

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301620
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005909 JOB TITLE Training Officer JOB CODE 64652	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION EAP Training Officer	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type: Bargaining Unit 14 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Independently assesses training needs for Department of Administrative Services (DAS), Office of Learning and Professional Development (OLPD) for state agencies as they relate to the Ohio Employee Assistance Program (OEAP): conducts research & benchmarks with other (DAS) (OLPD) training program managers to assess & enhance OLPD training; assesses training needs through various methods (e.g., surveys, program evaluations, agency request & current trends); develop, redesign &/or modify existing course materials, training aids & evaluation tools to measure training effectiveness to ensure program meets criteria for an adult learning curriculum consistent with learning objectives; consults with OLPD Administrator in assessing training priorities; understands & applies best practices, current trends & assessment tools into delivery of training courses to maximize effectiveness of learning; recommends curriculum expansion (e.g., revisions &/or enhancements &/or additional courses to training curriculum).	Knowledge of: (1) agency policies & procedures*; (2) customer services; (3) public relations; (4) training & organizational development. Skilled in: (5) operation of personal computer & related software (e.g., MS Word, Excel, PowerPoint, Outlook or other presentation software); (6) operation of audio visual & training equipment (e.g., projector, laptop computer); (7) conducting needs assessments. Ability to: (8) originate routine business correspondence reflecting standard procedures; (9) prepare meaningful, concise & accurate reports; (10) public speaking & presentation before specialized audiences (i.e., management & employees) & general public; (11) gather, collate & classify information about data, people or things.
30	Plans, schedules, coordinates, & delivers training sessions (e.g., facilitate statewide conflict management train-the-trainer training, prepares training aids & materials, identify audiovisual needs). Provides consultation and technical assistance to OEAP staff regarding development of training materials & content; serves as liaison with subject matter experts regarding instructional design; adheres to EAP policies & procedures governing OEAP program operations &/or implementation of new training programs; collaborates with OEAP supervisor & OEAP staff to plan & develop the behavioral health regional training calendar activities & annual OEAP Retreat &/or conference (e.g., identifies location, coordinates registration & promotional displays & prepares, reviews & revises training materials).	Knowledge of: 1, 2, 3, 4 Skilled in: 5, 7 Ability to: 8, 9, 10, 11 *Developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12-5-13
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Approved 12.5.13 AC

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AGENCY/DEPT ID
Department of Administrative Services
DAS301620

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Learning & Professional Development

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005909

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
EAP Training Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 14
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Maintains records & reports related to training activities (e.g., prepare correspondence, compiles training data, disseminates information regarding scheduling & course materials, maintain records); attends staff meetings & coordinates other projects as assigned; conduct training classes for existing courses, as needed.	Knowledge of: 1, 2, 3, 4 Skilled in: 5 Ability to: 8, 9, 10, 11

JOB TITLE
Training Officer

JOB CODE
64652

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

12-5-13

Approved 12.5.13 OK