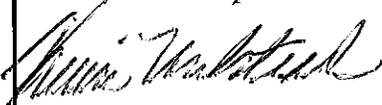


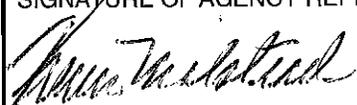
<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services / DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Talent Management, Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005962	<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 Manager		POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Professional
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 p.m.			

JOB DESCRIPTION & WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	<p>Under general direction, acts as agency manager for e-learning programs, plans &amp; designs &amp; develops online learning programs &amp; performance support applications for Office of Talent Management (OTM), Learning &amp; Professional Development (LPD): planning &amp; development of e-learning programs &amp; curriculum; utilizes instructional methods to design, develop, &amp; implement online learning &amp; instructional materials; recommends &amp; leads projects for online learning &amp; computer-based performance support applications; formulates &amp; implements applicable policies &amp; procedures for online learning &amp; computer-based performance support applications; independently analyzes user informational &amp; training needs, makes recommendations for best delivery of information in order to improve individual &amp; organizational performance; manages architecture of online learning &amp; computer-based performance support applications &amp; delivers training using web-based development tools &amp; multimedia software (e.g. Adobe, After Effects, Captivate, Dreamweaver, Encore, Fireworks, Flash, Photoshop, Presenter, Sound booth, Camtasia, Connect Pro, Learning Management Systems (LMS)); authors &amp; programs code for e-learning &amp; web-based training, creates &amp; integrates graphics, text &amp; interactive multi-media in learning materials; researches &amp; creates &amp;/or updates learning websites for instructional &amp; reference purposes; prepares ad hoc instructional material &amp; assists with testing of new courses &amp; content to ensure usability in a variety of platforms; writes training objectives, edits training &amp; related materials; designs surveys, coordinates focus groups, analyzes &amp; summarizes results; makes recommendations to improve training; creates required job aids, templates &amp; reference materials supporting the platforms; develops measures, evaluates courses to validate outcomes; acts as liaison between OTM &amp; Office of Information Technology (OIT) on related projects to ensure optimal use of applications; collaborates with other training managers to assess specific instructional design needs for online learning &amp; computer-based performance support applications &amp; use of supplements to online learning &amp; support applications; coordinates project management with internal business partners to interface the LMS with other applications &amp; technologies using web-based services; manages quality control &amp; user acceptance testing for applications; works in LMS to ensure online learning products properly load &amp; troubleshoots online learning problems with LMS; oversees procedures for student tracking, assessment, guidance, work-related projects, record keeping, &amp; scheduling; designs online training course catalog to include design, layout, format &amp; statewide distribution process; obtains &amp; researches best practices &amp; trends to maintain subject matter expertise for online learning platform(s) features &amp; functionality. Provides technology support for the LMS &amp; other technical produces as assigned.</p>	<p><b>Knowledge of:</b> (1) management; (2)supervision; (3) human relations; (4) human resources; (5)training program design;(6) instructional design principles;(7) adult learning techniques;(8) e-learning; organizational development;(9) project management;(10)web design &amp; architecture; (11) SCORM-compliant learning management; (12) principles of &amp; good practices for user interface design; (13) OTM Learning &amp; Professional Development Department policies &amp; procedures*; (14) government structure &amp; processes*; (15) employee training &amp; development.</p> <p><b>Skill in:</b> (16) web-based training design &amp; principles; (17) desktop publishing; operation of personal computers; (18) laptops;(19) LCD projectors; audiovisual equipment &amp; other technology used for technology-based &amp; classroom-based training purposes;(19) computer analysis &amp; systems thinking; (20) development of user acceptance testing; (21) abstract thinking &amp; variables; interactive scripting; (22) authoring tools &amp; multimedia software (e.g. Author Ware, Dream Weaver); web development tools (e.g. Dream Weaver, FrontPage, HTML; DHTML, XML JavaScript); (23) use of office software (e.g., Microsoft Word, PowerPoint, Publisher, Excel, Internet Explorer).</p> <p><b>*developed after employment.</b></p>

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/22/16
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<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services /DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Talent Management, Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005962	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
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	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Professional	Bargaining Unit 22 PR 14 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 p.m.			
<b>JOB DESCRIPTION &amp; WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	Develops & executes strategic & operational plans for online learning & computer based performance support applications team: makes recommendations for strategic & operational plans; maintains working relationships with customers, partners & subject matter experts; manages human resources & financial issues for LMS projects; prepares & make recommendations for project budgets; promotes enterprise-wide online learning goals; develops & manages training for trainers; makes recommendations for purchasing products, tools & services; prepares reports; attends workshops, training seminars, conferences & professional meetings, review books, publications for professional development; researches new methods for disseminating & sharing information; represent Administrator at meetings & seminars with internal & external customers & performs other duties as assigned.	<b>Ability to:</b> (24) research, design, develop, evaluate & edit technology-based training & instructional materials; (25) define business processes; (26) translate end user needs to system developers; (27) communicate effectively with diverse range of individuals; (28) work well with agency liaisons, vendors, co-workers, technical partners & customer feedback; design, implement & analyze learning assessment tools; (29) facilitate learning effectively; (30) provide exemplary customer service; (31) work on team with individuals of varying skill & education; (32) deal with many variables & determine a specific action; (33) understand & most difficult classes of concepts; (34) use proper research methods in gathering data.  <b>Knowledge of:</b> 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13*, 14*, 15. <b>Skill in:</b> 16, 17, 18, 19, 20, 21, 22, 23.  <b>Ability to:</b> 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34.  (*) developed after employment.  <b>This position is Overtime Exempt.</b>		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/22/16	