

## COUNTY OF SOLANO

### ORGANIZATIONAL DEVELOPMENT AND TRAINING OFFICER

Rev. 10/06  
CSC Exempt

#### DEFINITION

Under general direction, to establish, conduct and maintain training and organizational development programs that serve current and developmental needs of County employees and managers; to consult and advise County departments, executives and staff on issues related to improving organizational effectiveness; to develop, administer and perform strategic planning, training programs, organizational interventions, and quality improvement efforts.

#### DISTINGUISHING CHARACTERISTICS

This is a single class position that reports to the Director of Human Resources and is distinguished by the responsibility to work independently in providing county-wide organizational development services and coordination, administration of training to support implementation of strategic county-wide organizational goals.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director and Assistant Director of Human Resources.

May exercise supervision over clerical level staff.

#### EXAMPLES OF DUTIES -Duties may include but are not limited to the following:

Identifies and evaluates County employee and departmental training opportunities; works with County administrators and managers to survey and assess employee development needs; coordinates the design, development and implementation of a County-wide staff development plan; provides recommendations to administrators, managers and supervisors regarding the implementation of their training goals.

Reviews and evaluates training courses, instructors and materials; solicits input from various trainers and vendors regarding available training programs; supports, organizes and develops instructional programs and materials utilizing available technology and multimedia equipment to enhance learning; selects training vendors/contractors and prepares/processes agreements in order to offer needed training programs; instructs and teaches courses as needed and appropriate.

Serves as a liaison with county management staff, consultants, and employees to address training and organizational development needs.

Coordinates and evaluates the training work performed by contractors and vendors; may plan, direct, schedule and evaluate the work performed by various subordinate staff.

Coordinates the preparation of various announcements and other materials which advertise the availability of staff development courses; coordinates the development of countywide training manual.

Develops and maintains a system for tracking and reporting training participation in order to provide statistical data and monitor departmental/individual progress toward training goals; prepares a variety of training-related management reports.

May develop and direct employee motivational programs that improve morale and employee relations, such as recognition, suggestion, and educational reimbursement programs; may design, plan and coordinate countywide retirement, service recognition, and other events as directed; responds to questions from employees and managers regarding training and mobility within County structure.

Provides consultation for countywide managerial development, which may involve career planning and training programs and executive development. Counsels managers regarding training and professional development programs for employees.

Reviews, prepares and submits the training programs budget; assists in budget implementation; forecasts additional funding needed for training staff, materials and supplies; monitors training expenses, processes check and cash advance requests.

Prepares reports, memoranda and correspondence; attends meetings; participates in management groups and task forces.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

1. Two (2) years of full time professional personnel, administrative/analytical or adult education work experience that included specialized experience involving workplace training, employee development, organizational development, curriculum management/development, or classroom teaching, and a Bachelors Degree from an accredited college or university with a major in human resources development, organization development, public administration or closely related field.

**OR**

2. Four (4) years of full time professional personnel, administrative/analytical or adult education work experience that included specialized experience involving workplace training, employee development, organizational development, curriculum management/development, or classroom teaching, and an Associates Degree from an accredited college or university with a major in human resources development, organization development, public administration or closely related field.

**Knowledge/Skills/Abilities**

**Knowledge of:**

Principles and practices of public administration and organization; principles and practices of employee supervision and management

Effective organizational and employee development strategies and techniques

Effective training methods and learning processes

Effective communication skills and interpersonal relations; principles and practices of budget preparation and administration

Language mechanics and report writing.

**Ability to:**

Effectively gather, analyze and report on training and related data utilizing computers to produce documents such as correspondence, flow charts, graphic designs and statistical data using PC based applications

Prepare and present staff development recommendations for administrative and management staff

Plan, organize and conduct training and other programs

Prepare training-related promotional and other materials

Develop methods to solicit participation in training courses

Develop and maintain positive working relationships with trainers, facilitators, managers, employees and co-workers

Make effective presentations to individuals and groups

Develop, review and manage contracts and work agreements

Present oneself professionally; supervise subordinate staff.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Class C California driver's license may be required.

**SUPPLEMENTAL INFORMATION**

This classification is Senior Management, Confidential, Civil Service Exempt and serves at the pleasure of the appointing authority.

Independent travel is required.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds); occasionally 10-30 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.



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Donald W. Turko  
Director of Human Resources

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