

JOB DESCRIPTION
San Diego County Office of Education

ENGAGEMENT AND ORGANIZATIONAL DEVELOPMENT SPECIALIST

Purpose Statement:

The Engagement and Organizational Development Specialist is responsible for designing, coordinating, and conducting professional development, strategic planning, and engagement activities that enhance the engagement and competencies of SDCOE employees and foster a strong organizational culture aligned with the County Board of Education goals, leadership aspirations, commitments, and strategies. The specialist provides direction and leadership to the collection and interpretation of data in the development and implementation of the SDCOE strategic plan; and serves as a resource to the county superintendent and the SDCOE leadership team.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

Strategy and Evaluation

- Develops and implements SDCOE's organizational development and employee engagement strategies.
- Supports, tracks, and evaluates SDCOE strategic plan activities and timelines; develops and assists with executing key initiatives related to strategic planning.
- Provides technical, specialized, consultative, advisory, and planning services to individuals, teams, and leadership on employee engagement, strategic planning, and organizational development activities.
- Evaluates and presents employee engagement metrics and data to assess the effectiveness of initiatives, refine strategies and tactics, and make data-driven recommendations; analyzes data and provides regular reports to leadership as directed.
- Identifies and makes recommendations on opportunities for organizational improvement related to strategic planning and employee development; determines causes for performance gaps and formulates plan(s) for improvement.

Employee Engagement and Communications

- Leads the design, development, and execution of a comprehensive employee engagement and internal communication program that aligns with SDCOE's mission, commitments, and North Star goal.
- Develops and facilitates employee engagement programs to recognize and celebrate achievements and promote a positive work environment for all employees.
- Facilitates two-way communication channels throughout the organization, encourages employee feedback and input to foster a collaborative and inclusive environment.
- Identifies and addresses communication gaps or barriers, ensuring effective information flow and understanding throughout the organization.
- Develops and executes internal communication strategies across multiple media platforms, including the intranet, newsletters, and internal social networking tools.
- Plans, organizes, and facilitates online and in-person engagement activities including workshops, open houses, and meetings; manages agency-wide committees related to assigned projects.
- Builds relationships with and supports employee network and affinity groups.

Organizational Development and Training

- Designs and implements a variety of workforce and organization development programs (e.g. employee wellness, leadership development, etc.) to meet staff needs and support the goals of the county office.
- Manages the delivery, scheduling, recordkeeping, and metrics of trainings, including annual mandatory compliance training individually and in collaboration with others.
- Develops and creates high-quality trainings, resources, and materials, and other activities to support thoughtful, equitable, and culturally relevant employee development.
- Collaborates with subject matter experts to design and deliver engaging training programs to equip employees with the necessary knowledge, skills, and tools to support organizational initiatives and processes.
- Measures and analyzes the effectiveness of training programs and utilizes findings to continuously improve programs based on feedback and learner outcomes.

Leadership and Administration

- Directs team operations and activities (e.g. strategic planning, inter-division relations, staff development, employee wellness, employee recognition, supervision of staff, etc.) for the purpose of maintaining services and implementing new programs and processes.
- Supervises management and support staff and performs personnel administrative functions (e.g. training, mentoring, supervising, evaluating, etc.) for the purpose of enhancing productivity of staff members and ensuring project outcomes are achieved.

- Prepares written reports, briefs, and presentations summarizing key issues, trends, and recommendations in assigned areas.
- Identifies, obtains, and manages services and resources needed for the purpose of implementing trainings, events, and other programs.
- Attends relevant events and activities to represent SDCOE and builds strong relationships with key employee groups and community partners; serves as a liaison for special assignments and projects.
- Builds and promotes cross-functional relationships within SDCOE.

Event Planning

- Leads enterprise-wide activities and team building activities and committees, including all-staff convenings and other assigned events throughout the year.
- Organizes outreach programs and coordinates special events that promote SDCOE products, services, and ideas.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Human-centered and socially conscious leadership;

Organization, leadership, and engagement theory;

Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;

Learning Management Systems (LMS), eLearning software tools, and online learning systems;

Methods and practices of long-term strategic planning, organizational design and effectiveness, management development, curriculum design, and group facilitation;

Leadership strategies to facilitate the development and implementation of a shared vision of learning and growth for all members of the SDCOE community.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Research, develop, coordinate, market, implement, and assess large projects;

Provide technical, specialized, consultative, advisory and planning services;

Provide direction and leadership to interpret data;

Conduct special studies and in-services;

Coordinate professional development training;

Communicate effectively both orally and in writing;

Interpret, apply and explain rules, regulations, policies and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment;
Apply and interpret laws, codes, regulations, policies and procedures;
Collect and assemble data and navigate assigned software systems;
Meet schedules and timelines;
Work independently with little direction and cooperatively with individuals and teams
Prepare comprehensive narrative and statistical reports.

Working Environment:

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions. This position requires occasional work on evenings and weekends, as needed for special events and projects. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lifting objects up to 30 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A bachelor’s degree in organizational development, communications, public relations, or closely related field from a regionally accredited college/university, and:

Experience: Four (4) years of professional level experience planning employee engagement and professional development activities, large-scale workshops, events, or programs within an educational setting. Strategic planning and/or project management experience is preferred.

Equivalency: A combination of education and experience equivalent to a bachelor’s degree in organizational development, communications, public relations, or closely related field from a regionally accredited college/university, and four (4) years of professional level experience planning employee engagement and professional development activities, large-scale workshops, events, or programs within an educational setting. Strategic planning and/or project management experience is preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background

Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management Grade 040

Personnel Commission Approved: May 15, 2024