

Date Posted: 04/05/11

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Organizational and Staff Development Manager

Employer/Agency: Contra Costa County, California

Job Description: The Contra Costa County Employment and Human Services Department is announcing an examination to fill one (1) current Organizational & Staff Development Manager position during the term of the employment list.

The Organizational and Staff Development Manager plans, organizes and directs the personnel and staff development program of the Employment and Human Services Department including employee relations; recruitment; classification; safety; executive, managerial, supervisory and organizational development planning; and staff development training, provides technical, policy and managerial advice and assistance to the Department Director and the Executive Team; directs, coordinates, reviews and evaluates the work of subordinate staff; and performs related work as required.

MANAGEMENT RESPONSIBILITIES:

- As a member of the Department Executive Team, advises the Director and Assistant Directors on human resources issues and formulation of policy
- Plans, organizes and directs the activities of the department's personnel management program .
- Plans, develops, organizes, administers, and directs evaluation of employee, management, supervisory, and information technology training programs
- Represents the Department in labor relations and negotiations
- Monitors and reviews personnel activities for

- consistency and propriety with regard to the Department's goals policies and procedures
- Oversees an effective recruitment, testing, hiring and retention program for the Department
 - Plans and directs the needs assessment process for potential staff training
 - Plans and directs organizational development activities for the Department
 - Coordinates special project activities on behalf of the Director of Administration and the Executive Team
 - Coordinates through subordinate staff, the U.C. Davis Training for the Department, other outside training plans, and any State mandated training
 - Prepares the training and organizational development budget, approves individual training request, and prepares the required annual Agency Training Plan for submission to the State Department of Social Service
 - Supervises Staff Development Supervisors, Program Analyst, Contract and other support staff

Qualifications:

License Required: Candidates must possess and maintain throughout the duration of employment a valid California Motor Vehicle Operator's License. Out of state valid Motor Vehicle Operator's License will be accepted during the application process.

Education: Possession of a Baccalaureate Degree from an accredited college or university with a major in Business or Public Administration, Social or Behavioral Science, Human Resources Management, Organizational Development, or a closely related field.

Experience: Either four (4) years of full-time or its equivalent experience 1) in technical Human Resource or personnel work or in an administrative or managerial capacity which included conduct of departmental personnel functions, at least two (2) years of which must have been in a public agency, or 2) as a staff development trainer or organizational development specialist with responsibility for agency-wide staff development or organizational development Including at least two (2) years at a managerial or

supervisory level.

Substitution: (1) One additional year of qualifying experience of the type noted above may be substituted for the required academic major; (2) A Masters Degree in the fields noted above may be substituted for the required experience up to one year.

Salary/Hours: \$6,813.26 - \$8,301.29 Monthly
Full-time

Employer/Agency: Contra Costa County
Address: 651 Pine Street, 2nd floor
City, State, Zip: Martinez, CA 94553

Application Method: Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, a completed Contra Costa County application must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address.

Opening Date: Closing date 4/15/11, 5pm PST

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you