

Polk County Sheriff's Office Job Description
2806 Organizational Development Manager
March 2, 2005, Revised October 11, 2010

Position Concept:

The Organizational Development Manager effectively and efficiently designs, implements and manages the Organizational Development programs to establish the strategic vision for Human resources and effectively meet the needs of the organization. The member administers various benefit programs and maintains compliance with Federal and State laws. The member performs administrative, operational and planning duties under direction of the Human Resources Director. Position requires exercise of discretion, independent judgment and independent thought.

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 Manager 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:

- Identify/implement programs
- Monitor/analyze existing programs
- Conduct surveys/needs assessments
- Coordinate/administer promotional process
- Coordinate/administer New Hire Orientation
- Manage Organizational Development team
- Perform research for trends/issues/methods
- Compose policy, procedure, directives
- Conduct presentations
- Design training curriculums
- Oversee career development
- Research and prepare reports
- Plan, Direct, Review Special Projects
- Serve on committees
- Conduct surveys
- Conduct training
- Assure compliance to law/regulations
- Prepare annual budget request
- Supervise Section activities
- Assist Human Resources Director
- Plan/design materials, forms, surveys
- Assist members

Education, Professional Certification or License:

- Four (4) year degree from an accredited college or university with major course work in public or personnel administration, business administration or a related field
- Certification by Society of Human Resources Management as Professional of Human Resources (PHR) or equivalent certification (preferred)
- Complete eighty (80) hour *CJSTC approved Middle Management course

Professional Experience:

- Possess a minimum of five (5) years of experience in Human Resources
- Minimum of three (3) years supervision experience preferred

Status: Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Office setting under a normal amount of stress

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Required Skills and Knowledge:

Knowledge of:

- Criminal justice system
- PCSO policy and procedures
- Resources
- Florida State Statutes
- County ordinances
- Florida and State benefits
- Research methods
- Member benefits
- Personnel/employment laws
- Discrimination/harassment laws
- Labor laws, *EEOC, *ADA, *FMLA
- Section needs
- Appropriate forms
- Budgeting
- Other agencies
- Computer hardware/software
- Geographical area

Ability to:

- Operate a motor vehicle
- Analyze facts
- Compose
- Prepare statistical studies
- Operate audio visual equipment
- Operate office equipment
- Read and write English
- Reason logically
- Provide exceptional customer service

Skills:

- Management
- Organizational
- Decision-making
- Problem solving
- Public speaking
- Research
- Analytical
- Computer
- Supervisory
- Basic mathematical
- Good English grammar
- Basic accounting
- Interpersonal
- Telephone
- Instructor
- Keyboarding

Physical Requirements:

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

*FMLA: Family and Medical Leave Act

*EEOC: Equal Employment Opportunity Commission

*ADA: Americans with Disabilities Act

*CJSTC: Criminal Justice Standards Training Commission