100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302220

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	HCM & Agency HR Support	Franklin

POSITION NUMBER 20005936

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Training Program Manager	20005849 HCM Administrator 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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	Develops, implements & administers Human Resource Operations/Human Capital Management (HCM) training program for state human resources professionals; serves as a member of management team responsible for statewide human resources organizational & employee development programs (e.g., HCM training, Ohio Certified Public Manager Program (OCPM), etc.) sponsored by Ohio Department of Administrative Services Human Resource Division; develops & implements an evaluation system to determine the effectiveness of programs; researches, develops, designs & 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 curriculum; provides program & curriculum recommendations (e.g., to add, delete, or reformat curriculum); travels to various sites to deliver training programs; recommends program revisions; researches & analyzes existing & new programs to determine improvements & recommends enhancements; establishes a measurement system to ensure continuous improvement of programs; develops policy & procedure changes to enhance effectiveness of programs offered.	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) budgeting; (10) agency policies & procedures*; (11) government structure & process*. Skill in: (12) operation of personal computer & related hardware/software (e.g., MS Word, Excel). Ability to: (13) formulate & work through project plans; (14) work well with agency liaisons, vendors, customer feedback; (15) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (16) implement program areas; (17) obtain & maintain valid Ohio driver's license; (18) prepare & deliver presentations/speeches to diverse audience.
45	Manages program expansion: identifies educational partnership opportunities; previews & selects additional training sites; recommends programmatic revision/enhancements; plans, develops & implements marketing & public relations for programs; selects & approves all marketing & public relations materials (e.g., course catalogs, brochures, Web pages, pamphlets & registration materials); plans & manages conferences & events to promote programs (e.g., education fairs, training fairs); applies policies & procedures governing program operations, &/or implementation of new programs; develops & implements applicable policies & procedures; develops oversees &/or implements procedures for student registration, tracking, testing, scheduling & evaluation for assigned program area; conducts research & analysis (e.g. comparison studies with other states, private sector; best practices & trends in training & organizational development); maintains participant program record & course evaluation data; prepares written reports on program statistics as needed; operates personal	Knowledge of: 1, 2, 3, 4, 5, 10*, 11*, (19) marketing techniques. Skill in: 12. Ability to: 13, 14, 15, 16; 17; 18. *developed after employment

JOB CODE TITLE Training Program Manager

JOB CODE 64656

Appd 8/8/11 BWO

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	L Berkenstein	8/8/11

100-000U

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005849 HCM Administrator 1

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	computer to generate various reports, e-mail, correspondence & other related program documents (e.g., annual/quarterly status reports; student evaluation, program effectiveness & other customer satisfaction & training evaluation summary reports); serves as consultant to assist customer agencies in selection of organizational development training programs that support their mission &/or goals.	
10	Performs other related duties as assigned; attends seminars & conferences to keep abreast of trends in training & development field; acts as public speaker, trainer or facilitator; conducts research & identifies useful emerging strategies to benchmark progress of training programs; gathers related research to assist administrator. Helps out when needed with all other programs.	Knowledge of: 1, 2, 3, 4, 5, (20) research & analysis techniques. Skill in: 12 Ability to: 13, 14, 15, 16, 17, 18, (21) use of proper research methods to gather, collate & classify information. *developed after employment.

JOB CODE TITLE: Training Program Manager

JOB CODE: 64656

Appd 8/8/11 Bruce

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: B Berkowitz

DATE: 8/8/11

An Equal Opportunity Employer