**Class Summary**

This classification is responsible for developing and implementing programs that align King County’s work force with key initiatives using organizational development strategies. Incumbents provide consulting services in the areas of organizational effectiveness, change management, psychological safety, team and leadership development, conflict training, coaching, and restorative practices.

**Distinguishing Characteristics**

This is the second classification in a three-level Organizational Consultant series. This classification is distinguished from the Organizational Consultant-Lead classificiation in that incumbents do not lead assigned staff. The duties of the Organizational Consultant-Lead include ensuring timely completion of work, providing technical advice and recommendations to assigned staff on complex issues, consulting on controversial and/or politically sensitive cases, and performing lead duties.

The Educator Consultant series is distinguished from the Organizational Consultant series in that incumbents are responsible for the design and implementation of education and promotion programs.

**Examples of Duties**

*The Organizational Consultant classification performs the duties of the Organizational Analyst and the following:*

1. Conduct need assessments from both a broad systems perspective and an individual and team perspective through interviews and focus groups. Evaluate informal and organization-wide programs, systems, departmental structure, and staff and management performance.
2. Establish and apply data that will help leadership focus on relevant issues by closing gaps from current state to desired future state.
3. Develop and execute a consulting process plan by determining the required amount of educational and/or organizational development intervention. Obtain agreement on problem definition, outcomes desired, proposed solutions, and anticipated performance and operational outcomes.
4. Design, develop, and implement customized organizational development programs and processes which meet the needs of the department and that align with organizational goals.
5. Create, implement, and facilitate customized organizational and/or leadership development initiatives that convey the desired culture and enable an organization to achieve its strategies and business goals. Partner with respective human resources and senior leadership.
6. Design and implement trainings and team intervention programs that align with organizational goals. Assess, design, and manage successful leadership and employee development programs that advance outcomes, skills, and professional development.
7. Facilitate group meetings, retreats, and workshops to develop change management skills, communications, team and leadership development, employee engagement, and related organizational development issues/solutions. Provide effective meeting design and consultation.
8. Support high-level strategic change efforts throughout King County, providing consulting advice and assistance as needed.
9. Other duties as assigned.

**Knowledge/Skills**

Knowledge of practices, principles, and methods of needs assessment

Skill in project management and organizational development

Skill in organizational change management

Skill in leadership coaching within organizations

Skill in conflict management and effective communication strategies

Skill in restorative practices that include a trauma informed approach to service delivery

Skill in communication and interpersonal relationships

Skill in facilitating meetings and business consulting

Skill in problem-solving and attention to detail and accuracy

Ability to create and facilitate custom learning and development curriculum

Ability to think strategically and critically

Ability to present information effectively

Ability to effectively facilitate difficult conversations regarding race

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Organizational Analyst, Organizational Consultant, Organizational Consultant-Lead  |
| **Class History** | 11/2020 - Created |