

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I - WORKFORCE & ORGANIZATION DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Executive Director of Human Resources, plan, organize, control and direct the operations, activities and methods of the Organization Development unit; direct, design, develop, market, conduct and evaluate training programs including leadership development programs to meet staff needs and support the goals of the County Office; direct a variety of workforce and organization development programs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the operations, activities and methods of the Organization Development unit; develop, interpret and implement policies and procedures related to assigned activities and programs.

Direct, design, develop, market, conduct and evaluate training programs to meet staff needs and support the goals of the County Office; determine training priorities, objectives and strategies; direct and mentor staff trainers; identify and obtain resources to implement training and other programs; select the methodology utilizing various approaches; analyze and design training materials and recommend enhancements to training materials created by others.

Direct a variety of workforce and organization development programs including the volunteer program, wellness program and community support program; develop policies, procedures and other aspects of assigned programs.

Direct leadership development programs including the succession planning program; work collaboratively in leadership development with the Deputy Superintendent, other directors and a principal.

Coordinate internal subject matter experts to design, conduct and evaluate training content, methods, materials and program scheduling.

Direct and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Executive Director of Human Resources regarding assigned programs and activities; assist in the formulation and development of policies, procedures and programs; recommend proper organization structure for assigned programs and functions; assist in the alignment of organization-wide plans.

Direct, design, and implement organization-wide continuous improvement efforts utilizing quality tools and materials needed for training and professional development; articulate the Malcolm Baldrige Criteria for performance excellence.

Plan, organize and implement long and short-term programs and activities designed to develop programs and services related to assigned activities.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Organization Development unit; prepare and monitor program budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; provide team and meeting facilitation services and consulting services to the County Office leadership team; direct the activities of the community support committee; coordinate special events for the Superintendent; serve on assigned teams and councils as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Organization Development unit.

Principles of organizational development and design.

Training for staff mandated by law.

Human resources practices, policies and procedures.

Techniques and principles of employee training, adult learning theory, individual and group teaching and learning methods.

Web-based training programs.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct organization and staff development programs.

Provide coaching to staff and leaders.

Implement training and programs addressing adult learning theory.

Apply fundamentals of planning, organizing, conducting and evaluating group training.

Write and edit training materials and develop job aids and other instructional materials.

Initiate, plan, direct and evaluate the development of training and employee development systems.

Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in organizational development, organizational management, human resources or a related field and five years increasingly responsible experience in quality management training and/or staff development including experience in organizational design, planning, service delivery, and evaluation.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

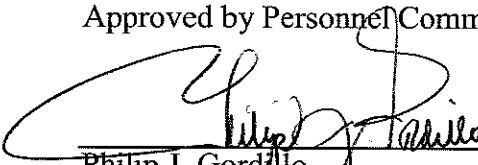
PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date