

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department

909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



OR MAIL TO:

Human Resource
Department

P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Organizational Development Specialist
POSITION NUMBER: 00269
DEPARTMENT: Oneida Business Committee
LOCATION: N7210 Seminary Rd Oneida WI 54155
DIVISION: Non-Divisional
RESPONSIBLE TO: Oneida Business Committee
SALARY: E06 \$50,338/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Exempt
POSTING DATE: July 12, 2016
CLOSING DATE: July 19, 2016
Transfer Deadline: July 19, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provides administration for Oneida Business Committee's (OBC) comprehensive Organizational Development Program, which includes employee and organizational learning opportunities, and facilitating strategic planning initiatives to promote the Nation's Core Values and the Strategic Directions. This position acts as a conduit between the OBC and management by assisting in the development critical processes to enhance the organizations' efficiency. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Work with the OBC in the design, development, implementation, integration and assessment of initiatives including organizational change, organizational analysis, and development strategies to align and improve systems, functions and processes.
2. Assist the OBC in developing strategic plans, goals, objectives, and charters.
3. Assist management in executing the OBC's strategies.
4. Design and facilitate work groups, strategic planning.
5. Collaborate with leadership in planning and implementing new paradigms of markets, products, organizational culture, structure and systems.
6. Implement OBC training strategies that support the strategic direction and initiatives of the Oneida Nation.
7. Collect and disseminate information on available training sources, methods, costs, and program evaluation; establish and maintain relationships with training partners.
8. Serve as a resource for management.
9. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

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DUTIES AND RESPONSIBILITIES: (Cont.)

10. Coordinate assessment reports which reflect the implementation and effectiveness of approved strategies.
11. Assists the sub-committees and offices of the OBC to develop Oneida's Strategic Directions through a cycle starting at the transition of each term, assessment, adjustment and reassessment.
12. Work with OBC to develop Oneida's strategic plans.
13. Work with OBC to develop and implement projects, goals and objectives that support the approved strategic directions and strategies.
14. Work with OBC Direct Reports to align to the approved strategic direction and strategies.
15. Report on the progress being made to implement; serve as a resource for management.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit, talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Must complete a Self-Disclosing Physical Questionnaire prior to employment.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and understanding of adult learning principles, and of a wide range of training methods, techniques, and formats.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Skill in preparing, reviewing, and analyzing operational reports.
5. Ability to exercise independent judgment.
6. Ability to interpret and assess development needs and to develop appropriate and creative responses.
7. Ability to interact, establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
8. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
9. Ability to work independently and meet strict time lines.
10. Ability to communicate efficiently and effectively both verbally and in writing
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
15. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Project Management experience.
2. Public speaking experience.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Organizational Development or related field; three (3) years work experience in organizational development; and/or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**