

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DIRECTOR OF ORGANIZATIONAL LEARNING AND ENGAGEMENT**

**PERSONNEL COMMISSION APPROVAL: NOT APPLICABLE**  
**COUNCIL APPROVAL:**

<b>JOB CODE:</b>	<b>0012</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>NON-ASSOCIATED</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>

**DUTIES SUMMARY**

The fundamental reason for the existence of this classification is to provide organizational development, communication and research services that meet the identified needs of individual department and citywide change efforts and goals. Areas of responsibility include process mapping, research, training, and succession planning, to obtain optimum efficiency and economy of operations.

**DISTINGUISHING CHARACTERISTICS**

This position is a Department Head reporting directly to the City Manager, responsible for organizational development, management and research programs. Incumbent must exercise considerable independence of action and judgement in performing duties, which involve the development, coordination, and implementation of organizational development and change initiatives that assure city workforce is prepared to meet or exceed performance goals.

**EXAMPLES OF ESSENTIAL DUTIES**

Plans, develops and implements organization policies and goals; conducts related research and needs analysis studies which result in recommendations and implementation of appropriate action to assure organizational effectiveness; oversees and coordinates the managed competition(?), process mapping and improvements programs; develops methods/vehicles for improving internal communications; serves as internal consultant with line management to provide customized solutions for various departments; compiles data and analyzes past and current year performance trends to prepare budgets and justify funds requested; formulates training policies, programs and schedules, based on knowledge of identified training needs, organizational processes, procedures or services; researches and selects outside consultant trainer to conduct training in specific topics; coordinates and evaluates training work performed by contractors and vendors; drafts applications and proposals to submit to fund granting

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authorities such as government agencies and foundations; confers with administrative personnel and reviews activity and operating reports to determine changes in programs or operations required; works with administrators, department heads and managers to survey and assess employee development needs; develops and maintains reporting systems to monitor departmental and employee progress toward achieving organizational goals; develops employee motivational programs; provides internal leadership consulting on employee and organizational development; facilitates the alignment of individual development objectives and organizational objectives; prepares reports and correspondence; performs other related duties.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:** The principles, methods and procedures utilized in; organizational development, communication processes in complex organizations, process mapping, professional ethics of group interaction and interpersonal dynamics, organizational problem solving, conflict resolution, management, supervision and research.

**Ability to:** Plan, organize, develop and implement comprehensive organization and staff development programs; establish and maintain credibility with employees, supervisors, and managers; model behavior that is consistent with the organization values and basic principles; analyze problems and recommend methods of resolution and change; perform the role of facilitator and effectively utilize group dynamic skills and techniques; present information to groups in an organized and timely manner; supervise the performance of in-house volunteers and contract instructors; communicate effectively verbally and in writing; work cooperatively with others.

**Education:** Bachelor's degree from an accredited college or university in public administration, public policy, business administration, organizational development, industrial/organizational psychology, sociology or related field. Master's degree and/or

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continuing education in a field related to management or organizational development is preferred.

**Experience:** Five years of progressive responsibility as manager or supervisor in a local government including working knowledge of organizational development tools. Prior experience and proven accomplishments in organizational development program design, implementation and maintenance highly desirable.

**SPECIAL CONDITIONS:**

**Certificates/Licenses:** A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Work is performed in a general office environment and may involve extended periods at a computer keyboard or work station. Work involves sedentary to light work and requires sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; requires daily leaning, bending and/or stooping to perform work at a desk or to retrieve information; daily pushing, turning or twisting to move chair or body from desk; light grasping to hold a writing instrument or documents; firm grasping as needed to carry work files or to operate office equipment; finger dexterity to type on a computer keyboard; and hearing and speaking clarity to answer the telephone or speak with staff and the public. There is the need to lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. Also requires the ability to operate, maneuver and/or control equipment, machinery, tools and materials used in performing essential functions.

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Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

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