

# 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 &amp; coordinates all activities of Office of Training &amp; Development in Human Resources Division (HRD) of Department of Administrative Services (DAS): develops section's short &amp; long-term goals &amp; objectives to include identification of action steps &amp; timeline; develops work procedures &amp; manuals; develops &amp; monitors section budget; approves/authorizes expenditures; inspires, enables, coaches &amp; 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 Academy (HRA), Exempt Professional Development Program (EPDP), basics of supervision &amp; project management, statewide training catalog); advises program managers &amp; ensures program compliance with state &amp; federal law, administrative procedures, department &amp; division policies, Office of Budget &amp; Management rules, &amp; labor agreements affecting educational programs; prepares &amp; maintains section's Table of Organization &amp; position descriptions; formulates &amp; coordinates implementation of program policies &amp; procedures; directs program managers in development of program components, rules &amp; regulations; establishes timelines for implementation; assesses qualitative &amp; quantitative effectiveness of programs; conducts project staff meetings to apprise program managers of goals, expectations &amp; time constraints; attends conferences, seminars &amp; meetings; responds to inquiries/complaints on behalf of Deputy Director &amp; recommends revisions in policies &amp; procedures to aid in alleviation of problematic areas &amp; issues of contention; supervises lower-level training managers and staff.</p>	<p>Knowledge of (1) budgeting; (2) management; (3) labor relations involving formal bargaining &amp; negotiation with organized labor or management, labor conflict resolution; (4) workforce planning involving analysis of present staffing requirements &amp; determination of projected staffing patterns to best utilize available human resources; (5) human resource development; (6) supervision principles; (7) human relations; (8) agency &amp; division policies &amp; procedures*; Chapter 123 of Administrative Code, &amp; other federal &amp; state statutes.</p> <p>Skill in (9) operation of personal computer &amp; use of office system software (e.g., Excel, Access, Publisher, Internet).</p> <p>Ability to (10) deal with many variables &amp; determine specific action; (11) calculate fractions, decimals &amp; percentages; (12) interview job applicants effectively; (13) prepare meaningful, concise &amp; accurate reports; (14) proofread technical materials, recognize errors &amp; make corrections; (15) use of proper research methods in gathering data; (16) develop complex reports &amp; position papers; (17) gather, collate &amp; 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

APD 12/15/08  
ND

List Position Numbers and Titles of Positions Directly Supervised:  
Mgmt Analyst Supv 2: 20005928, 20005929, 20005931;  
Admin Assist 4: 20005937; Senior Bus Trans Anal: 20005935  
Admin Assist 3: 20005925, 20005932; Admin Assist 1: 20005940;  
Admin Assist 2: 20005962, 20005942; College Intern: 20005933;  
Office Assist 2: 20005926; Training Prog Mgr: 20005936;

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Mitchell R. Bailey*

12.05.08

