

CSC Adopted: October 2001, CSC Revised: _____

Class Title: Organizational Development Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Serves as an internal consultant for organizational development and continuous improvement to all departments. Provides leadership and support for improving and/or developing people, systems, work processes and work environment.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Provides strategic leadership by planning, coaching, offering facilitation and consultation services to teams and individuals in designing and implementing strategies for solving complex organizational or Human Resource challenges, using Organizational Development methods, procedures, and tools to implement solutions, and continuously improving strategies, structures, and systems for the City.
2	S	Promotes organizational development by designing, implementing, and maintaining a City-wide Performance and Development System that includes a competency based performance system, individual business objectives, performance appraisal system, 360 degree feedback mechanism, employee development process, work force development process, and other tools and interventions that build organizational and individual capabilities.
3	S	Accurately represents management directives and employee needs by designing, developing, delivering, and continuously evaluating curriculums.
4	S	Works with other businesses to fulfill short and long term City needs by partnering with human resources business partners and external organizations in analyzing customer needs, identifying, developing, and implementing interventions and action plans.
5	S	Improves organizational capability by developing organizational assessment mechanisms, interpreting results, developing recommendations, interventions, and action plans.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in Organizational Development.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read professional journals, policies and procedures, and legal documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis.
Writing	Work requires the ability to write proposals, policies, training programs, and surveys.
Managerial	Managerial responsibilities include planning, implementing, and overseeing Organizational Development.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, meetings, copier, fax machine
Sitting	F	Computer, desk work, answering telephones, meetings, driving, reviewing reports
Walking	F	Inter-office, to/from meetings, to/from office equipment, site visits
Lifting	O	Computers, boxes, supplies, files, preparing seminar room
Carrying	O	Computers, boxes, supplies, files, preparing seminar room
Pushing/Pulling	O	Chairs, tables, doors, file cabinet drawers, preparing seminar room
Reaching	O	Shelves, files, office supplies
Handling	O	Equipment, boxes, files, office supplies
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	R	Accessing files
Crouching	R	Accessing files
Crawling	N	
Bending	O	Accessing files, preparing seminar room
Twisting	O	To/from computer to desk, to/from computer to telephone
Climbing	O	Ladders, stairs
Balancing	O	Ladders, stairs
Vision	C	Computer, desk work, writing, reading, observations, field work, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisors, directors, attorneys, applicants, analysts, coordinators, meetings, presentations
Talking	F	Telephone, co-workers, staff, supervisors, directors, attorneys, applicants, analysts, coordinators, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Video cameras, VCR / TV, flipcharts, overhead projectors, easels, computer, printer, standard Microsoft Windows and Office software, office supplies

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)