

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301000

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Learning & Professional Development

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005924

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Training Administrator

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

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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
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 for Office of Learning & Professional Development (OLPD on behalf of Administrator of the Office of Talent Management (OTM),) 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 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

JOB TITLE  
Human Capital Management Administrator 2

JOB CODE  
64617 *Appd 9.15.14 CC*

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

9/15/14

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301000
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 <i>App'd 9/15/14 CC</i>	<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 2 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	
	25	Responsible for annual OLPD 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., 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	
	List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin M. Weibstad</i>	DATE 9/15/14