

Job Family Matrix

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| 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. | | | |
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| 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 | |
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| 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 |
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| <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 |
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| 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 |

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| 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. | |
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| 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

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| 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. | |
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| 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 |