JOB PROFILE SUMMARY
- Organizational Design and Management (ODM) Specialist
- This is a non-career, term job.
- Works under the general supervision of the Manager, Organizational Design and Management (ODM) Department.
- Serves in the ODM Department (Department) of the Office of Human Resources and Administrative Services (Office).

Performs a range of job evaluation, classification, and organizational design services including designing, documenting, and evaluating jobs; determining and validating minimum qualifications and other job requirements; writing job descriptions; and conducting organizational design studies. Performs related functions.

GENERAL RESPONSIBILITIES

- 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.
- Validates minimum qualification requirements, knowledge/skill requirements, and other facets of the job through content- or criterion-related approaches to ensure job-relatedness.
- Writes job descriptions, or revises existing job descriptions, to reflect standardized language for cross-cutting job skill and complexity levels.
- Provides technical guidance on the development and validation of pre-employment selection criteria including, but not limited to, structured interview questions, knowledge- or skill-based tests, or cognitive ability tests.
- Develops and validates occupational questionnaires for assessing and screening job candidates.
- Provides technical guidance and policy interpretation on all aspects of organizational structuring and job evaluations.
- 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

- Five years of progressively responsible experience in human resources including experience in: conducting job analyses and desk audits; developing and revising job descriptions; validating MQs and KSAs or other qualification requirements; and evaluating organizational structures.
- Knowledge of organizational design, job evaluation, and job classification practices and principles.
- Skill in writing job descriptions and/or position standards.
- Ability to identify and validate minimum qualification requirements.

- Ability to evaluate organizational structures to ensure appropriate position management.
- Ability to perform detailed analyses of data and information and make recommendations.
- Knowledge of survey methodology and analysis techniques.
- 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 speak and write effectively.
- Ability to use computer hardware and software.
- 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 five years of experience.

CERTIFICATIONS AND LICENSES REQUIRED
- A valid state driver's license.

NECESSARY SPECIAL FACTORS
- None