**Class Summary**

This classification is responsible for assisting division leadership in the day to day activities of the unit, acting as a resource to leadership on organizational development matters, consulting on controversial and/or politically sensitive cases, leading and overseeing the work of assigned staff, performing special projects and mentoring staff.

**Distinguishing Characteristics**

This is the third classification in a three-level Organizational Consultant series. This classification is distinguished from the Organizational Consultant classificiation in that incumbents ensure timely completion of work, provide technical advice and recommendations to assigned staff on complex issues, consult on controversial and/or politically sensitive cases and performing lead duties. Lead duties include monitoring and tracking project results, acting as a resource to staff, prioritizing projects, and reviewing and approving work products.

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**

*The Organizational Consultant-Lead classification performs the duties of the Organizational Consultant and the following:*

1. Assist division leadership with the prioritization of projects and daily work within the OD program. Respond to requests for assistance from higher level management and allocate resources to ensure completion of work.
2. Consult on the most controversial and/or politically sensitive interventions.
3. Recommend changes and draft revisions to procedures and guidelines; draft new processes and assist in implementation.
4. Perform special studies as requested by division leadership. Develop, plan and coordinate projects; act as liaison with external staff.
5. Act as a resource to staff by assisting in the resolution of difficult or controversial issues.
6. Train and mentor staff; provide feedback to leadership on work performance.
7. Review consulting process plans for content and to ensure consistency with established policies and procedures. Approve completed reports for distribution.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of practices, principles, and methods of needs assessment

Skill in project management and organizational development

Skill in organizational change management

Skill in leadership coaching within organizations

Skill in conflict management and effective communication strategies

Skill in restorative practices that include a trauma informed approach to service delivery

Skill in communication and interpersonal relationships

Skill in facilitating meetings and business consulting

Skill in problem-solving and attention to detail and accuracy

Ability to create and facilitate custom learning and development curriculum

Ability to think strategically and critically

Ability to present information effectively

Ability to effectively facilitate difficult conversations regarding race

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

|  |  |
| --- | --- |
| **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 |