

JOB DESCRIPTION
FOR
ALSAC/St. Jude Children's Research Hospital
Danny Thomas, Founder

10/09/2012

JOB TITLE: Sr. Specialist Organization Development **FLSA:** Exempt
REPORTS TO: Advisor - Organization Development
DIVISION: Human Resources
DEPARTMENT: Learning & Organizational Development

JOB PURPOSE: Serves as an internal consultant for HR and higher level leadership development and training enterprise wide. Organization Development work includes developing competency based organized learning/leadership processes/interventions for all management personnel and other employees as needed, career development, change management, culture management, assessment analysis, teambuilding, succession planning, mentoring. Determines needs, sets philosophy of leadership development processes; assists in determining budget, assists in determining policies, curriculum, strategies and schedules for training and development. Provides leadership and support for improving and/or developing people, systems, work processes and work environment mainly for managerial staff. Assist in focusing on creating and implementing culture shift efforts, change management that minimizes employee resistance and maximizes employee engagement. Act as coach for various levels of the organization. Works with division/department managers and senior level employees in team building and assimilation areas for team and individual development.

ESSENTIAL JOB FUNCTIONS:

1. Uses a relatively high degree of concentration to conduct needs analysis studies and confers with Senior HR and LOD Staff to determine organization development needs. Works closely with the ALSAC senior management ensuring that staff at or above the Manager level are in compliance with HR rules, policies and procedures. Coach and counsels managers to assure full potential are reached in all ALSAC staff. Perform essential job functions in an established office environment under normal lighting and climate control tolerances.

2. Work closely with the other Field Ops, NEO & VSC training staff to ensure uniformity of training strategies, curriculum, policies and procedures between all parts of the organization. Involves travel by plane and automobile. Travel occasionally to the field to meet with the higher level management staff in their offices. Work with higher level management staff in the organization to assist in bringing them to their full potential in all areas of leadership. Encourages management staff to meet regularly with their direct reports and to reward and recognize their staff appropriately. Requires use of a personal computer.

3. Creates ALSAC competency model and higher level management intervention strategies, sets program curriculum, policies, programs, and schedules, based on knowledge of identified development needs, organizational processes, business systems, or changes in procedures, or services. Include program analysis of curriculum and other development opportunities for JET & LTD. Works with managers of ALSAC to develop team strategies for team and individual development.

4. Shares the responsibility of doing "checkups" with newly hired or promoted managers to gauge job satisfaction, job knowledge, and culture fit. Works with change management/culture change strategy as a result of information

completed from the culture survey. Assist with developing OD strategy for employees, in conjunction with Director – LOD and AD LOD as a result of survey findings.

5. Administers Lominger 360's and provides coaching for various identified ALSAC employees. Coaches and consults with managers and individual contributors for development. Manages the logistics of coaching and LOD reporting.

6. Responsible for development, implementation & maintenance of a formal or informal mentoring program. Requires use of a personal computer. Developments and implements talent review/succession planning programs for managerial level employees and above in conjunction with the Director and OD Advisor.

7. Selects appropriate instructional procedures or methods such as individual training, group instruction, self study, lectures, demonstrations, simulation exercises, role play, and computer based training to develop ALSAC employees. Organizes and develops intervention/employee development manuals/guides, testing and evaluation procedures, multimedia visual aids, and other educational material as needed.

8. Orally conducts interventions/training sessions covering such areas as management and leadership, human resources policies, workplace harassment (as part of Business Continuity backup), etc. This includes the entire LEAD program as well as the Master Certification sessions for Field Op's supervisory/management personnel.

9. Researches and selects outside consultants and trainers/facilitators to conduct employee development in specific ALSAC determined topics. Works with Sr. Director and Director on special assignments that may include areas such as respect and inclusion for ALSAC employees.

OTHER JOB FUNCTIONS:

1. Handles various telephone and in-person inquiries as necessary.
2. Performs job duties as assigned as part of ALSACs Business Continuity Management Program, including annual maintenance and testing of business continuity, disaster recovery and emergency response plans.
3. Makes copies, type's forms and reports as necessary.
4. Performs other various job functions as assigned.

JOB REQUIREMENTS:

Knowledge - Requires thorough knowledge of general management methods and HR "best practices"; CPLP certification preferred, familiar with Lominger competencies preferred along with working in a competency based environment where competencies are used as a basis to deliver employee education, training assessment tools; design of curriculum for adult students; experience training in a corporate setting; knowledge of advanced human resources principles, HR laws and popular managerial philosophies and techniques in order to train employees preferred; excellent written, oral and presentation skills; experience with the use of various audio/visual multimedia and learning tools; understand complex verbal and written communication skills; experience with Microsoft Office Suite of products and use of PowerPoint specifically. Knowledge ordinarily acquired through Bachelor's degree and 4-5 years progressive corporate management or OD/HR experience. Must possess a valid driver's license. (essential job functions 1-9)

Mental - Requires normal attention with periods of high concentration intermittently to do OD work/train ALSAC employees approximately 70% of time. Must have the ability to coach and provide consultation/coaching for ALSAC employees. (essential job functions 1-9)

Physical - Requires walking/standing approximately 30%, sitting approximately 40%, walking 30% and lifting up to 15 lbs. approximately 5% of time; involves repetitive stooping, forward bending and crouching, approximately 2% of time; travel 30% of time. (essential job functions 1-9)

Environmental - Requires capability of performing essential job functions in established office environment under normal lighting and climate control tolerances. (essential job functions 1-9)

Manual Dexterity - Requires use of hands, arms and feet for repetitive lifting; use of hands and arms to operate telephone, computer, copy machine, other general office equipment and to record written information; requires capability of operating automobile. (essential job functions 1-9)

Audible/Visual Requires ability to hear and requires ability to visually observe essential job functions for satisfactory job performance. (essential job functions 1-9)

EDUCATIONAL REQUIREMENT ALTERNATIVE:

High School Diploma plus 8 10 years related ALSAC exempt or 12 14 years ALSAC non exempt experience.

APPROVALS:

Employee's Name (Please print)

Employee's Name (Signature)

Title

Date

Supervisor/Manager's Name (Signature)

Title

Date

SUPERCEDES JOB DESCRIPTION DATED:

The above description is intended to describe the general content, identify the essential job functions and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.