

ORGANIZATIONAL DEVELOPMENT COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs professional duties as it related to development and promoting Genesee County's organizational development platform; Performs labor relations duties as assigned. Works under the direction of the Human Resources and Labor Relations Director performs related duties as required.

STATEMENT OF TASKS:

Manages County's organizational develop platform including: identifying needs and best methods in which to meet those needs;
Recommends and administers county-wide organizational development standards;
Develops in-house training programs providing training opportunities to all County departments;
Develops course outlines and related materials for use in classroom settings;
Conducts trainings;
Provides classroom instruction in a broad variety of areas;
Coordinates the use of consultants and programs, which provide training opportunities that can not be accomplished in-house;
Attends or conducts grievance hearings, maintains grievance files, prepares grievance answers;
Provides guidance and contract interpretation to electeds, department heads, supervisors, union officials, and employees;
Conducts research and prepares documentation for negotiations, grievances, arbitrations and other labor-related purposes;
May serve as a management spokesperson in dispute resolution procedures, collective bargaining, arbitrations, etc.
Attends contract negotiations; arbitrations, Unfair Labor Practice hearings;
Develops and maintains required records and reports;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of employee involvement and labor/management cooperation program approaches;
Knowledge of county government operations;
Knowledge of collective bargaining and contract interpretation;
Knowledge of labor relations including grievance administration;
Ability to work independently;
Ability to exercise good judgment;
Ability to train employees in a variety of subjects;
Ability to develop training programs and related materials;

Ability to read, analyze and interpret complex materials;
Ability to maintain close working relationships with labor and management representatives;
Ability to utilize personal computer in daily activities;
Ability to present ideas clearly and effectively in oral and written form;
Ability to prepare and present complex oral and written reports;
Ability to meet deadlines;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Organizational Management or related field **AND** one (1) year of experience in a position responsible for developing/coordinating a training program **OR** an equivalent combination of education and experience that is deemed acceptable.



Human Resources Director

Established: October 19, 2015
Revised: April 27, 2017