

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Training and Development

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Training Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005947 (29008.0) Assistant Deputy Director

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Plans, directs & coordinates all activities of Office of Training & Development in Human Resources Division (HRD) of Department of Administrative Services (DAS): 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 program managers of statewide initiatives (e.g., Professional Administrative Support Services (PASS I, II, and III), Ohio Certified Public Manager (OCPM) program, Human Resources University (HRU), basics of supervision & project management, statewide training catalog); advises program managers & ensures program compliance with state & federal law, administrative procedures, department & division policies, Office of Budget & Management rules, & labor agreements affecting educational programs; prepares & maintains section's Table of Organization & position descriptions; formulates & coordinates implementation of program policies & procedures; directs program managers in development of program components, rules & regulations; establishes timelines for implementation; assesses qualitative & quantitative effectiveness of programs; conducts project staff meetings to apprise 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.</p>	<p>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.</p> <p>Skill in (9) operation of personal computer & use of office system software (e.g., Excel, Access, Publisher, Internet).</p> <p>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.</p> <p>*developed after employment</p>

POSITION NUMBER
20005924 (26000.0)

JOB CODE TITLE
Human Resources Manager 4

JOB CODE
64634

List Position Numbers and Titles of Positions Directly Supervised:
Mgmt Analyst Supv 2: 20005928, 20005929, 20005931
Admin Assist 3: 20005925, 20005932
Admin Assist 4: 20005935
Training Prog Mgr: 20005936
HR Analyst 3: 20005830, 20005844; Public Info Officer: 20005845

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mitchell A. Bailey

4.30.08

APD Steele WRS

<h1>POSITION DESCRIPTION</h1>	<h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE Training and Development

POSITION NUMBER 20005924 (26000.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Training Administrator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005947 (29008.0) Assistant Deputy Director		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 2 of 2
	% JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	30 Responsible for annual Training & Development budget of over \$15 million; accountable for actions of staff in receipt & expenditure of state funds; oversees contract administration by 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 program managers measure impact of educational programs on individuals, agencies, state government & citizens of Ohio; reports outcomes achieved to Deputy Director; represents State of Ohio & DAS at state & national conferences (e.g., National Association of Government Training & Development Directors).	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 Training & Development initiatives: reviews 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, HRU 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.		
	Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.		*developed after employment	
JOB CODE 64634	List Position Numbers and Titles of Positions Directly Supervised: Mgmt Analyst Supv 2: 20005928, 20005929, 20005931 Admin Assist 3: 20005925, 20005932 Admin Assist 4: 20005935 Training Prog Mgr: 20005936 HR Analyst 3: 20005830, 20005844; Public Info Officer: 20005845		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 4.30.08		

AND SPECIAL AGENT