

<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 20005928  JOB TITLE Human Capital Management Administrator 2  JOB CODE 64617	<input checked="" 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 20005812 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 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
45	Plans, directs & coordinates all activities of Office of Learning & Professional Development (LPD) 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 Academy (HRA), Exempt Professional Development Program (EPDP), Employee Education Assistance Program (EEA), basics of supervision & project management, leadership training, e-learning initiatives, 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; 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; supervises, facilitates continuing career development of assigned staff.  Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	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., 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

List Position Numbers & Job Titles of Positions Directly Supervised: Training Prog Mgr: 20005928, 20005929, 20005930, 20005934; 20005936; 20005937, Training Off.; Mgt Anal Supv 2.; 20005931; Office Asst 2: 20005926	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/31/10
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