




## Training and Organizational Development Advisor - City of Birmingham

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 Merit System  
Personnel Board of Jeff Co  
Birmingham  
Jefferson County

 Full time

 Posted 2 Days Ago

 R0008730

**ATTENTION Merit System Employees:** Do not apply through this site.

If you are a current Merit System employee, please click [HERE](#) to log into the internal career site.

Grade 29

Click [HERE](#) for Salary Ranges

### CLOSE DATE

01/06/2023

### SUMMARY

Training and Organizational Development Advisors working within the Merit System are responsible for the design, development, evaluation, and implementation of training programs to meet the needs of Merit System employees and jurisdictions. Training and Organizational Development Advisors develop training courses using appropriate traditional and non-traditional delivery methods including instructor-led and web-based formats. The training conducted by the employees in this job class may encompass both soft-skills training, such as

leadership, teamwork, and problem-solving, and training related to the use of personal computer hardware, desktop software applications, and customized business applications. Training and Organizational Development Advisors have extensive interaction with individuals from a wide range of positions within the Merit System. Advisors have a depth of knowledge regarding the design and implementation of training practices as well as computer hardware and software used for presentations. Training and Organizational Development Advisors demonstrate proficiency in oral communication, written communication, and presentation skills.

#### **TYPICAL JOB DUTIES:**

- Communicates the activity of the department to various parties (e.g., Merit System management and employees, citizens, board and council members, vendors) by advertising training course information, publishing training course and program information, and creating presentations and reports of department activity in order to promote training services and programs.
- Conducts training and organizational development course(s) and programs using audio-visual equipment to present course information and facilitate discussion among attendees in order to conduct training and meet established training objectives.
- Engages in activities such as attending conferences and participating in professional organizations for the purpose of professional development; maintaining awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.
- Conducts needs assessments for training and organizational development by reviewing received requests, establishing desired outcomes and goals, and assessing current available resources in order to develop an action plan to be implemented by the department/organization.
- Produces reports, letters, and other types of written correspondence designed to document activities and efforts, share and communicate information, and provide instruction and/or guidance on organizational and departmental practices.
- Serves as a consultant to Merit System jurisdictions and/or departmental and divisional management in order to develop and execute training and organizational development programs and strategic plans by collaborating with department heads and upper management to establish goals and objectives and develop procedures and processes.
- Designs and creates training and organizational development programs/courses by defining the target population and the target competencies, researching and reviewing available resources, and identifying existing applicable programs and materials in order to compose courses and/or programs that meet established goals and targeted outcomes.
- Evaluates the effectiveness of training and organizational development initiatives by gathering data, developing and maintaining databases, performing statistical analyses, assessing return on investments, and analyzing data and interpreting results to identify and track trends and assess outcomes.

#### **MINIMUM QUALIFICATIONS:**

The following Minimum Qualifications are required for this job. You must demonstrate possession of these qualifications by providing a detailed description of your related experience in the work history section of your application. Please note that replicating or restating these minimum qualifications or the information from the Personnel Board's job description as your own work experience will result in your disqualification. Please describe your work experience in your own words to represent the work you have performed that is related to the minimum qualifications for this job.

- Experience as a trainer (or highly related job title) in which responsibilities included the execution of training programs and facilitation of courses in a business, corporate, or government environment.
- Experience participating in and/or leading organizational development events such as change management, leadership development, process improvement, succession planning, learning and/or performance management systems, etc.

**PREFERRED QUALIFICATIONS:**

*Preferred Qualifications are examples of experience and education considered to be highly desirable by hiring agencies.*

- HRCI or SHRM certification.
- Possess a CPLP - Certified Professional in Learning and Performance certification.
- Certified in DISC, MBTI, Covey, Strength Finders, John Maxwell, or other related systems.
- Bachelor's degree in Human Resource Management, Business Administration, Psychology, or a related field of study from an accredited college or university.

**COMPETENCIES:**

- Adaptability & Flexibility.
- Computer & Technology Operations.
- Customer Service.
- Heavy Equipment & Vehicle Use.
- Leadership & Management.
- Oral Communication & Comprehension.
- Planning & Organizing.
- Problem Solving & Decision Making.
- Professionalism & Integrity.
- Researching & Referencing.
- Reviewing, Inspecting & Auditing.
- Self-Management & Initiative.
- Teamwork & Interpersonal.
- Technical & Job-Specific Knowledge.
- Technical Skills.
- Training & Facilitation.
- Written Communication & Comprehension.

**CRITICAL KNOWLEDGES:**

- Knowledge of human resources principles and procedures (e.g., personnel recruitment, selection, training, compensation and benefits, and personnel information systems).
- Knowledge of instructional design (e.g., analysis, design, development, implementation, and evaluation (ADDIE)).
- Knowledge of personnel performance standards and performance appraisal procedures.
- Knowledge of personnel training practices.
- Knowledge of survey development for data collection.
- Knowledge of techniques involved in gathering, compiling, reporting information about programs, projects, policies and outcomes.

- Knowledge of the processes involved in designing training programs to meet instructional goals, in what format to present material to audience, and how to develop course materials to meet those needs.
- Knowledge of the systematic process for examining needs, determining goals, identifying performance gaps, and establishing priorities for action.

**WORK ENVIRONMENT:**

Work is conducted mostly indoors in an office setting, with periodic field visits to external indoor locations. Work involves interacting with people of various backgrounds. Work involves use of standard office equipment, such as computer, phone, copier, etc.

**PHYSICAL DEMANDS:**

Job is primarily sedentary involving sitting for long periods of time, but may involve occasional walking or standing for brief periods. May involve occasional light lifting of items or objects weighing up to 25 lbs.

**DISCLAIMER:** This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

**SPECIAL ACCOMMODATIONS**

Persons requiring special conditions to accommodate a disability when completing the application should contact the Personnel Board at 205-279-3500 before the announcement closing date. Qualified applicants who believe they will need reasonable accommodation in the examination process should complete and submit an Accommodation Request Form. You may obtain an Accommodation Request Form by contacting our ADA Ombudsperson at ADAO@pbjcal.org, or by accessing the "Request for Accommodation" form through the following website: <http://www.pbjcal.org/>

**AN EQUAL OPPORTUNITY EMPLOYER**

The Personnel Board of Jefferson County (Personnel Board) provides a public personnel system based on merit principles. The Personnel Board strives for the constant improvement of the public service by employing and developing the best qualified persons available. The Personnel Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, creed, religion, political beliefs, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Employment decisions are made by the Merit System municipality or governmental agency in which the position exists. Each Merit System municipality, agency, or jurisdiction administers its own equal employment opportunity programs in compliance with applicable state and/or federal laws and regulations.

**About Us**



Welcome to JobsQuest!

JobsQuest is the gateway to civil service employment in the Merit System of Jefferson County, Alabama. The Merit System is comprised of approximately 8,000 employees in over 800 different kinds of jobs throughout 18 cities and five county-wide agencies within Jefferson County. JobsQuest is administered by The Personnel

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