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| **HARRIS COUNTY**  Human Resource & Risk Management  Houston, TX 77002  (713) 274-5444  <http://www.harriscountytx.gov/hrrm>  **invites applications for the position of:**  **Organizational Development/Strategic Initiative Administrator**  An Equal Opportunity Employer |

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| **SALARY:** | Depends on Qualifications |
| **OPENING DATE:** | 10/19/16 |
| **CLOSING DATE:** | 11/18/16 11:59 PM |
| **POSITION DESCRIPTION:** | |
| The Organizational Development and Strategic Initiatives Administrator works as a member of the HCPS Leadership Team and is involved in the design, development, and delivery of solutions that better assess, align, develop and utilize HCPS organizational and human resources at the individual leader, team, and organizational levels. Major responsibilities include serving as an internal expert consultant on strategic planning, organizational performance assessment, organizational design, organizational change, climate assessment, leader and team assessment and development, and learning. The Organizational Development and Strategic Initiatives Administrator oversees the agency's quality assurance, training and communication strategies. The position also provides support to the agency's public/private partnerships.   * Partners with agency leaders and HR Partners on issues pertinent to leadership, organizational effectiveness, and change management in an effort to improve overall organizational performance, through building relationships with agency personnel, stakeholders, contractors and the community. * Identifies opportunities to integrate Organizational Development solutions that blend organizational effectiveness, talent development, change management, and learning to drive significant improvements in performance, productivity, and culture. * Assesses and diagnoses organizational situations, determine appropriate interventions to enhance individual and organizational effectiveness, ensure alignment of agency goals with organizational designs and develops or recommends solutions (i.e. functional design, roles and responsibilities, leadership alignment, skill development, etc.). * Supervises the design, implementation, and oversight of the agency internal and external communication plan. * Monitors the plan and makes adjustments as necessary. * Develops and executes agency multi-year strategic plan and to revise the plan as needed in partnership with Agency Leadership Team, Executive Director and Board of Directors. * Partners with Executive Director, HR manager and partners, Program Administrators and Training Manager to continually build the HCPS leadership pipeline to ensure strong succession management and leadership development. | |
| **REQUIREMENTS:** | |
| * Master's degree from an accredited college or university in Social Services, Psychology, Organizational Psychology or related field. * Minimum of three (3) years of full-time experience in Organizational Development that must include facilitation and planning experience and skills that have resulted in employee and/or stakeholder groups successfully identifying and working towards a common vision, as well as networking with various levels of leaders, and  three (3) years' managerial experience with a strong track record of managing staff who has program oversight responsibility.   **Plus**   * Expert knowledge of adult learning theory and application of theory through the development, implementation and facilitation of face-to-face instruction. * General understanding of how OD solutions integrates with functions of human resources management. * Possesses strong knowledge of leadership competencies and techniques for developing competence. * Demonstrated ability to develop and implement a project work plan to meet project deadlines within a designated time frame. * Proven ability to facilitate strategic planning meetings for various levels of the leadership team and various program components. * Proven ability to interact and appropriately influence at all levels of the organization. * Proven analytical skills and the ability to use data to inform decision-making. * Ability to translate abstract concepts into actionable tasks. * Ability to model empathy and understanding of the challenges faced by staff that serve agency clients while remaining focused on agency mission and goals. * An ability to coach and develop others and provide training and support. * High degree of learning agility, including self-awareness, mental (problem solving), people, change and results agility. * Demonstrated ability to assess facilitation techniques, training materials and assessment of the effectiveness of learning programs. * Demonstrated ability to build business cases and recommend sound, actionable solutions. * Intercultural awareness required due to the diverse scope of the role. * Appropriate boundaries in place as it relates to interactions with staff, stakeholders, Board members and community members. * Team player who enjoys interaction with professionals, peers, and stakeholders. * A strong commitment to and promotion of the agency mission and core values. | |
| **PREFERENCES:** | |
| * Experience in public sector arena.   + Certification and skill in using one or more of the following personality assessments:   + DISC   + Myers Briggs   + Insights Member of Center for Creative Leadership or similar organization; Certification and skill in using one or more of the following:   + Crucial Conversations o Benchmarks – 360 Assessments   + GROW Coaching Model   + Conflict Resolution   + Master Facilitator * Experience in project management. * Overall knowledge of Harris County Protective Services programs and the state child welfare system. * Direct practice experience in state our county child welfare programs. | |
| **GENERAL INFORMATION:** | |
| HOURS:        8:00 a.m. TO 5:OO p.m.                        Monday-Friday  SALARY:      Based on Salary Admin Plan                       Based on 26-Pay Periods | |

