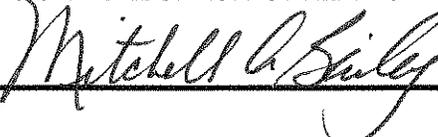




<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301610
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005924	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20005947 Assistant 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 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		
30	Responsible for annual LPD budget: 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 Learning & Professional 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, 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.		
Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: Training Prog Mgr: 20005936; Training Off: 20005930 Management Anal Supv 2: 20005928, 20005929, 20005931; 20005934 Office Asst 2: 20005926; Admin Asst 3: 20005925; Admin Asst 4: 20005937; Senior Bus Trans Anal: 20005935		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6.9.09	

JOB CODE  
64634 APD 6/22/09 VED

JOB TITLE  
Human Resource Manager 4