

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005930 JOB TITLE Training Program Manager JOB CODE 64656 <i>Approved 7.9.15 AA</i>	<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 Training Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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	
	60	On behalf of the Human Resources Division (HRD), Office of Talent Management (OTM) in Learning & Professional Development (OLPD) develops, implements & administers the program for Organizational Development (i.e., customer service/focus, etc.); serves as member of management team responsible for statewide talent management via organizational & employee development programs (e.g., Ohio Certified Public Manager Program, Lead Ohio) sponsored by Ohio Department of Administrative Services (DAS) for eligible government (e.g., local, county & state) employees; develops & delivers statewide training on course materials as directed; formulates & implements applicable policies & procedures; estimates program budget, recommends the budget requirements & monitors expenditures; negotiates contract costs, as needed; approves vendor invoices; monitors educational partners programs & financial accounts; proposes marketing & recruitment aspects of program; operates motor vehicle to travel throughout Ohio to deliver program services; conducts staff, provider &/or stakeholders meetings; serves as program contact for state government & facilitators; coordinates curriculum planning (e.g., consults internally and externally with business partners); recommends program revision or enhancement; coordinate curriculum delivery; identifies & secures program sites; manages project components to assist project team, as assigned; follows process / procedures for ELM to track courses / attendees.	Knowledge of: (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills; (4) curriculum/instructional design; (5) public & human relations; (6) state contractual practices*; (7) leadership techniques & principles; (8) program / project management; (9) agency policies & procedures*, (10) government structure & process*; (11) web based training. Skilled in: (12) operation of personal computer & related software (e.g., MS Word, Excel, Powerpoint, Outlook). Ability to: (13) formulate & work through project plan; (14) work well with agency liaisons, vendors, customers & general public; (15) assess program needs; (16) gather customer feedback; (17) follow-up with action plans; (18) prepare budgets & monitor expenditures; (19) define problems, collect data, establish facts, draw valid conclusions and initiate solutions; (20) implement program areas; (21) obtain & maintain valid Ohio driver's license; (22) prepare and deliver presentations/speeches to a diverse audience; (23) prepare meaningful, concise & accurate reports.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin M. Trickett</i>	DATE <i>7/9/2015</i>

