

CITY OF CHATTANOOGA
Classification Specification Title: Director Organizational Development
Training

Department: Police

Pay Grade: GS.18

Supervision Received From: Asst. Police Chief

FLSA Status: Exempt

Supervisory Responsibility For: HR Business Partner

Established: 6/14/22

**Revision Dates: 4/1/25;
10/20/23**

CLASSIFICATION SUMMARY:

The OD Training Director will provide internal consulting and service delivery in the areas of organization development, training, and learning programs, change management, strategic communications, and overall talent management. This position will be responsible for managing and supporting the assessment of organizational needs and the design, implementation, and evaluation of training programs that facilitate the professional development and continuous learning of the organization.

SERIES LEVEL:

This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Assess, design, and implement a centralized best practices training and development function across the organization.

Assess organization to determine the most efficient structure and apply appropriate training, development, and workforce planning strategies to ensure the company has qualified personnel to meet organization and succession planning requirements.

Serve as an internal consultant to HR Business Partners and business leaders to lead and integrate change initiatives.

Develop and implement change management plans based on an awareness of organizational strategy and the groups being impacted by the change.

Implement communications programs that reinforce a commitment to building a culture of accountability, learning, engagement, and performance.

Establish effective relationships at all levels of the organization, from hourly employees to the executive team.

Continually plan, assess, and evaluate the effectiveness of training and development programs.

Conduct needs assessment to identify unique learning opportunities for employees and ways to enhance organizational effectiveness.

Assist in building competency models to link to performance strategy and develop an effective performance review and management function.

Develop, drive and track metrics for success.

Drive for results with a strong process orientation.

Promote a culture of learning and development by coaching and providing consultation to internal customers to enhance the professional development of employees at all levels.

Assists in the execution of the Employee Engagement survey, analyze results, and recommend solutions to continue to increase engagement and a positive work culture.

Develop a 3 year Training and Development plan based on needs of the organization.

Provide facilitation and coaching to supervisors and managers regarding OD/Training methods and tools.

Provide direction and monitor performance of outside vendors engaged to support key initiatives.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

BA/BS in Business Management, OD, Industrial Psychology, or related field; seven (7)+ years of HR experience with at least five (5) years focused on leading and implementing OD and Training programs; or any combination of equivalent experience and education.

Experience leading and managing employees with diverse backgrounds

Experience in organizational development and change management, working with senior leaders influencing and facilitating change.

LICENSING AND CERTIFICATIONS:

PHR, SPHR, or similar HR-related certification preferred

KNOWLEDGE AND SKILLS:

Ability to build and cultivate relationships with internal and external customers. Proven experience in change leadership. Excellent communication skills, professional presence, and an ability to influence in a collaborative environment. Effective in managing competing priorities and client needs. Excellent facilitation and presentation skills. Ability to work independently and in a team.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.