**Organizational Development Consultant II Standard Job Description**

**Classification Title:** Organizational Development Consultant II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Minimum Pay:** $65,725.92

**Job Description Summary:**

The Organization Development (OD) Consultant II, under general supervision, partners with departments, colleges, and divisions to increase organizational effectiveness and performance in alignment with organization development best practices. Collaborates with subject matter experts to assess, design, develop, implement, and evaluate learning and performance programs that support career development initiatives. Through the consulting process, the OD Consultant II diagnoses organizational needs and partners with departments, colleges, and divisions to develop and execute plans to address needs assessment findings. The OD Consultant II organizes, prioritizes, and coordinates deliverables with learning facilitators and/or instructional designers to provide customized services.

**Essential Duties and Responsibilities:**

**30% Organizational Development**

* Establishes and maintains relationships with department leadership to provide guidance on organizational development programs and services.
* Partners with departments within assigned service area to assess current state and desired future state of learning and performance programs established/managed at department-level.
* Remains abreast of emerging organization development theories, concepts, models, tools, and techniques.
* Monitors quality of business relationships with leaders and departments within assigned service area.
* Meets established standards for developing and implementing learning and performance programs, as well as providing customized services.

**25% Learning and Performance Programs**

* Designs and develops learning and performance programs to meet career development needs for assigned job family/service area with support from instructional design team.
* Implements learning and performance programs to meet career development needs for assigned job family/service area in coordination with team members.
* Prepares and executes implementation plans to address needs assessment findings.
* Applies project management practices to plan and execute learning and performance programs and customized service engagements from initiation to completion.
* Monitors progress, seeks guidance when navigating roadblocks and/or recalibrating deliverables and timelines, and communicates frequently with the assistant director about the progress of all assigned learning and performance programs and customized service engagements.

**15% Customized Services**

* Conducts initial intake meetings to gather information to inform “commitment to service” decision made by the assistant director and/or director.
* Recommends customized services based on information from the initial intake and prepares “Quote for Service Requested” document for customer consideration.
* Documents requested and/or provided customized services engagements.
* Organizes and prioritizes deliverables for customized services engagements with support from learning facilitators, instructional designers, and/or expert consultants.

**10% Needs Assessment and Analysis**

* Writes needs assessment proposals and creates data collection tools, such as interview protocols and/or questionnaires.
* Collects and analyzes organizational performance data and formulates recommendations based on data analysis.
* Presents findings to customers and selects appropriate solutions based on customer feedback.
* Evaluates effectiveness of assigned learning and performance programs as well as provided customized services with support from the evaluation team.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience

**Required Experience:**

* Four years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**