

Organizational Development Specialist

Purpose Statement

The job of Organizational Development Specialist is done for the purpose/s of planning, organizing and coordinating, the operations and activities of the Organizational Development unit including strategy planning, inter-division relations, and staff development; coordinating a variety of workforce and organizational development programs; and serving as a resource to the Superintendent and his/her leadership team.

Essential Functions

- Attends and conducts a variety of meetings as assigned for the purpose of providing team and meeting facilitation services and consulting services to County Office leadership teams.
- Collaborates with internal subject matter experts for the purpose of designing, conducting and evaluating training content, methods, materials and program scheduling.
- Communicates with administrators, managers and outside organization representatives for the purpose of coordinating activities and programs, resolving issues and conflicts, and exchanging information.
- Designs and implements a variety of workforce and organization development programs (e.g. employee wellness, leadership development, employee recognition, and performance excellence, etc.) for the purpose of determining training priorities to meet staff needs and supporting the goals of the County Office.
- Develops and coordinates with the Superintendent and senior management the strategic planning to meet County Office initiatives, policy and governance development for the purpose of facilitating the development of strategic plans and identifying their metrics and modes of data collection.
- Directs department operations and activities (e.g. strategic planning, inter-division relations, staff development, employee wellness employee recognition, supervision of staff, etc.) for the purpose of maintaining services and implementing new programs and processes.
- Identifies and obtains resources for the purpose of implementing training and other programs.
- Performs personnel administrative functions (e.g. training, mentoring, supervising, evaluating, etc.) for the purpose of enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Provides technical expertise, information and assistance to the Assistant Superintendent of Human Resources for the purpose of assisting in the formulation and development of procedures and programs.
- Serves as facilitator and advisor to County Office departments and districts for the purpose of providing information and/or advice regarding active or planned organizational development efforts and/or programs.
- Supervises the preparation and maintenance of a wide variety of reference, presentation, policy and administrative materials (e.g. narrative statistical reports, records, files, long and short-term programs, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; developing effective working relationships; formulating and executing decisions involving complex issues; recognizing the need for policy changes and developing policy recommendations.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of organizational development and design; adult learning theory; strategic planning processes and methodologies; problem solving methods; research techniques; statistical analysis; personnel processes; standard business practices; County Office programs and operations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating effectively orally and in writing; working effectively independently and as part of a team; resolving disputes and diffusing tension; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; developing job aids; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Masters degree in job-related area.

Equivalency Any combination equivalent to an advanced degree in organizational development and management, human resources or a related field. Four years of increasingly responsible

experience in quality management training and/or staff development, including experience in organizational design, planning, service delivery and evaluation.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Maintains Certificates and/or Licenses

FLSA State: Exempt

Salary Range: Classified Management, Grade 40

Personnel Commission Approved: October 19, 2016