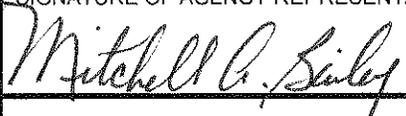


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301620
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Learning & Prof. Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005936	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Training Program manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005924 Human Resources 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:
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 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 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 on 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 restraints, 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; sets annual enrollment schedule; develops & oversees procedures for student tracking, testing, guidance, projects & record keeping; responsible for direct supervision of support staff by providing work direction, feedback & guidance on work; supervises & facilitates continuing career development of assigned staff.	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. *developed after employment

JOB CODE 64656	List Position Numbers & Job Titles of Positions Directly Supervised: 20005932 Administrative Assistant 3 20005933 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6.11.09
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POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301620
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Learning & Prof. Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005936	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Training Program manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005924 Human Resources 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 2 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	
30	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, & other program customer to provide program &/or curriculum recommendations & consultations regarding training priorities, curriculum content & program & 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).		Knowledge of: 1, 2, 3, 4, 5, 10*, 11*, (19) marketing techniques. Skill in: 12. Ability to: 13, 14, 15, 16; 17; 18.	
15	Develops oversees &/or implements procedures of 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 delivery of leadership/management programs & other training programs as determined by the administrator.		Knowledge of: 1, 2, 3, 4, 5, 8, 10*, 11*. Skill in: 12. Ability to: , 13, 14, 15, 16, 17, 18, (20) 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 administer); attends annual business meetings of National OCPM Consortium.		Knowledge of: 1, 2, 3, 4, 5, (21) research & analysis techniques. Skill in: 12 Ability to: 13, 14, 15, 16, 17, 18, (22) use of proper research methods to gather, collate & classify information. *developed after employment.	
JOB CODE 64656	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	
	20005932 Administrative Assistant 3 20005933 College Intern		DATE 6.11.09	