker II (CASA)	\$ -	2418	\$ -	
4	SCIII	Social Caseworker III	\$ -	3516	\$ -	
4	SS I	Surveillance Specialist 1	\$ -	0	\$ -	
4	SS2	Surveillance Specialist 2	\$ -	202	\$ -	
4	TACC-LP	Technical Assistance Center Coordinator-Lead Project	\$ -	0	\$ -	
4	TACCT	Ticket Accountant	\$ -	0	\$ -	
<b>4 Total</b>				<b>89053</b>	<b>\$ -</b>	

### CONTRACTOR TITLES

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Category Codes: MEDICAL = 1; TEACHERS, TEACHER AIDES etc = 2; TECHNICAL = 3; and MISCELLANEOUS = 4 (NOTE: Clerical positions moved to Clerical MPA157.)

Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
<b>Grand Total</b>		(A.) Projected Sub-Total for Hours posted in FY11====>		<b>249986</b>	\$ -	

**CONTRACTOR TITLES**

Includes "PROPOSED RATE of PAY with Overhead Charge included" as well as "TOTAL POTENTIAL \$\$\$\$ AMOUNT"

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Category	ABBREVIATION	Title	PROPOSED WAGE (per hr with Overhead)	Hrs billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
<b>DAILY RATES</b>						
Category	ABBREVIATION	Title	PROPOSED WAGE (per DAY with Overhead)	DAYS billed in FY11	TOTAL POTENTIAL \$\$\$\$ AMOUNT (Based on FY11 usage) Not necessarily typical	COMMENTS
2	LTST	Long Term Substitute Teacher	\$ -	<b>165</b>	\$ -	based on per day rates
2	PDST	Per Diem Substitute Teacher	\$ -	<b>3</b>	\$ -	based on per day rates
2	SUBT0115RISFD	Substitute Teacher - RI School for Deaf (1 - 15 days)	\$ -	<b>0</b>	\$ -	based on per day rates
2	SUBT1630RISFD	Substitute Teacher - RI School for Deaf (16 - 30 days)	\$ -	<b>0</b>	\$ -	based on per day rates
2	SUBT3145RISFD	Substitute Teacher - RI School for Deaf (31 - 45 days)	\$ -	<b>0</b>	\$ -	based on per day rates
2	SUBT30P	Substitute Teacher (30+ days)	\$ -	<b>701</b>	\$ -	based on per day rates
<b>2 Totals (Day Rates)</b>		<b>(B.)Projected Sub-Total for Hours posted in FY11====&gt;</b>		<b>869</b>	\$ -	
		<b>LEGEND:</b>				
		"per day" rates	<b>(A + B) GRAND TOTAL =====&gt;</b>		\$ -	