

Water Authority Position Description

HR TRAINING ADMIN

Status	Position Code	Level	Date
APPROVED	HRTA	P28	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PROVIDE ORGANIZATIONAL DEVELOPMENT EXPERTISE, ADVISE AND SUPPORT TO MANAGEMENT. TEAM WITH SENIOR MANAGEMENT TO ASSESS ORGANIZATIONAL NEEDS, RECOMMEND STRATEGIES FOR DESIGNING AND IMPLEMENTING EMPLOYEE TRAINING AND DEVELOPMENT PROGRAMS AND IMPLEMENT STRATEGIES. ASSIST IN WATER AUTHORITY WIDE PROGRAMS RELATED TO EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT. ANALYZE AND RECOMMEND ORGANIZATIONAL EFFICIENCY; EVALUATE, RECOMMEND AND IMPLEMENT ORGANIZATIONAL CHANGE IMPROVEMENT OPPORTUNITIES.

MIN EDUCATION & EXPERIENCE REQ

BACHELORS DEGREE IN ORGANIZATIONAL/INDUSTRIAL PSYCHOLOGY, BUSINESS ADMINISTRATION, HUMAN RESOURCES OR RELATED FIELD, PLUS EIGHT (8) TO TEN (10) YEARS EXPERIENCE IN ORGANIZATIONAL DEVELOPMENT. MASTER'S DEGREE IN RELATED FIELD PREFERRED.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES ADMINISTRATIVE DIRECTION FROM HUMAN RESOURCES MANAGER
SUPERVISE TRAINING STAFF

ESSENTIAL FUNCTIONS

1. DESIGN AND IMPLEMENT EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT PROGRAMS FOR THE AUTHORITY. PARTICIPATE AS MEMBER OF THE AUTHORITY'S TRAINING ADVISORY COMMITTEE.
2. PARTNER WITH HUMAN RESOURCES MANAGER TO ANALYZE AND DEVELOP PERFORMANCE MANAGEMENT IMPROVEMENT STRATEGIES AND CORE COMPETENCIES.
3. ASSIST IN DEVELOPING AND EVALUATING PLANS, CRITERIA, ETC. FOR A VARIETY OF PROJECTS, PROGRAMS AND PROPOSED INITIATIVES.
4. ANALYZE ORGANIZATIONAL PROCESSES AND DEVELOP SHORT AND LONG RANGE STRATEGIES FOR ORGANIZATIONAL DEVELOPMENT AND EMPLOYEE TRAINING AND DEVELOPMENT; TO PROVIDE ASSISTANCE IN IDENTIFYING IMPROVEMENT OPPORTUNITIES.
5. COACH MANAGEMENT ON ORGANIZATIONAL EFFECTIVENESS. PROVIDE EXPERTISE ON HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT STRATEGIES, BUSINESS STRATEGIES, CHANGE INITIATIVES AND ORGANIZATIONAL POLICIES AND PRACTICES.
6. ASSESS CORE BUSINESS PROCESSES FOR EFFICIENCY AND IDENTIFY IMPROVEMENT OPPORTUNITIES FOR DELIVERY OF SERVICES TO CUSTOMERS AND OTHER STAKE-HOLDERS.
7. TO ASSIST IN DESIGNING, DEVELOPING AND DELIVERING HR STRATEGIES OR SOLUTIONS; TO ASSIST MANAGERS IN ACHIEVING THEIR BUSINESS OBJECTIVES.
8. PROVIDE MECHANISMS FOR EVALUATING THE EFFECTIVENESS OF STRATEGIC MANAGEMENT PROCESSES, MEASUREMENTS AND AUDIT CONTROLS.
9. EVALUATE BUSINESS INITIATIVES TO DETERMINE THE APPROPRIATE ORGANIZATIONAL EFFECTIVENESS AND RECOMMEND INTERVENTIONS NEEDED TO MEET ORGANIZATIONAL GOALS.
10. PARTICIPATE IN STRATEGIC AND TACTICAL PLANNING SESSIONS FOR THE ORGANIZATION AND DIVISIONAL UNITS.
11. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF ORGANIZATIONAL DEVELOPMENT.

SUPPLEMENTAL FUNCTIONS

1. PARTICIPATE IN VARIOUS PROJECTS AS ASSIGNED.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

STAFF DEVELOPMENT AND WORK FORCE PLANNING METHODS
SUCCESSFUL EXECUTION OF ORGANIZATIONAL DEVELOPMENT AND QUALITY
PERFORMANCE MANAGEMENT
ORGANIZATIONAL DEVELOPMENT NEEDS, BEST PRACTICES AND QUALITY ASSESSMENT
TECHNIQUES
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF BEHAVIORAL
FUNDAMENTALS, GROUP DYNAMICS AND ORGANIZATION REDESIGN THEORY
FACILITATION TECHNIQUES AND PRINCIPLES
ADULT LEARNING THEORY AND CURRICULA DEVELOPMENT
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

ASSIST MANAGEMENT IN DEVELOPING EFFECTIVE STRATEGIC PLANNING OUTCOMES AND
ASSESSMENT TECHNIQUES
PROVIDE COACHING TO LEADERS AND MANAGEMENT ON ORGANIZATIONAL
EFFECTIVENESS
PARTICIPATE IN IDENTIFYING AND DEVELOPING COMPETENCY MODELS TO BE USED
THROUGHOUT VARIOUS ORGANIZATIONAL PROGRAMS
DEVELOP OR ALIGN PERFORMANCES MANAGEMENT PROGRAMS WITH KEY ORGANIZATIONAL
GOALS
FACILITATE SMALL AND LARGE GROUP DISCUSSIONS/MEETINGS
WORK WITH ORGANIZATIONAL DEVELOPMENT DIVISION TO DEVELOP AND DELIVER
TRAINING
ASSESS ORGANIZATIONAL DEVELOPMENT NEEDS AND EVALUATE QUALITY
CONTROLS
CONFER WITH MANAGEMENT TO GAIN KNOWLEDGE OF SPECIFIC WORK SITUATION
REQUIRING EMPLOYEES TO BETTER UNDERSTAND CHANGES IN POLICIES, PRACTICES
AND ORGANIZATIONAL CHANGES AND INITIATIVES
UTILIZE COMPUTER SOFTWARE AND PROGRAMS RELATED TO ASSIGNED AREA
ASSIST IN IDENTIFYING DATA NEEDS, DATA COLLECTION TOOLS, PERFORMANCE
TARGETS, BENCHMARKS, ASSESSMENT AND AUDIT METHODS
EVALUATE BUSINESS INITIATIVES TO DETERMINE IMPACT ORGANIZATIONAL
EFFECTIVENESS
PLAN AND SCHEDULE PROJECT TIME-LINES AND DEADLINES

RECOMMEND ORGANIZATIONAL DEVELOPMENT CHANGES TO POLICY AND PROCESSES AS
PART OF CONTINUOUS IMPROVEMENT
PREPARE CLEAR AND CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
UTILIZE COMPUTER SOFTWARE PROGRAMS, WORD, EXCEL, POWER POINT; MAY BE
REQUIRED TO BECOME FAMILIAR AND UTILIZE ACCESS AND OTHER RELATED HRIS
SOFTWARE PROGRAMS
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK INCLUDING A VARIETY OF AUTHORITY AND
OTHER GOVERNMENT OFFICIALS, COMMUNITY GROUPS AND THE GENERAL PUBLIC

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS, STANDING, WALKING.