

Title: HR Specialist - Organizational Development
PG: 54
Status: Civil Service
Position Reports to: Employee Engagement Retention Manager
Department: Human Resources

Class Code: 2203
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced and professional work specializing in the training and development of City employees. Work involves the responsibility for the development, implementation, and maintenance of training and organization development activities. Performance is reviewed through observation and evaluation of training programs, periodic reports and conferences.

ESSENTIAL FUNCTIONS:

1. Develops organizational systems to assist departments in streamlining work processes.
2. Develops interventions to address organizational issues.
3. Consults with managers, supervisors and other employees regarding organizational needs and performance improvement.
4. Originates instructional materials and software for audio-visual, computer, and other hardware-based technologies.
5. Consults with departments and develops systems and training programs to assist them in re-engineering processes.
6. Assist departments in developing strategic planning goals and objectives for organizational growth and development along with methods for achieving the same.
7. Coordinates informational satellite training programs to assist in establishing a continuous learning environment for management development.
8. Performs needs analysis.
9. Plans and coordinates the activities of the computer laboratory. Reviews, selects, and purchases necessary training materials and maintenance services.

ADDITIONAL RESPONSIBILITIES:

1. Researches, selects and initiates the purchase of equipment and services used to support the training function to include the computer laboratory.
3. Produces Audio/Video programs for training and/or internal communications and uses them in the management development process.
4. Maintains material records and equipment inventory.
5. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of adult learning concepts.
2. Knowledge of organizational behavior.
3. Skill in researching, collecting, and interpreting data.
4. Skill in feedback, questioning, and group processes.
5. Skill in the use of personal computers.
6. Ability to communicate effectively, both verbally and in written form.
7. Ability to visualize creatively and to effectively translate technical information into visual media.
8. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that routinely involves walking or standing for several hours at a time, exerting up to 10–25 pounds of force on a recurring basis, routine keyboard operations.

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The job requires lifting and carrying up to 50 pounds and considerable climbing and walking when involved in video production.

The job risks exposure to possible environmental hazards during video production done at utility sites.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in adult education, training, organization development or industrial psychology.
2. Five (5) years of experience in developing and conducting employee training programs facilitating meetings and/or producing a variety of audio-visual materials.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.