

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

POSITION NUMBER 20005929	<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 Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005924 Human Resources Manager 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input 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	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; represents Learning & Professional Development (LPD) as special DAS/State projects arise (e.g. HCM updates, Time & Labor, Ohio Hiring Management System (OHMS) & other systems improvements) that are related to the learning needs of the organization; makes recommendations to the LPD Administrator & follows through on special projects as assigned.	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. Skill in: (11) operation of personal computer & related software (e.g., MS Word, Excel, PowerPoint, PeopleSoft, Captivate). 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.
	Position is overtime exempt. Position requires travel	* developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: 20005962 Administrative Assistant 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/19
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JOB CODE 63216 APD 6/18/09
 JOB TITLE Management Analyst Supervisor 2

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301620

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Learning & Professional Development

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

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

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary
 Intermittent Unclassified If FLSA Exempt, exemption type:
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
40	Serves as member of Learning & Professional Development (LPD) management team responsible for all statewide human resources, organizational & employee development programs (e.g., Ohio Certified Public Manager Program, Human Resource Academy, Supervisor Series, Exempt Professional Development Program, Professional Administrative Support Program (PASS), Project Management Program, Train the Trainer and additional training requests as assigned) 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; travels to various sites to deliver training programs; recommends program revisions; researches & analyzes existing & new programs to determine improvements & recommends enhancements; provides program & curriculum recommendations (e.g., to add or delete curriculum); supervises assigned staff (approves time, complete performance reviews, plans, monitors & directs employees); facilitates continuing career development of assigned staff.	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	Acts as back-up: creates & maintains Website updates. Attends meetings & conferences as directed.	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8*, 9*, 10. Skill in: 11. Ability to: 12, 13, 14, 15, 16, 17, 18.

POSITION NUMBER
20005924

JOB TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Position Numbers & Job Titles of Positions Directly Supervised:
20005962 Administrative Assistant 2

SIGNATURE OF AGENCY REPRESENTATIVE DATE

[Handwritten Signature] 8/19/09