

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301620

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Learning & Professional Development

COUNTY OF EMPLOYMENT  
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     Classified    Overtime:  Eligible     Exempt    Bargaining Unit  
 Temporary  
 Intermittent     Unclassified    If FLSA Exempt, exemption type:  
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	<p>Serves as program manager for the Core Training Program: designs &amp; develops curriculum following a sound instructional design process &amp; facilitates Core learning courses in central Ohio &amp; at multiple other sites; develops &amp; implements an evaluation system to determine effectiveness of programs; establishes measurement system to ensure continuous improvement of programs; implements continuous improvement initiatives based on program feedback &amp; evaluations; develops policy &amp; procedure changes to enhance effectiveness of programs offered; formulates &amp; implements policies &amp; procedures for training; creates training schedule (including, but not limited to: communications to distribute to agencies &amp; WEB, setting up classes in LMS system, reserves training rooms, monitors class enrollment &amp; attendance); provides staff support; provides support to other OLPD training programs (including, but not limited to: designing/developing curriculum, facilitating classes, evaluating, marketing); reviews &amp; revises curriculum; serves as member of OLPD program manager team responsible for all statewide organizational &amp; employee development training; (including, but not limited to: Ohio Certified Public Manager Program (OCPM), Leaders- Dynamic Results (LDR), Supervisory Excellence (SE), Project Management (PM)) all sponsored by Ohio Department of Administrative Services (DAS); travels to various sites to deliver training programs; recommends program revisions; researches &amp; analyzes existing &amp; new programs to determine improvements &amp; recommends enhancements.</p> <p>Position is overtime exempt. Position requires travel.</p>	<p>Knowledge of: (1) training &amp; organizational development; (2) adult learning techniques &amp; styles; (3) platform training skills; (4) curriculum/instructional design; (5) public &amp; human relations; (6) state contractual practices*; (7) supervision techniques &amp; principles; (8) program / project management; (9) agency policies &amp; procedures*, (10) government structure &amp; process*. Skilled in: (11) operation of personal computer &amp; related software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to: (12) formulate &amp; work through project plan; (13) work well with agency liaisons, vendors, customers &amp; general public; (14) assess program needs; (15) gather customer feedback; (16) follow-up with action plans; (17) prepare budgets &amp; monitor expenditures; (18) define problems, collect data, establish facts, draw valid conclusions initiate solutions; (19) implement program areas.</p> <p>*developed after employment</p>

JOB TITLE  
Training Program Manager

JOB CODE  
64656

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*    8/19/12

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Plans, develops, directs & implements marketing & public relations for programs; develops strategies to market, expand & implement programs, selects & approves all marketing & public relations materials (e.g., course catalogs, program marketing materials, Web sites, multi-media presentations, news releases & other promotional activities for programs); identifies agency liaisons to support OLPD training 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., Identifies Web Based Training (WBT) courses from vendor library (Skillsoft) to supplement Instructor Led Training (ILT) courses, creates learning libraries based on topic &/or need, 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	Tracks training metrics & prepares reports as requested by Administrator regarding impact of training programs 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

JOB TITLE  
Training Program Manager

JOB CODE  
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App'd 6/19/12 BJD

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SIGNATURE OF AGENCY REPRESENTATIVE    DATE

*[Signature]*    6/19/12