100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301620

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Learning and Professional Development	Franklin

POSITION NUMBER 20005928

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HRA Program Manager	20005924 Human Resources Manager 4

☒ 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 TITLE Training Program Manager

JOB CODE 64656 APD 7-17-09 LB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	As agency manager for the Human Resource Academy, researches, develops, facilitates learning in human resources; manages internal & external instructors in human resource topics; develops & implements an evaluation system to determine the effectiveness of programs; establishes a measurement system to ensure continuous improvement of programs; actively researches best practices in the human resource industry & recommends policy & procedure changes to enhance effectiveness of programs offered; serves as member of management team responsible for all statewide human resources, organizational & employee development programs (with special emphasis placed on the Ohio Certified Public Manager Program, Human Resources Academy, Exempt Professional Development Program, Leadership, Project Management, PASS & Myers-Briggs Type Indicator,) sponsored by Ohio Department of Administrative Services (DAS) for eligible government (e.g., local, county & state) employees; recommends program revisions; researches, develops, designs & delivers statewide training course materials on a variety of topics as directed; conducts statewide training on course materials purchased through vendors (e.g. Society for Human Resource Management-sponsored vendors); formulates & implements applicable policies & procedures; creates marketing & promotional materials (e.g., letters, brochures, pamphlets, registration forms); 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 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. Skill in: (12) operation of personal computer & related software (e.g., MS Word, Excel, Powerpoint, Adobe Captivate, Dreamweaver). Ability to: (13) formulate & work through project plans; (14) work well with agency liaisons, vendors, customer feedback; (15) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (16) implement program areas; (17) obtain & maintain valid Ohio driver's license, (18) prepare & deliver presentations/speeches to diverse audience(s). *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Romona Bailey Mollis	7/9/09

100-000R

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Administrative Services
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☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Training Program Manager

JOB CODE 64656 APD 7-12-09 VS

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Manages program expansion (e.g. identifies educational partnership opportunities; previews & selects additional training sites) & recommends programmatic revision/enhancements; plans, develops & implements marketing & public relations for programs; selects & approves all marketing & public relations materials (e.g., course catalogs, brochures, Web pages, pamphlets & registration materials); plans & manages conferences & events to promote programs (e.g., education fairs, training fairs); applies policies & procedures governing program operations &/or implementation of new programs; develops & implements applicable policies & procedures.	Knowledge of: 1, 2, 3, 4, 5, 8*, 9*, (19) marketing techniques. Skill in: 12. Ability to: 13, 14, 15, 16, 17, 18.
15	Develops oversees &/or implements procedures for student registration, tracking, testing, scheduling & evaluation for assigned program area; conducts research & analysis & provides results to training administrator (e.g. comparison studies with other states, private sector; best practices & trends in training & organizational development); maintains participant program records & course evaluation data; prepares written reports on program statistics as needed; operates personal computer to generate various reports, e-mail, correspondence & other related program documents (e.g., annual/quarterly status reports, student evaluation, program effectiveness & other customer satisfaction & training evaluation summary reports); serves as consultant to assist customer agencies in selection of organizational development training programs that support their mission &/or goals.	Knowledge of: 1, 4, 5, 7, 8*, 9*, 18. Skill in: 12 Ability to: 13, 14, 15, 16, (20) use proper research methods in gathering data; (21) prepare meaningful, concise & accurate reports.
10	Performs other related duties as assigned; attends seminars & conferences to keep abreast of trends in training & development field; acts as public speaker, trainer or facilitator; conducts research & identifies useful emerging strategies to benchmark progress of training programs; gathers related research to assist administrator. Position is overtime exempt. Position requires travel.	Knowledge of: 1, 2, 3, 4, 5, 7, 8*, 9* Skill in: 12. Ability to: 13, 14 15, 16, 17, 19, 20. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature] DATE: 7/9/09