

**Polk County Sheriff's Office Job Description
1521 Organizational Development Specialist**

February 4, 2003, Revised October 9, 2006

Position Concept:

The Organizational Development Specialist performs operational, administrative and clerical duties in the creation, development and maintenance of the agency's career direction, succession planning and related duties under direction of the Human Resources Development Manager.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Organizational Development Specialist may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Facilitate career pathing
- Facilitate agency succession planning
- Develop/Administer agency programs
- Organize/maintain certification program
- Maintain job performance process
- Develop/implement civilian certifications
- Prepare and conduct public presentations
- Plan and design materials, forms, surveys
- Assist Human Resources members
- Provide educational resources
- Research/prepare training programs
- Provide career development
- Conduct training
- Attend meetings
- Write division procedures
- Research/compose reports
- Compose correspondence
- Maintain Career Tracking Program
- Assist with promotional process
- Conduct surveys

Education, Professional Certification or License:

- Certification by State of Florida as Notary Public or eligible for certification
- Two (2) year degree from an accredited college or university with major course work in public or personnel administration, business administration, or a related field preferred
- Successfully complete Legal Aspects of Human Resources, Business Writing, Fair Labor Standards Act courses, or equivalent training

Professional Experience:

- One year or more demonstrated proficiency in Microsoft Office Professional programs
- Demonstrated keyboarding proficiency of 35 wpm with no more than 5 errors
- Three (3) years Human Resources or Training and Development experience within PCSO Human Resources Division or another governmental agency.

Status:

Civilian Sworn Certified

Blood and Viral Pathogen Risk:

Minimal Risk Foreseeable Risk

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Environmental Conditions:

- Work is performed in an office environment with normal levels of stress

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Resources
- Florida State Statutes
- PCSO organizational structure
- Past/present department structure
- Job procedures and progression
- Job requirements
- Federal/State laws pertaining to personnel
- Criminal Justice system
- Research methods
- Division policy and procedures
- Office supplies
- Alphabetical and numerical filing system
- Appropriate forms
- PCSO facilities/allocation
- Various computer programs and software

Ability to:

- Provide exceptional customer service
- Perform research
- Operate office equipment
- Operate audio/visual equipment
- Read and write English
- Maintain confidentiality
- Operate motor vehicle
- Reason logically
- Compose

Skills:

- Decision making
- Surveying
- Communication
- Keyboarding
- Public speaking
- Presentation
- Basic mathematical
- Analytical
- Computer
- Basic English grammar
- Interpersonal
- Telephone
- Organizational
- Instructor

Physical Requirements:

- Speak English understandably
- Manual dexterity
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Walk
- Bend/squat
- Lift/carry 35 lbs.

For additional information on this position refer to the Job Task Analysis.

*PBC: Performance-Based Compensation