

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Training & Development

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Training Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005924 (26000.0) Human Resources Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Develops, implements & administers Ohio Certified Public Manager (OCPM) program for managers of state & local government: maintains Certified Public Manager (CPM) accreditation status through cooperation with participating Ohio institutions of higher education & Board of Regents; serves as member of management team responsible for all statewide human resources, organizational & employee development programs (e.g., Ohio Certified Public Manager Program, Professional Administrative Support Program, Project Management Program) sponsored by Ohio Department of Administrative Services (DAS) for eligible government (e.g., local, county & state) employees; develops & delivers statewide training course materials as directed; conducts statewide training on course materials purchased through vendors; formulates & implements applicable policies & procedures for OCPM; determines program budget requirements & monitors expenditures; prepares requests for proposals & contracts for educational providers; develops proposal evaluation systems; assesses proposals & recommends contract awards; negotiates contract costs; approves vendor invoices; monitors educational partners programs & financial accounts; directs marketing & recruitment aspects of program; operates motor vehicle to travel throughout Ohio visiting universities & other sites that host the OCPM program to review program & provide technical service; conducts staff, provider &/or stakeholders meetings; serves as program contact for registrants, government & facilitators; coordinates curriculum planning; recommends program revision or enhancement; designs training course catalogues to include design, layout, format & statewide distribution process; coordinate curriculum delivery; researches, obtains & maintains national accreditation membership status; identifies & secures program sites.</p>	<p>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. Skill in: (10) operation of personal computer & related hardware/software (e.g., MS Word, Excel). Ability to: (11) formulate & work through project plans; (12) work well with agency liaisons, vendors, customer feedback; (13) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (14) implement program areas; (15) obtain & maintain valid Ohio driver's license; (16) prepare & deliver presentations/speeches to diverse audience.</p>
30	<p>Manages OCPM program expansion (e.g. identifies additional educational partners/vendors; 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; applies policies & procedures governing program operations, &/or implementation of new programs; partners with intra-departmental advisory board, government stakeholders,</p>	<p>Knowledge of: 1, 2, 3, 4, 5, (17) marketing techniques. Skill in: 10. Ability to: 11, 12, 13, 14, 15, 16.</p>

* developed after employment

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature] 3/2-08

POSITION NUMBER
20005936 (26204.0)

JOB CODE TITLE
Training Program Manager

JOB CODE
64656

APD 6-2-08 VES

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

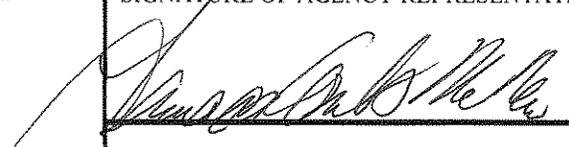
DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Training & Development

POSITION NUMBER 20005936 (26204.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Training Program Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005924 (26000.0) Human Resources Manager 4	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	& other program customers to provide program &/or curriculum recommendations & consultations regarding training priorities, curriculum content & program evaluation/enhancement while formulating program policies & procedures in accordance with National CPM Consortium's guidelines & rules; conducts & participates on wide variety of process improvement teams (e.g., conducts &/or facilitates statewide focus groups, interviews or improvement teams).	
15	Develops oversees &/or implements procedures for OCPM student registration, tracking, testing, scheduling & evaluation; certifies student achievement & manages relationships with program alumni groups; generates 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; assists with training of leadership/management programs & other programs as needed & determined by the administrator.	Knowledge of: 1, 2, 3, 4, 5, 8. Skill in: 10. Ability to: 11, 12, 14, 15, 16, (18) prepare meaningful, concise & accurate reports.
10	Performs other related duties as assigned (e.g., 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 Ohio programs; gathers related research to assist administrator); attends annual business meetings of National OCPM Consortium.	Knowledge of: 1, 2, 3, 5, (19) research & analysis techniques. Skill in: 10. Ability to: 11, 12, 13, 14, 15, 16, (20) use of proper research methods to gather, collate & classify information.
	This position is overtime exempt.	
	*developed after employment	

List Position Numbers and Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-12-05
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ADD 6-2-00 600

JOB CODE
64656

JOB CODE TITLE
Training Program Manager