Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
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Organizational Development/Training Coordinator

(Program Analyst IV)
Internal and general recruitment

Status:	One full-time position
Department:	Human Resources
Work location:	600 NE Grand Ave., Portland, Oregon
Salary range:	$66,305 - $92,188 annually This position is not represented and is exempt
Recruitment number:	HR-1240-May09R
Application deadline:	Open until filled. Resume review will begin on September 15, 2009.

Internal applicants must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

This is an exciting opportunity for someone with an organizational development and training background. If you enjoy designing and implementing new initiatives and making meaningful contributions to the continued success of an organization, this is the position for you. The OD/Training Coordinator will manage the agency organizational development and training programs to cultivate a learning organization and will be responsible for designing, developing, delivering and evaluating a competency based training program and succession planning. The person in this position will be responsible for assessing organizational training needs and developing the means for employee engagement based on the competencies and values. Metro is in the process of bringing a learning management system (LMS) on-line. This person will have responsibility for the LMS function. Strong organizational development and training experience a must. Familiarity with LMS is preferred and a willingness to learn the system is necessary. This position reports to the Human Resources Director but will have frequent interaction with individuals at all levels in the organization. The person in this position will coordinate efforts with other areas of Human Resources such as employee relations, recruitment and classification/compensation.

Essential job duties

An employee in this position must be able to perform all the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Manages the organizational development and training functions. Has responsibility for organizational development initiatives including conducting needs analysis and determining the appropriate intervention; works with HR staff and department directors to implement procedures to ensure Metro's continuance as a learning organization and promote the professional development of staff using a competency based model.
- Conducts organizational and training needs analysis, determines appropriate methodology to address those needs, including but not limited to, developing and delivering training or engaging external consultants.
- Responsibility for coordinating succession planning efforts.
- Has responsibility for the learning management system, including course material design, individual development plans, record keeping and report generation.
- Coordinates the selection of external training; prepares and distributes requests for information and proposals; negotiates agreements with outside trainers and consultants; and manages and reviews the work of trainers and consultants.
- Establishes and implements training evaluation, feedback criteria and processes; designs evaluation and survey instruments.
- Proposes re-design of training curriculum; analyzes course lesson plans to identify connections between courses and core competencies.
- Provides internal consulting, team building and facilitation to departments and intact work groups.
- Administers the training program budget and contracts with external vendors.
- Coordinates projects with other areas of Human Resources and may work in other areas, including employee relations, classification/ compensation and recruitment.
- Performs other related duties as assigned.

Minimum Requirements

Bachelor's degree in public administration, human resources, organization development or a related field and a minimum of five years experience in developing, delivering, and assessing instructor lead and online training and leading OD interventions; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Familiarity with LMS and prior experience in additional areas Human Resources is preferable.

Knowledge, skills and abilities

- Knowledge of principles and practices of organizational development.
- Knowledge of principles, practices and techniques of training and instruction, particularly as related to adult learning theory in an employment setting.
- Knowledge of human resources administration, practices, trends in HR program development, laws and regulations.
- Knowledge of project management techniques, including budgeting, definition of resources, and scheduling.
- Skill to analyze organizational development needs of agency and make appropriate recommendations.
- Skill to plan, organize and implement agency wide training and development programs.
- Skill to prepare clear and accurate training materials as well as concise reports, and other written materials.
- Skill to exercise tact and diplomacy in dealing with sensitive and complex training or development issues.
- Skill in effective, strategic organization development methods.
- Skill with advanced facilitation and conflict resolution techniques.
- Skill to effectively communicate in writing, editing, verbal communication, and presentation skills.
- Skill and ability in the use of a personal computer, learning management system, and general office software
- Ability to conduct needs assessments and design cost-effective training programs.
- Ability to perform analysis and make recommendations.
- Ability to act as lead over professionals, including contractors and consultants.

- Ability to use human resource information systems and to learn software related to the design of online course content and the administration of a learning management system.
- Ability to work independently and as part of a team, be proactive and take initiative.
- Ability to effectively manage multiple tasks and successfully meet work program deadlines.
- Ability to physically perform all of the essential duties of the position.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS), contributing both the employer and employee portion. Employees hired after August 2003, who have not previously worked in a PERS benefited position will participate in the OPSRP program; eligibility for OPSRP generally begins the first of the month after working 6 full months. Eligibility for Tier 1 or Tier 2 PERS generally begins after working 600 or more hours in a 12-month period.

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status, and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position reopens to candidates on August 31, 2009.

To apply, submit the following

1. Resume, including dates of employment
2. Cover letter describing your experience as it directly relates to the duties of this position
3. Metro Applicant Contact Information form

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Submit your application

Deadline:	Open until filled. Resume review will begin on September 15, 2009.
E-mail:	jobs@oregonmetro.gov Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format.
Mail or drop off:	Metro Human Resources Department 600 NE Grand Ave, Portland, OR 97232
Fax:	503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will be discarded. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday. When accessing recruitment updates, you will need to know the title of the job for which you applied.

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