

Job Posting Details	External Career Site: Organizational Design and Management Specialist I
Job Requisition	R0000922 Organizational Design and Management Specialist I (Open)
Job Family	Salaried
Start Date	09/14/2018
End Date	09/29/2018
Primary Posting	No
External Posting URL	https://mwaawd1.myworkdayjobs.com/MWAA/job/MWAA-Headquarters/Organizational-Design-and-Management-Specialist-I_R0000922

Description**Compensation Grade:**

S19

Opening Date:

September 14, 2018

Closing Date:

September 29, 2018

Please Note: All job announcements close at 11:59 p.m. of the day before the posted closing date.

As an Organizational Design and Management Specialist I, you will support the organizational design and management services with an emphasis on creating, revising, and evaluating job descriptions and minimum qualification standards.

Organizational Design and Management (ODM) Specialist I

Serves in the ODM Department of the Office of Human Resources and Administrative Services in the Headquarters Office.

Performs a range of job evaluation and classification services including designing, documenting, and evaluating jobs; writing job descriptions; and assisting in determining and validating minimum qualifications and other job requirements. Creates and/or modifies positions, job profiles, job applicant assessment questionnaires, and organizational structures in the HCM/Payroll system. May assist in conducting organizational design studies. Performs related functions.

GENERAL RESPONSIBILITIES

Writes job descriptions, or revises existing job descriptions, to reflect standardized language for job skill and complexity levels.

Assists in conducting job analyses and conducts 'desk audits' to collect, analyze, and document job data to prepare or edit job descriptions, and develop and validate selection criteria.

Works with the ODM Senior Specialist on the development and validation of minimum qualification requirements, knowledge/skill requirements, and other facets of the job through content- or criterion-related approaches to ensure job-relatedness.

Assists in developing pre-employment selection criteria including, but not limited to, structured interview questions, knowledge- or skill-based tests, or cognitive ability tests.

Assists in developing and validating occupational questionnaires for assessing and screening job candidates.

May review clusters of jobs (position structures) and overall organizational designs for potential to improve effectiveness.

Assists in developing, conducting, and analyzing employee engagement surveys.

Keeps abreast of 'best practices' in HR business processes as they may impact work of the Department. Provides innovative human resources solutions within a given framework.

Performs other duties as assigned.

QUALIFICATIONS

Four years of progressively responsible experience in human resources, with emphasis on job design and evaluation.

Knowledge of job evaluation and job classification practices and principles.

Skill in writing job descriptions and/or position standards.

Ability to identify and validate minimum qualification requirements.

Ability to perform detailed analyses of data and information and make recommendations.

Baseline knowledge of Title VII, Civil Rights Act of 1991, the Uniform Guidelines on Employee Selection procedures, generally-accepted merit principles in the public sector, and related laws or regulations.

Ability to maintain strict confidentiality regarding organization and employee information.

Ability to evaluate organizational structures for position redundancies and inefficiencies.

Knowledge of survey methodology and analysis techniques.

Ability to speak and write effectively.

Ability to use computer hardware and modern office suite software, with emphasis on spreadsheets and using a human resources information system.

PREFERRED QUALIFICATIONS

Experience with organizational analysis and design methodologies and practices.

Experience using Workday, with emphasis on the Human Capital Management (HCM) modules.

A Master's Degree in Industrial/Organizational Psychology, Human Resources Management, or Personnel Administration.

EDUCATION

A Bachelor's Degree in Human Resources, Personnel Administration, Psychology, or a related field.

CERTIFICATIONS AND LICENSES REQUIRED

None.

NECESSARY SPECIAL FACTORS

Work in typically reviewed in progress upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.

#WP

A background security investigation will be required for all new hires.

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Worker Sub-Type Regular
Location MWAA Headquarters
Time Type Full time

Locations

Supervisory Organization Organizational Design and Management (Samuel Pulcrano)