

## Job Description

<b>8619- Change Management Coordinator, Pay Range 115</b>	
Minimum – Maximum	\$27.38 - \$45.03
Discretionary Hire Maximum	\$32.86
Effective date:	
FLSA Status	Exempt
Typical Qualifications	Bachelor’s degree from accredited institution in Criminal Justice, Public Administration, Public Affairs, or Business Administration. Five years progressive professional experience in Change Management, Project Management, Community Outreach, and/or Human Resources; or a combination of education and experience.
Department	Justice Services
General Summary	Plays a key role in communicating important information to employees, other public safety partners and community partners. Creating and implementing change management communication strategies both internally and externally. Facilitate the processing and adoption of changes impacting employees such as Justice Services business and community outreach goals.
Essential Functions	<ul style="list-style-type: none"> <li>• Works with leadership to develop a change management strategy based on situational awareness of the details of the change and groups being impacted by the change.</li> <li>• Provides information to elected officials, members of the County Council and other County departments.</li> <li>• Develops action and targeted plans and when appropriate includes sponsor roadmaps, coaching plans, training plans and resistance management plans.</li> <li>• Supports the execution of plans by employee-facing managers and business/community leaders by providing key messages and talking points.</li> <li>• Works with leadership to identify potential people-side risks and anticipated points of resistance; develop specific communication strategies and tactics to mitigate or address concerns.</li> <li>• Creates and manages measurement systems to track adoption, utilization and proficiency of individual changes.</li> <li>• Provides support too Justice Services Advisory board in community outreach endeavors.</li> <li>• Maintains and fosters good public and media relations.</li> </ul>
Managerial Function Examples	<ul style="list-style-type: none"> <li>• Perform other duties as required or assigned.</li> </ul>