100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301620

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

POSITION NUMBER 20005930

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005924 Human Capital Management Administrator 2

☒ 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

Appd 4/28/10 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as program manager for Professional Administrative Support Services (PASS): plans & develops curriculum & facilitates PASS learning programs at multiple sites; develops & implements an evaluation system to determine the effectiveness of programs; establishes a measurement system to ensure continuous improvement of programs; develops policy & procedure changes to enhance effectiveness of programs offered; formulates & implements policies & procedures for training; creates policies & procedures for PM; provides staff support; identifies agency liaisons to support Project Management; reviews & revises curriculum; 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; travels to various sites to deliver training programs; recommends program revisions; researches & analyzes existing & new programs to determine improvements & recommends enhancements. Position is overtime exempt. Position requires travel.	Knowledge of: (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills; (4) curriculum design; (5) public & human relations; (6) state contractual practices*; (7) supervision techniques & principles; (8) program / project management; (9) agency policies & procedures*, (10) government structure & process*. Skill in: (11) operation of personal computer & related software (e.g., MS Word, Excel, Classware*). Ability to: (12) formulate & work through project plan; (13) work well with agency liaisons, vendors, customers & general public; (14) assess program needs; (15) gather customer feedback; (16) follow-up with action plans; (17) prepare budgets & monitor expenditures; (18) define problems, collect data, establish facts, draw valid conclusions initiate solutions; (19) implement program areas. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: B Gerlach

DATE: 4/28/10

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Bargaining Unit

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
30	Plans, develops, direct & implements marketing & public relations for programs; develops strategies to market, expand & implement programs, selects & approves all marketing & public relations materials (e.g., course catalogs, Web sites, multi-media presentations, news releases & other promotional activities for programs); conducts &/or facilitates statewide focus groups, interviews & participates in improvement teams; plans & manages conferences & events to promote programs & completes other duties as required.	Knowledge of: 1, 2, 3, 5, (20) marketing techniques. Skill in: 11. Ability to: 12, 13, 14, 15, 16, 18, (21) prepare & deliver presentations/speeches to diverse audiences.
15	Researches, identifies & implements useful comprehensive distance learning strategies, assists agencies in implementing distance learning (e.g., explores Web based applications & vendors to implement training classes; researches grant opportunities.)	Knowledge of: 1, 2, 3, 5, (22) research & analysis techniques. Skill in: 11. Ability to: 12, 13, 14, 15, 16, 18, (23) use proper research methods to gather, collate & classify information.
5	Prepares reports as requested by Administrator regarding the impact of Project Management to the organization.	Knowledge of: 8. Skill in: 11. Ability to: (24) prepare meaningful, concise & accurate reports.
	Position is overtime exempt. Position requires travel.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 4/28/10