

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Organizational Development Manager

Department: Administration

Pay Grade: 514

FLSA Status: Exempt

Job Code: A511

JOB SUMMARY

The purpose of this classification is to plan, design, organize, implement, manage, train, and evaluate executive, supervisory, and employee development programs to support the talent management, performance management, and recruitment management functions in the Human Resources Division.

ESSENTIAL JOB FUNCTIONS

- Works with all levels of management to set and carry out organizational goals. Champions change and helps others adjust and change to maximize efficiencies. Promotes employee engagement and develops programs to train talent and recognize performance.
- Responsible for designing, implementing, and evaluating citywide executive, supervisory, and employee development programs.
- Responsible for implementing and overseeing the HRMS and ensuring the accuracy of services such as payroll management, employee and position data, maintenance of employee records and personnel transactions, report production, position management, and department performance metrics.
- Manages HRMS training.
- Oversees the onboarding process and the orientation of new employees.
- Administers the Performance Management System and provides performance training and consultation in conjunction with the Employee Relations Manager.
- Develops and implements team building and customer service programs.
- Manages the HR communication plan and surveys; communicates survey results.

- Evaluates the organization's needs, and creates, implements, and leads training programs and provides training as needed.
- Oversees the development of a City Workforce Planning Model and Succession Plan that ensures staff levels are adequate and sufficient for City operating activities. Aligns the City's current and future needs and priorities with those of the workforce to ensure legislative, regulatory, service, and production requirements and organizational objectives are met.
- Serves as liaison with information technology division regarding payroll system issues: analyzes system needs and recommends changes/improvements; troubleshoots and determines methods to resolve problems.
- Prepares or completes various forms, reports, and other correspondence as needed.
- Attends meetings and makes presentations as needed.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Provides assistance to other employees or departments as needed.
- Supports other functions as assigned.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Human Resources Management, Business Management, Business Administration, or a closely related field; supplemented by four (4) years of previous experience and/or training that includes human resources administration, benefits administration, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of State and Federal employment, labor, and immigration laws and government compliance with the Americans with Disabilities Act (ADA) and Equal Employment Opportunity (EEO).
- Ability to develop and present management-training classes for supervisory personnel.

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to communicate effectively, prepare comprehensive reports, and present ideas clearly and concisely.
- Ability to prepare and deliver effective presentations in both small and large forums.
- Ability to demonstrate independent thought leadership and possess thorough decision making skills.
- Ability to demonstrate objectivity and fair mindedness as the need to consider matters from both the employee's and the City's point of view is required.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia, commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.