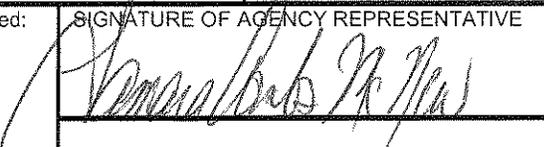


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301620
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Learning and Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005934	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION E- Learning Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005924 Human Resource Manager 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	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 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Acts as agency manager for E-Learning Programs, develops, programs, plans & designs e-learning programs for process & procedural, human resources, management & employees as assigned; formulates & implements applicable policies & procedures; independently analyzes user informational & training needs, makes recommendations for best method of delivery of information in order to improve individual & organizational performance & assesses effectiveness of this process; designs, develops & delivers training using web development tools (e.g. Captivate, Learning Management systems LM/ELM, Dreamweaver); authors & programs code for e-learning & web-based training, creates & integrates graphics, text & interactive multi-media in learning materials; researches e-learning training; creates &/or updates websites for instructional & reference purposes; prepares ad hoc instructional materials & job aids; identifies subject matter experts & observes &/or interviews them to develop information for use in training design; writes training objectives, edits training & related materials; designs surveys, coordinates focus groups, analyzes & summarizes results, makes recommendations to improve training performance; develops measures, evaluates courses to validate training outcomes; acts as liaison between Department of Administrative Services Learning and Professional Development (LPD) & Information Technology; collaborates with LPD Program Managers to assess specific program design needs & delivery; 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.	Knowledge of: (1) management; (2) supervision; (3) human-relations; (4) human resources; (5) training program design; (6) presentation & delivery methodology; (7) curriculum design; (8) program/project management; (9) adult learning techniques & styles; (10) e-learning; (11) organizational development; (12) agency policy & procedure;* (13) government structure & process;* (14) research & analysis techniques; (15) SCORM-compliant learning management concepts Skill in: (16) web-based training design & delivery principles; (17) desktop publishing; (18) operation of personal computers, laptops, LCD projectors, printers, scanners; (19) use of office software (e.g. Microsoft Word, Power Point, Publisher, Excel, Internet Explorer); (20) web-based instructional software (e.g. HTML, Captivate, Camtasia, Dreamweaver.) Ability to: (21) work well with agency liaisons, vendors, co-workers & customer feedback; (22) define problems, collect data, establish facts & draw valid conclusions & initiate solutions; (23) design, implement & analyze learning assessment tools; (24) write, revise clear, concise & grammatically correct communication; (25) facilitate learning effectively; (26) implement streaming audio &/or video in acceptable situations.
	Position is overtime exempt.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/9/09
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