

POSITION DESCRIPTION

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

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Training Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20005812 Deputy Director

Permanent
 Temporary
 Intermittent

Classified

Unclassified

Overtime: Eligible 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.	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.
	Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	*developed after employment

JOB TITLE
Human Capital Management Administrator 2

JOB CODE
64617

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



5/31/18

POSITION DESCRIPTION		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	<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 2 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
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

JOB CODE 64617	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 5/21/10
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