

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Training and Development

POSITION NUMBER
20005929 (26102.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OAKS Training Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
26000.0 20005924 Human Resources Manager 4

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Serves as the agency manager of the Department of Administrative Services' (DAS) Ohio Administrative Knowledge System (OAKS)(e.g., OAKS running on PeopleSoft application) Human Capital Management (HCM) training & performance needs assessment team & plans & directs the analysis of training & performance needs for OAKS HCM; documents, evaluates & recommends continuous business process improvements for HCM; serves as member of management team responsible for all statewide human resources, organizational & employee development programs (e.g., Ohio Certified Public Manager Program, Human Resource Academy, Essentials of Management, Exempt Professional Development Program, Professional Administrative Support Program, Project Management Program, Myers-Briggs Type Indicator, Is Supervising for Me?) sponsored by Ohio DAS for eligible government (e.g., local, county & state) employees; develops & delivers statewide training course materials as directed; conducts statewide training on course materials purchased through 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; creates & keeps Web site updated; provides program & curriculum recommendations (e.g., to add or delete curriculum); travels to various sites to deliver training programs; recommends program revisions; researches & analyzes existing & new programs to determine improvements & recommends enhancements.</p>	<p>Knowledge of: (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills; (4) curriculum design; (5) public & human relations; (6) supervision techniques & principles; (7) program/project management; (8) agency policies & procedures*, (9) government structure & process*, (10) research & analysis techniques.</p> <p>Skill in: (11) operation of personal computer & related software (e.g., MS Word, Excel, PowerPoint, PeopleSoft, Captivate).</p> <p>Ability to: (12) formulate & work through project plans; (13) work well with agency liaisons, vendors, customer feedback; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) obtain & maintain valid Ohio driver's license, (16) prepare & deliver presentations/speeches to diverse audience(s); (17) calculate fractions, decimals, percentages; (18) handle sensitive inquiries from & contacts with officials & general public.</p> <p>* developed after employment</p>

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature] 3/21/08

APD 4-13-08

<h1>POSITION DESCRIPTION</h1>	<h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources Division
		UNIT OR OFFICE Training and Development

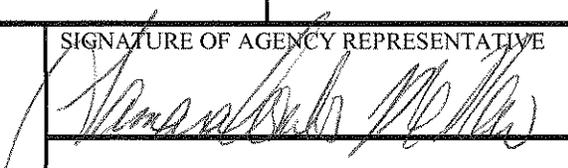
POSITION NUMBER 20005929 (26102.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION OAKS Training Lead	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 26000.0 20005924 Human Resources Manager 4
	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
40	Implements organizational & management improvements to create, maintain & update the documentation of existing operations & the design, development, delivery & evaluation of OAKS HCM-related instructional programs, including updating the Human Resources Division (HRD) Process Manual, OAKS online training materials, & step-by-step process documentation; administers implements & resolves questions from OAKS Project Management Office, Training & Development Administrator, HRD Deputy Director & Statewide Agency employees; provides advice regarding HCM training & performance needs, researches & responds to inquires, identifies & coordinates responses from subject matter experts within DAS & agencies; observes &/or interviews them to develop information for use in instructional design & documentation of step-by-step processes; direct staff & coordinates documentation of HCM-related training & performance support while providing technical direction & assistance to managerial & supervisory personnel involved in implementation & maintenance of OAKS HCM processes; works in conjunction with the HRD HCM Production Support team to communicate problems &/or enhancements with the OAKS applications to agency core users; serves as an escalation point for lower-level staff to resolve any delays or impediments to timely development for delivery of training materials.	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10. Skill in: 11. Ability to: 12, 13, 14, 15, 16, 17, 18.
15	Attends & facilitates meetings & conferences (e.g., represents HRD leadership at meetings,) makes presentations at user group meetings; presents at annual HR conference; serves as liaison with agencies & HCM users.	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10. Skill in: 11. Ability to: 12, 13, 14, 15, 16, 17, 18.

ADD 4-13-08

JOB CODE TITLE
 Management Analyst Supervisor 2
 JOB CODE
 63216

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/2/08
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