

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ORGANIZATION EFFECTIVENESS SUPERVISOR

DEFINITION:

Under administrative direction, to supervise a professional staff engaged in organization effectiveness studies and development of training programs; and to perform related work.

* EXAMPLES OF DUTIES:

- Plans, assigns, and supervises the work of a professional staff engaged in organization effectiveness and training;
- Directs and participates in the more complex and/or sensitive programs in organization effectiveness, productivity, supervision and management, and/or human and labor relations;
- Selects, directs and monitors the programs of outside consultants engaged in special organization effectiveness projects;
- Develops and administers the section's budget;
- Confers with the City Manager's Office and department and division heads to develop strategies and solutions to complex personnel and management problems;
- Makes presentations before groups;
- Selects, trains, and evaluates the performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** four years of professional experience as an internal or external consultant in developing and administering planned organization development programs designed to improve the efficiency and operational effectiveness of an organization. Qualifying experience must include experience in five or more of the following methods: survey methodology; work description and work measurement; program evaluation; team building; large systems intervention; conflict management; strategic planning; small group facilitation; development of organizational training programs; performance reporting systems; management development; or cost-benefit analysis. A Master's degree in Public Administration, Business Administration (Management), or a behavioral science may be substituted for a maximum of one year of the required experience.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.