



TRAVIS COUNTY
invites applications for the position of:

Organizational Development Specialist

SALARY: \$4,631.57 - \$5,789.47 Monthly

OPENING DATE: 11/10/11

CLOSING DATE: 12/10/11 11:59 PM

JOB SUMMARY:

Serves as an internal consultant for organizational development. Develops and implements programs to align work force and key business initiatives through use of organizational effectiveness interventions. Working in partnership with Human Resources team, Executives and Leaders, the Organizational Development Specialist provides expertise to help plan, coordinate, develop, as necessary and execute the delivery and evaluation of leadership & professional development. Consults with organizational leaders to develop and manage/coordinate leadership programs. Provides leadership and support in short-term/long term replacement planning, succession planning, workforce planning, human capital management, talent management, and job competencies. Partners with HR Generalists to provide training and support of the performance management process. In partnership with HR team members and Leaders provide support for career and/or development planning including consultation to managers and employees utilizing appropriate assessment and development tools.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. This is a Senior Human Resources Specialist position with a focus in organizational development. This classification may require a flexible schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Operates as an organizational leader and internal consultant to management in the identification, development, and implementation of business processes.
- Evaluates business initiatives to determine the appropriate organizational effectiveness interventions needed to meet organizational goals.
- Assist management in developing effective strategic planning outcomes assessment techniques.
- Facilitates department/division strategic planning processes.
- Assist in identifying data needs, data sources, data collection tools, performance targets and benchmarks, and assessment methodologies.
- Provides coaching to leaders and executives on organizational growth.
- Participates in the identification and development of a competency model to be used throughout various organizational programs.
- Develops or aligns performance management program with key organizational goals.
- Confers with management to gain knowledge of specific work situations

requiring employees to better understand changes in policies, procedures, regulations, and technologies.

- Identifies and creates a leadership development program to ensure all leaders and potential leaders have the necessary skills to succeed.
- Facilitates team building workshops, exercises, or programs to enhance the cohesiveness of teams.
- Plans and schedules project timelines and deadlines.
- Other duties may be assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree within area of assigned responsibility including; Human Resources Management, Organizational Development Business Management, Organizational Psychology, Public Administration, Business Administration or a directly related field AND five (5) years of experience in organizational development processes in a public or private corporate setting; OR any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications or Special Requirements:

None required

Preferred:

- * PHR/SPHR or other appropriate professional certification
- * Experience as a human resources generalist
- * Master's degree
- * Experience working with Enterprise Resource Planning (ERP) software
- * Valid Texas Driver's License

Knowledge, Skills, and Abilities:

Knowledge of:

- Federal, State and Local regulations, codes and laws: Employment laws.
- Principles and practices of Human Resources management.
- Applied statistical analysis.
- Compiling data and generating reports.
- The ability to assess individuals and groups
- Strong platform in presentation, training, facilitation, and consultation skills.

Skill in:

- Applying Human Resources methods.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication

Ability to:

- Work and think independently as well as in a team environment.
- Manage time well, adapt to shifting priorities, perform multiple tasks, analyze and organize diversified activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

WORK ENVIRONMENT & OTHER INFORMATION:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

APPLY ON-LINE AT:

<http://www.traviscountyjobs.org>

OUR OFFICE IS LOCATED AT:

700 Lavaca Street, Suite 420

Austin, TX 78701

512-854-9165

EOE/ADA
