

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301610
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005924  JOB TITLE Human Capital Management Administrator 2  JOB CODE 64617 Appd 4-23-13 NC	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Training Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.      TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Plans, directs & coordinates statewide implementation of multiple statewide training programs (e.g., CORE Skills, Ohio Certified Public Manager (OCPM) program, Human Resource Learning Connections, Leaders – Dynamic Results, Project Management, Supervisory Excellence, Employee Development Funds program (EDF) for the Office of Learning & Professional Development (LPD) in Human Resources Division (HRD) of Department of Administrative Services (DAS): formulates & implements policies & procedures for statewide training programs developed & delivered by OLPD; supervises training program managers in delivery & development of statewide training programs; develops section's short & long-term goals & objectives to include identification of action steps & timeline: develops work procedures & manuals; develops & monitors section budget; approves/authorizes expenditures; inspires, enables, coaches & mentors training program managers of statewide initiatives (e.g., CORE Skills, Ohio Certified Public Manager (OCPM) program, Human Resource Learning Connections, Leaders – Dynamic Results, Project Management, Supervisory Excellence, Employee Development Funds program (EDF) advises training program managers & ensures program compliance with state & federal law, administrative procedures, department & division policies, Office of Budget & Management rules, & labor agreements affecting educational programs; formulates & coordinates implementation of program policies & procedures; directs training program managers in development of program components, rules & regulations; establishes timelines for implementation; assesses qualitative & quantitative effectiveness of programs; establishes relationships with universities for training initiatives; conducts project staff meetings to apprise training program managers of goals, expectations & time constraints; attends conferences, seminars & meetings; responds to inquiries/complaints on behalf of Deputy Director & recommends revisions in policies & procedures to aid in alleviation of problematic areas & issues of contention; supervises lower-level training managers and staff; supervises, facilitates continuing career development of assigned staff.	Knowledge of (1) budgeting; (2) management; (3) labor relations involving formal bargaining & negotiation with organized labor or management, labor conflict resolution; (4) workforce planning involving analysis of present staffing requirements & determination of projected staffing patterns to best utilize available human resources; (5) human resource development; (6) supervision principles; (7) human relations; (8) agency & division policies & procedures*; Chapter 123 of Administrative Code, & other federal & state statutes.  Skill in (9) operation of personal computer & use of office system software (e.g., Word, Excel, Access, Publisher, Internet). Ability to (10) deal with many variables & determine specific action; (11) calculate fractions, decimals & percentages; (12) interview job applicants effectively; (13) prepare meaningful, concise & accurate reports; (14) proofread technical materials, recognize errors & make corrections; (15) use of proper research methods in gathering data; (16) develop complex reports & position papers; (17) gather, collate & classify information about data, people or things; (18) establish friendly atmosphere as supervisor of work unit.  *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:  Training Prog Mgr: 20005937, 20005928, 20005930; 20005934; 20005931; Program Admin 2: 20005932		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4-23-13

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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
25	Responsible for annual LPD budget; accountable for actions of staff in receipt & expenditure of state funds; oversees contract administration by training program managers; attends Controlling Board meetings; prepares & defends budget requests for section; determines funding & staffing required for effective administration of programs; proposes & justifies new staff & budget requests; ensures that training program managers measure impact of educational programs on individuals, agencies, state government & citizens of Ohio; reports outcomes achieved to Deputy Director.	Knowledge of 1, 2, 4, 5, 6, 7, 8*, (20) program evaluation. Skill in 9. Ability to 11, 12, 14, 15, 16, 17, 18.
25	Ensures program support of DAS Learning & Professional Development initiatives; reviews training program manager's assessments of customer requirements & ensures they maintain on-going contact with customers; supports establishment or maintenance of appropriate stakeholder groups (e.g., Exempt Professional Development Program Advisory Board, HRA Advisory Board, Urban & Rural University partnerships, Enterprise of Ohio Colleges); serves on OCPM Advisory Board & executive committee; oversees marketing strategies of promoting & increasing program utilization; performs other duties as required.	Knowledge of 2, 7, 8*, (21) marketing, (22) adult learning theory (23) adult education. Skill in 9. Ability to 11, 14, 16, 17, 18, (24) communicate ideas effectively.

\*developed after employment

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