

JOB PROFILE SUMMARY

- Organizational Design and Management (ODM) Senior Specialist
- Works under the general supervision of the Organizational Design and Management (ODM) Manager.
- Serves in the ODM Department (Department) of the Office of Human Resources and Administrative Services (Office) in the Corporate Office Building.

Performs a range of job evaluation, classification, and organizational design duties to facilitate the design of all organizational structures, positions, job requirements, and allocation of staff in the Airports Authority. The work requires advanced knowledge of HR subject matter to include job analysis and job evaluation methods, validation techniques, organizational design principles and approaches, and in depth research and analysis expertise. Leads design of and conducts HR research projects. Performs related functions.

GENERAL RESPONSIBILITIES

- Provides technical guidance and policy interpretation on all aspects of organizational structuring and job design and evaluation; leads and works with other team members to guide project work.
- Serves as technical expert on the development and validation of minimum qualification requirements, knowledge/skill requirements, and occupational questionnaires. Validates these and other facets of the job through content- or criterion-related approaches to ensure job-relatedness.
- Advises on or develops pre-employment selection criteria including, but not limited to, structured interview questions, knowledge- or skill-based tests, or cognitive ability tests.
- Conducts job analyses and ‘desk audits’ to collect, analyze, and document job data to prepare or edit job descriptions, and develop and validate selection criteria.
- Writes job descriptions, or revises existing job descriptions, to reflect standardized language for job skill and complexity levels.
- Reviews clusters of jobs (position structures) and overall organizational designs for potential to improve effectiveness.
- May develop, conduct, and analyze employee engagement surveys.
- Keeps abreast of ‘best practices’ in HR business processes as they may impact work of the Department. Provides innovative human resources solutions within a given framework.
- Performs other duties as assigned.

QUALIFICATIONS

- Six years of progressively responsible experience in human resources with emphasis on job design and evaluation including:
 - designing and conducting HR research projects;
 - conducting job analyses and developing and revising job descriptions;
 - validating MQs and KSAs or other qualification requirements; and
 - Evaluating organizational structures.

KNOWLEDGE, SKILLS AND ABILITIES (KSA):

1. Comprehensive knowledge of organizational design, job evaluation, and job classification practices and principles to include skill in writing job descriptions and/or position standards.
 2. Ability to identify and validate minimum qualification requirements.
 3. Ability to evaluate organizational structures to ensure appropriate position management.
 4. Ability to perform detailed analyses of data and information and make recommendations.
 5. Knowledge of survey methodology and analysis techniques.
 6. Knowledge of Title VII, Civil Rights Act of 1991, the Uniform Guidelines on Employee Selection procedures, generally-accepted merit principles in the public sector, and related laws or regulations.
- Ability to maintain strict confidentiality regarding organization and employee information.
 - Ability to speak and write effectively.
 - Ability to use computer hardware and modern office suite software, with emphasis on spreadsheets.
 - Ability to establish and maintain effective relationships with employees, managers, and others.

PREFERRED QUALIFICATIONS

- A Master's Degree in Human Resources Management, Personnel Administration, or Industrial/Organizational Psychology.

EDUCATION

- A Bachelor's Degree in Human Resources, Personnel Administration, Psychology, or a related field, or an equivalent combination of education, experience and training that totals four years.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the six years of work experience. For example, a master's degree in any field may be substituted for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license.

NECESSARY SPECIAL FACTORS

- None