



Office of Human Resources
HR Organizational Development Specialist – CH2991
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General Statement of Duties

Consults with client to provide strategic organizational business solutions. Designs, delivers, coaches, facilitates and continuously improves organizational and individual development projects, programs, interventions and initiatives.

Distinguishing Characteristics

This class is part of the HR Learning and Development job series. The job series encompasses the following job classifications and a summary of their essential job function is as follows:

- HR Learning and Development Analyst or HR Business Partner: These jobs are first and second levels of a three-level series. The essential function of the HR Learning and Development Analyst job is to develop and deliver learning content, potentially maintain a Learning Management System or other educational repository and evaluate program results. The essential function of the HR Business Partner is to counsel and coach employees and supervisors on human resource issues and serves as the first point of HR contact within the Agency.
- HR Learning and Development Analyst Senior/HR Business Partner Senior: These jobs are second and third levels of a three-level series. The essential function of the HR Learning and Development Analyst Senior is to design content for the online learning system, develop and track evaluations, design, develop and deliver competency-based learning programs, resources and curriculum. The essential function of the HR Business Partner Senior is to provide HR guidance, coaching and facilitation support and solutions for a variety of workplace issues.
- Organizational Development Specialist: This job is the third level of a three-level series. The essential function of this job is to consult with client to provide strategic organizational business solutions. Designs, delivers, coaches, facilitates and continuously improves organizational and individual development projects, programs, interventions and initiatives.

Essential Duties

Identifies the needs of leadership capability. Implements and facilitates leadership development programs. Evaluates effectiveness of leadership development programs. Delivers valuable insight and recommendations to drive business outcomes.

Designs, develops, implements and facilitates OD learning initiatives/interventions as directed by agency business strategy.

Consults with clients on execution of organizational development strategy. Creates content, coaches, and provides feedback.

Supports continuous improvement to city-wide learning and development strategy for employee engagement.

Conducts assessments, gap analysis, and strategy development for individual learning and organizational development.

Develops organizational competencies and capability to improve individual and team performance.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Problem Solving - Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Teaching Others – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

Knowledge & Skills

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of teaching, training, research, making presentations, lecturing, testing, and other instructional methods.

Knowledge of the principles and practices of adult training.

Level of Supervision Exercised

By position, performs lead work and/or supervises human resources staff.

Education Requirement

Bachelor's Degree in Business Administration, Human Resources, or a related field.

Experience Requirement

Six (6) years of experience of professional human resources.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Sitting: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-11

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 9/8/2024

Revised By: SO

Class History: 2/24/19 - Updated Minimum Quals and other minor spec edits; 9/8/24 – Revised Job Family/Job Code.