



## Organizational Development Specialist (UHR) Job Description

### JOB INFORMATION

<i>Job Code:</i>	117493
<i>Job Title:</i>	Organizational Development Specialist (UHR)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Training & Development
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Responsible for organizational design and development efforts across the university, operating in a consulting capacity with human resources partners. Identifies organizational inefficiencies and redundancies and redesigns processes and structures to address those gaps. Integrates broader goals into organizational design and development initiatives to drive long-term change aligned with the university's strategic priorities.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree	Business Administration	Or
	X	Master's degree	Psychology	Or
	X	Master's degree	Communication Studies	Or
	X	Master's degree	in related field(s)	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	in HR and organizational design and change, deploying projects/programs focused on driving change and effectiveness.	
	X	7 years	in an industry or consulting team-oriented environment in corporate operations, management, and/or HR-related fields.	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience using change management methodologies/models to implement organization change initiatives.
X		Demonstrated data-driven mindset and instinct for extracting insights from metrics for informed decision-making.
X		Experience in business service enterprises, directing the current-state assessment and redesign of multifunctional organizations.
X		Demonstrated written and oral communications skills, able to work directly and effectively with senior leadership and exercise discretion with confidential information.
X		Excellent people skills, situational awareness and relationship-building abilities.
X		Ability to manage significant and competing project responsibilities with tight deadlines.
X		Proficiency with Microsoft Office.
	X	Experience in higher education.
	X	Experience in management and people-building roles.
	X	Experience working in a talent management, organizational development or learning and development center of excellence.

## Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X	SHRM (Human Resource Certification)	
	X	Senior Professional in Human Resources - SPHR	
	X		Chartered Institute of Personnel and Development (CIPD)
	X		Certified Professional in Learning and Performance (CPLP)
	X		Organization Development Certified Professional Program (ODCP)

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Designs and develops key organizational effectiveness projects, programs, policies and processes across the university. Creates definitions of desired individual and group performance. Develops and implements organizational effectiveness interventions and assessments. Develops methods of assessing performance management alignment with organizational goals.				
Facilitates in-person and virtual workshops across the university as needed. Closely works with and advises internal clients. Completes organizational assessments using holistic methods to uncover organizational inefficiencies and recommend solutions and growth opportunities. Conveys assessment findings and conclusions to client organization in varied, easily understandable terms.				
Provides strategic analyses, advice, and education to executives and managers on how to recover from change impacts and alignment of organizational development initiatives with strategic goals. Teams with stakeholders throughout the organizational development process and demonstrates understanding of their concerns and feedback.				
Focuses on building the university's ability to continually assess and modify its current functioning, processes and behaviors to achieve goals. Works with stakeholders to scope out identified problems. Designs assessments to methodically diagnose the current state of an organization. Stays current with industry leading trends and techniques. Establishes open relationships and channels for teams, end users and stakeholders to provide feedback and identify improvement opportunities.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Harnesses commitment to the university's strong cultural attributes to develop sustainable change initiatives, understanding the relationship between HR organization strategy and university strategy. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.