

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Office of Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005924	<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 See Table of Organization	
	<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.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
55	Acts for & on behalf of the Assistant Deputy Director in the Human Resource Division (HRD), Office of Talent Management (OTM) & assumes functional responsibility for program area(s) assigned (i.e., Learning & Professional Development); directs design, implementation & delivery of the statewide training program; formulates & implements policies & procedures for statewide training program standards/models; assesses qualitative & quantitative effectiveness of programs (e.g., ensures that training program managers measure impact of educational programs on individuals, agencies, state government & citizens of Ohio); conducts custom interventions requiring broad consulting, assessment, or facilitation skills; communicates with senior leadership and executive staff to identify a variety of problems & recommends solutions as they link to management objectives & managing talent for the State of Ohio; develops section's short & long-term goals & objectives to include identification of action steps & timeline: directs development of work procedures & manuals; reports outcomes achieved to HRD Assistant & Deputy Directors; establishes ROI & measures of success in order to manage day-to-day operations &/or projects according to scope, budget & timeline. Collaborates to ensure successful implementation of OTM services, support & solutions.	Knowledge of (1) management; (2) labor relations involving formal bargaining & negotiation with organized labor or management, labor conflict resolution; (3) workforce planning involving analysis of present staffing requirements & determination of projected staffing patterns to best utilize available human resources; (4) human resource development; (5) supervision principles; (6) human relations; (7) agency & division policies & procedures*; Chapter 123 of Administrative Code, & other federal & state statutes. Skill in (8) operation of personal computer & use of office system software (e.g., Word, Excel, Access, Publisher, Internet). Ability to (9) deal with many variables & determine specific action; (10) calculate fractions, decimals & percentages; (11) interview job applicants effectively; (12) prepare meaningful, concise & accurate reports; (13) proofread technical materials, recognize errors & make corrections; (14) use of proper research methods in gathering data; (15) develop complex reports & position papers; (16) gather, collate & classify information about data, people or things; (17) establish friendly atmosphere as supervisor of work unit.		
	Position is unclassified per 123.11(A)(9) if the Ohio Revised Code.	*developed after employment		
JOB CODE 64617 JOB TITLE Human Capital Management Administrator 2 Copied 11.18.15 QE	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/18/15	

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	20	Develops & monitors section budget; determines funding & staffing required for effective administration of programs; proposes & justifies new staff & budget requests. Ensures systems (e.g., Learning Management System - LMS) and tools effectively track current and future talent activity. Oversees management of the continuing education (CE) approval process and leadership certification programs.	Knowledge of 1, 3, 4, 5, 6, 7* Skill in 8 Ability to 9, 10, 12, 14, 15, 16,	
	25	Supervises assigned staff (i.e., assigns & reviews work, evaluates recommends/initiates disciplinary action, recommends leave) & ensures on-going training to keep employees abreast of professional practice changes and changes to state & federal laws, rules and regulations; advises training staff & ensures program compliance with state & federal law, administrative procedures, department & division policies, Office of Budget & Management rules, & labor agreements affecting educational programs.	Knowledge of 1, 2, 3, 4, 5, 6, 7* Skill in 8 Ability to 9, 11, 14, 15, 16, 17.	
	Position is unclassified per 123.11(A)(9) if the Ohio Revised Code.			
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/19/15