**Class Summary**

This classification is responsible for supporting organizational consultants and team leads in developing and implementing major organizational program and process changes. Incumbents administer intake, manage data, research and assess training sources and effectiveness, and participate in the overall organizational development (OD) process.

**Distinguishing Characteristics**

This is the first classification in a three-level Organizational Consultant series. This classification is distinguished from the Organizational Consultant classification in that incumbents primarily act in a supporting role with limited latitude for independent judgement. The duties of the Organizational Consultant include developing and implementing programs that align King County’s work force with key initiatives using organizational development strategies.

The Educator Consultant series is distinguished from the Organizational Consultant series in that incumbents are responsible for the design and implementation of education and promotion programs.

**Examples of Duties**

1. Administer the OD intake process; track and communicate progress, obstacles, and challenges to organizational consultants, sponsors, and clients.
2. Assist with measuring client programs and processes though initial analysis.
3. Manage OD consulant case files and information management systems; input and organize client data.
4. Identify data collection tools, sources, benchmarks, and performance targets; generate recommendations for organizational improvements through engagement and/or workforce data analyses.
5. Research available training sources for appropriate content and method; evaluate against OD industry standards and best practice.
6. Assess training effectiveness by ensuring the application of aquired skills and techniques are producing effective results.
7. Participate in OD consulting agreement, assessment, solution design/problem analysis, scope of work, and resource allocation advancement.
8. Conduct post-implementation interviews to identify potential problems with new programs, processes, or policies; assist with OD solution effectiveness assessments.
9. Other duties as assigned.

**Knowledge/Skills**

Ability to conduct basic core area research and data analysis

Ability to handle difficult and stressful situations

Skill in communication and interpersonal relationships

Skill in problem-solving and attention to detail and accuracy

Ability to think strategically and critically

Ability to present information effectively

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Organizational Analyst, Organizational Consultant, Organizational Consultant-Lead |
| **Class History** | 11/2020 - Created |