

JOB DESCRIPTION
San Diego County Office of Education

Organizational Effectiveness Specialist

Purpose Statement

The job of Organizational Effectiveness Specialist is done for the purpose/s of planning, conducting and facilitating specific organization effectiveness and training programs for San Diego County Office staff; implementing staff development programs that foster a highly effective and engaged workforce, cultural development and organization change initiatives that address County Office goals and strategies, and create organization health and employee satisfaction.

Essential Functions

- Analyzes and designs training materials for the purpose of recommending enhancements to training materials created by others.
- 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.
- Conducts needs assessments and surveys for the purpose of determining employee attitudes and problems.
- Coordinates internal subject matter experts for the purpose of designing, conducting and evaluating training content, methods, materials and program scheduling.
- Designs and conduct training programs for the purpose of facilitating programs and workshops addressing remediation of specific problems related to organizational effectiveness.
- Identifies and obtains resources for the purpose of implementing training and other programs integrated with the utilization of various methodology approaches.
- Makes presentations before groups for the purpose of providing general information, training others, implementing actions, etc.
- Mentors staff trainers for the purpose of enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Operates a computer, assigned software programs and assigned office equipment for the purpose of providing completed activities and delivering services in a timely and efficient manner.
- Prepares a variety of reports and related documents for the purpose of providing documentation and information related to organizational effectiveness and training programs.
- Reviews system-wide management for the purpose of assisting departments in identifying operational problems, recommending productivity changes and planning/organizing and implementing long and short-term programs, procedures and solutions for these change initiatives.
- Utilizes diagnostic surveys and other evaluation tools for the purpose of gathering organizational development needs analysis and assisting in the development and implementation of solutions to meet those needs.

- Works with management and human resources for the purpose of assessing, recommending and developing employee training infrastructure.

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 a variety of manuals, write documents following prescribed formats, and/or present information to others; 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; web-based training; 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 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 diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; 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; 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.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect 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 Bachelors degree in job-related area.

Equivalency EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree in human resources management, organizational development, applied behavioral sciences, business or public administration or related field and sufficient professional experience as an internal or external consultant in developing and implementing organizational development programs designed to improve the efficiency and operational effectiveness of an organization. Qualifying experience must include experience in survey methodology, program evaluation, team building, strategic planning, small group facilitation and development of training programs.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 38

Personnel Commission Approved: October 19, 2016