



## Manager, Organizational Development and Assessment Job Description

### JOB INFORMATION

Job Code:	117497
Job Title:	Manager, Organizational Development and Assessment
FLSA Status:	Exempt
Supervisory:	
Job Family:	Training & Development
Job Family Group:	Human Resources
Management Level:	5 Manager

### JOB SUMMARY

Oversees organizational design and development efforts across the university. Works with management to determine and implement a strategy for organizational development within units across the university.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study	
X		Master's degree	Organizational Development	Or
X		Master's degree	Human Resources	Or
X		Master's degree	in related field(s)	
	X	Doctor of Philosophy (PhD)	Organizational Development	Or
	X	Doctor of Philosophy (PhD)	Human Resources	Or
	X	Doctor of Philosophy (PhD)	in related field(s)	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

Req	Pref	Work Experience	Experience Level	
X		7 years		
X		6 years	related training/experience in organizational development	
	X	10 years		

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven management experience.
X		Extensive experience in leadership coaching and administering, interpreting and providing feedback on a variety of behavioral assessments (e.g., 360- degree feedback, Birkman Method, DiSC).
X		Demonstrated ability to quickly assess organizational culture and implement appropriate interventions.
X		Excellent consulting, facilitation, presentation and relationship-building skills.
X		Strong written and oral communication skills.
X		Ability to manage multiple projects simultaneously.
X		Demonstrated ability to work collaboratively with all levels of an organization (e.g., front-line individual contributors, senior executives) and to effectively manage projects.
X		Ability to influence with data.
X		Experience creating and implementing strategy from scratch.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Chartered Institute of Personnel and Development (CIPD) certification
	X		Certified Professional in Learning and Performance (CPLP) certification
	X		Organization Development Certified Professional Program (ODCP) certification and/or similar (e.g., Society for Human Resource Management Certified Professional/Senior Certified Professional [SHRM- CP/SHRM-SCP], Professional in Human Resources/Senior Professional in Human Resources [PHR/SPHR]).

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Works with key stakeholders and university leaders to provide organizational development consulting to departments. Provides individual, team, or organizational assessments. Oversees diagnosis, solution development and implementation, retreat design and/or facilitation, and related support. Researches, recommends, creates, and directs best practices and trends to influence effective organizational development solutions, both university-wide and at the team/department/division/school levels.				
Leads and/or consults on change efforts as requested to ensure success (e.g., performance management initiatives, competency development). Provides performance consulting, leadership consulting, and coaching to maximize staff contributions and performance. Collaborates with stakeholders to coordinate intervention strategies and execute survey communications, marketing and education efforts. Creates success measures, monitors progress, and provides follow-up to ensure development solutions effectively address business and individual needs.				
Designs, develops, facilitates workshops, and recommends and implements changes and improvements as needed. May provide customized, on-site training aligned with client's strategic priorities. Administers behavioral assessments and surveys upon request, providing feedback and coaching based on the feedback. Leads university initiatives related to climate/engagement surveys/assessments, facilitating design, implementation, and administration of such assessments, and designing and facilitating processes to enable appropriate follow-up action.				
Consults with key stakeholders to support the execution of the organization's talent management strategy. Coordinates identification, timeline, and resource requirements for university-wide and department-specific talent management projects and initiatives. Designs and conducts assessments of individual, team, and department needs.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Designs and/or administers tests that assist managers in selecting employees for various positions. Ensures tests are relevant and valid. Provides training and guidance on test score interpretation. Assists talent development function in creating career-pathing tools and processes (e.g., expanded competencies, job profiles, supporting documentation). Leads assessment and training efforts based on performance and potential to assist departments and teams in their talent management strategies.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.