



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ORGANIZATIONAL DEVELOPMENT AND TRAINING MANAGER

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 64 Job #: Z44
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JOB SUMMARY

Responsible for the strategic design and implementation of organizational development and training programs for employees, supervisors, and management. Areas of responsibility include organizational development consulting, succession planning, performance management tools, workforce planning, training, and identification and development of competencies and skills.

OVERSIGHT

Supervision Received: Receives direction from the Section or Group Manager.

Supervision Given: Manages and supervises a staff of professionals and paraprofessionals.

JOB DUTIES

1. Designs, develops and implements management and development training programs for all levels of employees and management.
2. Provides strategic organizational development consulting and the strategic development of training approaches, programs, and processes to various departments for best practice and improvements to Management performance and efficient and effective organizational structures.
3. Oversees the development and implementation of the Districts workforce planning program including ethnic, age and gender requirements, and succession planning.
4. Identifies and develops core competencies and skills and related training options for use in employee and management development.
5. Analyzes and compiles data to prepare narrative and statistical reports on Section activities.
6. Manages and provides employee orientation and educational assistance programs.
7. Participates in the development and administration of the annual budget; participates in forecasting of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; and authorizes purchases.
8. Assigns, coordinates, and outlines activities by scheduling work assignments, setting priorities, and directing the work of employees.
9. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors

employees; prepares, reviews, and approves performance evaluations; and identifies employee development and training requirements.

10. Oversees and ensures training system is available and functioning at an optimal level; establishes training system standards and practices; monitors system performance and security; and recommends upgrades and/or enhancements to the system.
11. Performs other related job duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in a related field from an accredited college or university and six years of increasingly responsible relevant experience.

Required Knowledge of: Modern principles of training and organizational development; recruitment; current developments and theory in the human resources, organizational and management practices; and familiarity with available literature concerning change management, instructional design and learning and development technologies.

Required Skills and Abilities to: establish and maintain effective working relationships with those contacted in the course of work; highly effective communicator; collaborate with all other Human Resources functions to provide team work comprehensive solutions and recommendations; adapt to an ever changing environment; persuade and negotiate; influence multiple stakeholders within the organization; strong analytic and problem solving; strong business acumen and project management skills with ability to translate best practices into practical business results.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- A Valid California Class C Driver License

DESIRABLE QUALIFICATIONS

- Doctoral degree from an accredited college or university

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements