

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301620
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Learning and Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005928 JOB TITLE Training Program Manager JOB CODE 64656	<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 Enterprise Training Standards Prog. Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005924 Training Academy Program Director
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified

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
50	Acts as agency manager for the ELM (Enterprise Learning Management) program; researches, develops & facilitates learning in ELM with a focus on enterprise training; develops & implements a measurement system to ensure continuous improvement of program; oversees standardization and compliance of statewide ELM training; serves as member of the Training Standards Advisory Council in order to standardize trainings for all state agencies; coordinates council meetings and activities of council; oversees ELM program with a focus on adoption of ELM for all state employees; serves as Tier III support; responsible for planning & implementation of statewide ELM adoption; responsible for training of ELM administrators; oversees updates & development of job aids; develops, designs & delivers statewide training course materials on ELM as directed; recommends program revisions; oversees compliance of ELM service agreements with agencies; publishes balanced score card results on a regular basis; supervises input of catalog items & facilities into ELM; monitors learning groups within ELM; uses ELM to schedule classes & learners; runs reports as requested; conducts statewide training; formulates & implements applicable policies & procedures; creates, selects & approves marketing & promotional materials (e.g., course catalogs, letters, brochures, pamphlets, registration forms); explains SCORM (Shared Content Object Reference Model) compliant course materials & links electronic training materials to ELM; develops informational presentation(s) & strategies to promote the curriculum; provides program & curriculum recommendations (e.g., to add, delete, or reformat curriculum for distance &/or eLearning); travels to various sites to deliver training programs; recommends program revisions; researches & analyzes existing & new programs to determine improvements & recommends programmatic revision/enhancements.	Knowledge of: (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills; (4) curriculum design; (5) human resources policies & procedures; (6) supervision techniques & principles; (7) program/project management; (8) agency policies & procedures*, (9) government structure & process*, (10) research & analysis techniques; (11) human resource management (12) instructional design principles; (13) learning management system; (14) management of class rosters. Skill in: (15) operation of personal computer & related software (e.g., MS Word, Excel, PowerPoint). Ability to: (16) formulate & work through project plans; (17) work well with agency liaisons, vendors, customer feedback; (18) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (19) implement program areas; (20) obtain & maintain valid Ohio driver's license, (21) prepare & deliver presentations/speeches to diverse audience(s) (22) administer basic configuration of a Web-based system.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/19/10
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