## Human Resources Job Function

### Organization Development Consulting Job Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
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</table>
| 57    | Career Development Specialist Central | Bachelor’s degree required; Master’s in counseling preferred 5+ years of experience in career assessment and counseling | • Participates in the planning, design and implementation of career development programs  
• Serves as an internal consultant to school/units regarding career development content  
• Serves on University wide career development related committees | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides advanced career consulting to staff | RECEIVED:  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion.  
GIVEN:  
Individual Contributor: Works independently or as part of a team to achieve results |

### NOTE:

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) $E = $exempt, $N = $non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion