

Job Class Specification

Title:	LOD Consultant
Job Code:	479750
Bargaining Unit(s)/Grade:	AFSCME, Grade 32
FLSA Status:	Exempt
Safety Sensitive:	No
Competency Model:	Individual Contributor
Career Family:	TBD

Summary

This position delivers organization development services to individual, departmental or organizational clients. Identifies performance improvement needs; designs, recommends and implements appropriate interventions to resolve identified issues in partnership with clients. Designs and delivers training for leadership, management, professional and technical skill development. Partners with other human resources specialists to integrate the delivery of human resources services and programs, ensure consistency in philosophies and align with business unit goals.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Provide organization development (OD) consultation to all levels of Council management to support agency strategic direction. Identify performance issues through interview, focus group, assessment and data analysis. Research OD models and tools for use in the design of recommended interventions. Contract with clients to identify project objectives, outcomes, timeline and measurement. Design interventions; coaches clients, provides process facilitation and tactical support during implementation of interventions.
- Provide learning activities, workshops and programs to ensure that Council employees receive the knowledge and skill needed for effective job performance. Conduct training needs assessment at the organization, department and individual levels. Analyze required employee knowledge and skill against actual performance to identify training needs. Write training objectives, select training methods/strategies, develop training content/materials, deliver training and evaluate training outcomes. Implement strategies to maximize adult learning in all training design. .
- Research specific human resource development (HRD) concerns, making appropriate recommendations to management. Develop and recommend policy and union contract language for HRD programs and performance improvement. Does this mean Non Represented Status?
- Participate as a team member in the LOD work unit, the business unit service teams and the Human Resources department as a whole.
- Other duties assigned or apparent.

Non Essential Responsibilities

- Develop and deploy employee surveys
- Design and deploy computer-based training
- Write intranet content and post materials to the site
- Contract for and coordinate the use of external consultants for training or OD projects

Qualifications

Education	Bachelor's degree (BA) from a four-year college or university in education, industrial relations, psychology, social sciences, business, or a related field.
Experience	A minimum of four years of experience in training or management consultant role.
License Requirements	None.

Knowledge, Skills and Abilities Required:

Technical	<ul style="list-style-type: none">• Knowledge of organization development theory and practice.• Knowledge of current adult learning principles, training techniques and process <u>facilitation</u>.• Knowledge of and experience in training or project evaluation and in administration and interpretation of assessments.• Group facilitation skills.• Interpersonal skills with the ability to develop strong working relationships.• Verbal and written communication skills to include public speaking skills and writing training materials.• Organizational and administrative skills.• Ability to work independently and prioritize workload to meet established deadlines.• Ability to work with confidential and sensitive information.
Computer	Beginning skills in Excel and internet publishing. Intermediate skills in Word and PowerPoint. Skills in developing computer-based training desirable.
Language	Level 4. Ability to read, analyze and interpret professional journals, technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of customers or clients.
Math	Level 3. Ability to apply basic mathematics and interpret statistics presented in professional journals and assessment instrumentation.
Human Relations	Level 2. Requires the skill and persuasion in dealings with others both inside and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization, but does not have the authority to act on behalf of the organization in matters where there are legitimate differences of opinion. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

Work Environment

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: 11/06