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| Harris County has an Employment-at-Will Policy.  Employment is contingent on passing a criminal background check.  Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.  To view your detailed application status, please log-in to your on-line profile by visiting: <http://www.harriscountytx.gov/hrrm/employment.aspx> | | |
| 1310 Prairie Street, Ste. 170 Houston, TX 77002 713-274-5444  [employment@bmd.hctx.net](mailto:employment@bmd.hctx.net) | Position #01755 ORGANIZATIONAL DEVELOPMENT/STRATEGIC INITIATIVE ADMINISTRATOR BQ | |
| **Organizational Development/Strategic Initiative Administrator Supplemental Questionnaire** | |

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| \* | 1. | Which of the following best describes your level of education as it relates to this position? |
|  | | Checkbox Master's degree in Social Services, Psychology, Organizational Psychology or a related field. Checkbox Master's degree in an unrelated field Checkbox Doctorate degree in Social Services, Psychology, Organizational Psychology or a related field. Checkbox None of the above |
| \* | 2. | Please describe your educational background including the level of education completed, area of study (completed major and minor programs). |
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| \* | 3. | Do you have organizational development experience? |
|  | | Checkbox Yes Checkbox No |
| \* | 4. | Which of the following best describes your paid full-time work experience with organizational development? |
|  | | Checkbox Three years but less than four years Checkbox Four years but less than six years Checkbox Six years but less than eight years Checkbox I do not have experience in org |
| \* | 5. | Please describe your paid full-time work experience including the employer information, role and responsibilities, and period worked. DO NOT use "See Resume" to answer this question as resumes are not used in considering qualifications. If you do not have this experience, please type "none" in the space provided. |
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| \* | 6. | Which of the following best describes your managerial experience with a strong track record of managing staff who has program oversight responsibility? |
|  | | Checkbox Three years but less than four years Checkbox Four years but less than five years Checkbox Five years or more Checkbox I do not have this experience |
| \* | 7. | Describe your experience and include employer's information, your job title, and the job title of staff you managed, along with their program function. "See Resume" will not be substituted for this answer. If you do not have this experience, write "None". |
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| \* | 8. | Which of the following describes your experience where you demonstrated exceptional skill in networking with various external and internal levels of leaders? |
|  | | Checkbox Three years but less than four years Checkbox Four years but less than five years Checkbox Five years or more Checkbox I don't have this experience |
| \* | 9. | Describe your experience in networking. Explain your role and include titles or roles of leaders involved. Also include the organizations involved. If you do not have this experience, write "None". |
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| \* | 10. | Describe a situation or occasion where you demonstrated facilitation and planning skills that resulted in an employee and/or stakeholder group's success in identifying and working toward a common vision. If you have not done so, write "None" |
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| \* | 11. | Describe your experience developing and implementing a project work plan and how you met project deadlines within designated time frames. If you do not have this experience, write "None". |
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| \* | 12. | In which of the following personality assessments do you have a certification and skill in using? Check all that apply. |
|  | | Checkbox DISC Checkbox Myers Briggs Checkbox Insights Checkbox None of the above |
| \* | 13. | In which of the following do you have certification and skill? Check all that apply. |
|  | | Checkbox Crucial Conversations Checkbox Benchmarks - 360 Assessments Checkbox GROW Coaching Model Checkbox Conflict Resolution Checkbox Master Facilitator Checkbox None of the above |
| \* | 14. | Which of the following describes your level of proficiency using a personal computer? |
|  | | Checkbox Advanced Checkbox Skilled Checkbox Intermediate Checkbox Entry Level Checkbox Not proficient |
| \* | 15. | Which of the following programs do you have experience using? Check all that apply. |
|  | | Checkbox Excel Checkbox Word Checkbox PowerPoint Checkbox Publisher Checkbox Access Checkbox Outlook Checkbox Adobe Acrobat Checkbox None of the above |
| \* | 16. | This position requires a valid driver's license. Upon hire, a Texas license must be obtained by start date. Do you have a valid driver's license? |
|  | | Checkbox Yes Checkbox No |
| \* Required Question | | |