

Job Family Matrix

Job Function: Human Resources		Job Family: HR Organizational Development Consulting - Professional	
Job Family Summary: Provide or manage a range of organizational development consulting services including career counseling and placement, talent management, and organizational assessment and re-design to meet organizational needs and foster employee development in an ever changing work place.			
Job Title: HR Career Development Professional III		Job Title: HR Organizational Development Consultant IV	
Job Code: H0657P		Job Code: H0658P	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: April 2018		Effective/Revision Date: April 2018	
Job Summary		Job Summary	
Independently provide comprehensive support to employees in career transition and layoff status by providing career counseling and case management support. Design and implement diverse career development programs.		Provide organization development consulting to schools/units in order to meet organizational and talent needs. Responsible for the design and implementation of change efforts, organization assessments and leadership coaching.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Plan, design, and implement comprehensive career development programs • Support employees in career transition by providing career counseling and case management support aimed at assisting with job transition and re-employment • Recommend appropriate and available training and development courses, online resources, career centers, and other external resources • Partner and network with University contacts, hiring departments, and outside placement vendors to identify opportunities and promote placement of employees • Provide technical advice and problem resolution for a school/unit community on varied career counseling issues • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 		<ul style="list-style-type: none"> • Develop and implement talent management solutions in partnership with local school/unit leadership and human resources • Design and conduct assessment of individual, work group or organization needs • Develop and implement intervention strategies relevant to organization needs and strategic priorities • Consult with client groups on all aspects of learning and development • Coach high performing mid-senior level leaders • Collect, develop, share and publicize resources, tools and best practices for key initiatives • Deliver workshops and trainings as needed • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	
		<ul style="list-style-type: none"> • Lead the development of specialized talent management solutions; advise local school/unit leadership • Design and conduct assessment of individual, work group or organization needs; identify areas for improvement and make recommendations • Develop and implement intervention strategies relevant to organization needs and strategic priorities • Advise client groups on all aspects of learning and development; act as a resource regarding policy development and advise on developing and recommending plans, processes and methods • Develop mentoring programs and coach high performing mid-senior level leaders • Lead the development of tools and best practices for key initiatives • Develop and deliver workshops and trainings • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite 	<ul style="list-style-type: none"> • Master's degree in relevant field • Proficiency in Microsoft Office Suite • Solid knowledge of career development and career coaching practices 	<ul style="list-style-type: none"> • Master's degree in relevant field • Knowledge of Microsoft Office Suite • Advanced knowledge of career development and career coaching
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
	<ul style="list-style-type: none"> • Certificate in coaching preferred 	
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources	Job Family: HR Organizational Development Consulting - Management
Job Family Summary: Provide or manage a range of organizational development consulting services including career counseling and placement, talent management, and organizational assessment and re-design to meet organizational needs and foster employee development in an ever changing work place.	
Job Title: HR Organizational Development Consulting Mgt V	Job Title: HR Organizational Development Consulting Mgt VI
Job Code: H0659M	Job Code: H0660M
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: April 2018	Effective/Revision Date: April 2018
Job Summary	Job Summary
Lead organizational development consulting efforts for schools/units. Responsible for the design and implementation of change efforts, organization assessments and leadership coaching.	Oversee delivery of internal organization development consulting services to schools/units, including the planning, design, and implementation of employee development programs, executive coaching, and employee engagement and talent management efforts.
Core Duties	Core Duties
<ul style="list-style-type: none"> • Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Lead the development of specialized talent management solutions; advise local school/unit leadership • Design and conduct assessment of individual, work group or organization needs; identify areas for improvement and make recommendations • Develop and implement intervention strategies relevant to organization needs and strategic priorities • Advise client groups on all aspects of learning and development; act as a resource regarding policy development and advise on developing and recommending plans, processes and methods • Develop mentoring programs and coach high performing mid-senior level leaders • Lead the development of tools and best practices for key initiatives • Develop and deliver workshops and trainings • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	<ul style="list-style-type: none"> • Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Establish and implement short- and long range organizational goals, objectives, strategic plans, policies, and operation procedures • Identify opportunities and champion major initiatives for continuous improvement in processes • Serve as internal consultant to schools/units on talent management solutions, strategy development, organization assessment and re-design, design and implementation of large-scale change efforts, leadership retreat design and facilitation, employee development, leadership development and succession management • Provide strategic oversight of University-wide employee and leadership development programs; direct the development of leadership workshops • Serve as executive coach to high-performing senior leaders • Oversee program budgets • Serve on University wide career development related committees • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Master's degree or equivalent work experience required • Minimum of 10 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Master's degree in relevant field • Knowledge of Microsoft Office Suite • Advanced knowledge of career development and career coaching 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite • Advanced knowledge of career development and career coaching
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • Certificate in executive coaching required 	
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting