

POSITION TITLE: Senior Human Resources Specialist – Learning Development and Organizational Effectiveness

QUALIFICATIONS: Bachelor's degree or an equivalent combination of education and job-related experience. A minimum of five years in HR discipline or related experience. This position serves as a subject matter expert in the planning, organizing and execution of organizational development programs incorporating operational methodologies. Identifies opportunities, establishes and maintains collaborative relationships with leaders and staff to support training and development objectives in alignment with and support of strategic initiatives, goals and objectives. Coordinates talent management programs, including performance management, leader development, succession management, and coaching. Provides internal consultation to determine critical skill requirements in relation to organizational objectives. Designs tools to conduct workforce skills analyses and organizational development interventions.

PERFORMANCE EXPECTATIONS: Coordinates and facilitates performance management programs. Designs and executes assessment instruments. Coordinates coaching opportunities in the development of leadership skills or other competency areas using tools such as 360-degree feedback and mentoring. Establishes new methods and procedures to integrate talent management programs throughout the organization. Maintains up-to-date knowledge of development sources and assessment methodologies including technology enhancements, best practices and emerging trends emerging in the educational industry. Attends periodic seminars, forums and meetings to ensure offerings and education are current. Partners with HR Employee Relations and Organizational Development Coordinator to identify opportunities to increase the organizational effectiveness. Establishes ongoing mechanisms for employee sensing (employee surveys, focus groups, advisory boards, etc.) to remain abreast of employee views. Coordinates efforts to identify root issues and facilitates the development of proactive plans and education to address underlying, broader concerns that could lead to staff relations problems. Certification in one or more 360-degree assessment instruments. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs administrative work in the coordination and supervision of human resources activities. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Manager Human Resources

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 124

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt