

Job Family Matrix

Job Function: Human Resources		Job Family: HR Organizational Development Consulting - Professional	
Job Family Summary: Provide or manage a range of organizational development consulting and executive coaching.			
Job Title: HR Organizational Development Professional II		Job Title: HR Organizational Development Professional III	
Job Code: H0656P		Job Code: H0657P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: December 2019		Effective/Revision Date: December 2019	
Job Summary		Job Summary	
Independently responsible for project/program management, best practice curation, and content and materials creation in the areas of innovation, employee engagement, diversity, inclusion and belonging. Provide project management on related efforts.		Independently provide comprehensive content and resource creation and best practice curation for areas including innovation; employee engagement; diversity, inclusion and belonging; change management; strategy development; organization design; retreat design and facilitation. Provide project management on related efforts.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Define the requirements of a given project, develop a work plan, and recruit/enlist key partners and stakeholders • Manage the day to day implementation of large-scale projects and/or programs, tracking and reporting status and outcomes • Independently manage project plans, events, website, survey design and implementation • Design and facilitate sessions in the areas of innovation, employee engagement, diversity, inclusion and belonging • Curate engaging social media content and calendars, design and conduct surveys, and manage web platforms • Collect, share and publicize resources, tools and best practices for key initiatives • Craft communications, reports, toolkits and/or presentations • Collaborate with others in the delivery of services to clients • Represent unit on University and external committees • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 		<ul style="list-style-type: none"> • Plan, design, and implement comprehensive organizational development solutions for areas such as innovation, employee engagement, diversity, inclusion and belonging, change management; strategy development; organization design; retreat design and facilitation • Define the requirements of a given initiative or project, develop a work plan, and recruit/enlist key partners and stakeholders • Manage the day to day implementation of large-scale University-wide OD projects, tracking and reporting status and outcomes • Curate engaging social media content, design and conduct surveys, and manage web platforms • Collect, share and publicize resources, tools and best practices for key initiatives • Craft communications, reports, toolkits and/or presentations • Collaborate with others in the delivery of services to clients • Represent unit on University and external committees • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	
Typical Core Duties		Typical Core Duties	
		<ul style="list-style-type: none"> • Plan, design, and implement comprehensive organizational development programs and sessions for areas such as such as innovation, employee engagement, diversity, inclusion and belonging, change management; strategy development; organization design; retreat design and facilitation; and leadership development • Define the requirements of a given initiative or project, develop a work plan, and recruit/enlist key partners and stakeholders • Manage the day to day implementation of large-scale University-wide OD projects, tracking and reporting status and outcomes • Deliver workshops and trainings as needed • Craft communications, reports and/or presentations as a possible deliverable of any given project • Collaborate with relevant colleagues in developing intervention strategies • Represent area on University and external committees • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite 	<ul style="list-style-type: none"> • Master's degree in relevant field • Proficiency in Microsoft Office Suite • Solid knowledge of executive coaching practices
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
		<ul style="list-style-type: none"> • Certificate in executive coaching (or equivalent training or experience)
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources	Job Family: HR Organizational Development Consulting - Professional
Job Family Summary: Provide or manage a range of organizational development consulting and executive coaching.	
Job Title: HR Organizational Development Consultant V	
Job Code: H0659P	
Grade Level: 59	Exemption: Exempt
Effective/Revision Date: December 2019	
Job Summary	
Lead organizational development consulting efforts for schools/units. Key responsibilities include conducting organizational assessments and organization re-design; working with leadership to foster a culture of inclusion, innovation and engagement; designing and implementing large-scale change efforts, process improvement efforts, strategic planning, and leadership development. Serve as executive coach to senior administrative leaders and faculty leaders.	
Typical Core Duties	
<ul style="list-style-type: none"> • Serve as OD consultant to senior administrative and faculty leaders, including but not limited to: conducting organizational assessments and organization re-design; consulting to department and school/unit leadership in fostering a culture of inclusion, innovation and engagement; designing and implementing large-scale change efforts, process improvement efforts, and leadership strategic planning efforts • Collaborate with relevant colleagues to develop and implement intervention strategies relevant to organization needs and strategic priorities • Advise client groups on all aspects of organizational development • Serve as executive coach to senior administrative and faculty leaders • Identify, gather, share and publicize resources, tools and best practices for key initiatives, and convene relevant communities of learning • Represent area on University and external committees • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	

Job Family Matrix

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience

Additional Qualifications and Skills

- Master's degree in relevant field
- Knowledge of Microsoft Office Suite
- A minimum of three years of executive coaching experience

Certificates and Licenses

- Certificate in executive coaching (or equivalent training or experience)

Physical Requirements

Working Conditions

- Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources	Job Family: HR Organizational Development Consulting - Management
Job Family Summary: Provide or manage a range of organizational development consulting and executive coaching.	
Job Title: HR Organizational Development Consulting Mgt V	Job Title: HR Organizational Development Consulting Mgt VI
Job Code: H0659M	Job Code: H0660M
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: December 2019	Effective/Revision Date: December 2019
Job Summary	
Lead organizational development consulting efforts for schools/units. Responsible for the design and implementation of change efforts, organization assessments and leadership coaching.	Direct delivery of internal organization development consulting and executive coaching services to schools/units, including the planning, design, implementation, and evaluation.
Typical Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Lead the development of specialized organization development solutions; advise local school/unit leadership • Design and conduct assessment of individual, work group or organization needs; • Develop and implement intervention strategies relevant to organization needs and strategic priorities • Advise client groups on all aspects of executive and organizational effectiveness • Develop mentoring programs and coach high performing mid-senior level leaders • Lead the development of tools and best practices for key initiatives • Represent area on University and external committees • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	<ul style="list-style-type: none"> • Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operation procedures • Identify opportunities and champion major initiatives for continuous improvement in processes • Serve as internal consultant to schools/units on strategy development, organization assessment and re-design, design and implementation of large-scale change efforts, leadership retreat design and facilitation, employee development, leadership development and succession management • Provide strategic oversight of University-wide employee and leadership development programs; direct the development of leadership workshops • Serve as executive coach to high-performing senior leaders • Oversee program budgets • Represent area on University and external committees • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Master's degree or equivalent work experience required • Minimum of 10 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Master's degree in relevant field • Knowledge of Microsoft Office Suite • A minimum of three years of executive coaching experience 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite • A minimum of three years of executive coaching experience
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • Certificate in executive coaching (or equivalent training or experience) 	<ul style="list-style-type: none"> • Certificate in executive coaching (or equivalent training or experience)
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting