

CULTURE AND ORGANIZATIONAL DEVELOPMENT MANAGER

NATURE OF WORK

This is complex, specialized, and professional-level work sourcing, developing, and implementing resources and learning and organization development solutions that support the City's diversity, equity, inclusion, and leadership development strategies.

Work will include strategizing, planning, developing, implementing, and following up on learning and organizational development solutions that cultivate, advocate and foster an accessible, welcoming and affirming work environment and culture. Work is performed under the direction of the Learning and Organizational Development Division Leader, with overall supervision exercised by the Department Director. Work requires considerable initiative and independent judgement with decisions made within a framework of established law, policy, regulation, mission, and strategic plan.

EXAMPLES OF WORK PERFORMED

Partners with the Mayor's Office and department directors to establish, promote, and execute diversity, equity and inclusion (DEI) vision, strategies, goals, and practices.

Serves on and provides training and resources to the One Lincoln Advisory Committee and other related boards or councils.

Collaborates with the Learning and Organizational Development Division Leader on strategies, content sourcing, design, development, and assessment of solutions that are engaging, user-focused, and aligned with DEI goals.

Collaborates with the other teams in Human Resources to deliver integrated core people services and programs that enable inclusion and diversity to attract, retain and promote a diverse workforce.

Creates quality, interactive training programs that incorporate appropriate adult learning methodologies and proactively seeks ways to make communications, instructions, and frequently asked questions concise and simple to help drive diversity, equity and inclusion as central to the talent development agenda.

Identifies and analyzes diversity, equity and inclusion efforts across the City to monitor "progress" through data and leverage insights to shape the DEI efforts for impact.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of diversity, equity, and inclusion concepts, principles, and practices.

Ability to engage with diverse staff and leadership to promote trust, collaboration and partnership between departments and levels of leadership.

Ability to establish and maintain effective working relationships across cultural differences with employees, businesses, community organizations and the general public.

Ability to hold and maintain complex and difficult conversations in a professional and productive manner.

Ability to design, develop, facilitate, and evaluate training employing adult learning methodologies and a standardized process.

Ability to analyze data, draw conclusions, and prepare reports.

Ability to plan, organize and prioritize work.

MINIMUM QUALIFICATION

Graduation from an accredited four-year college or university with major coursework in psychology, human resources management, human relations, or related field plus four years of experience in the area of human resources, learning and development or organizational development; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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