

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS103000

DIVISION OR INSTITUTION  
Office of Collective Bargaining

UNIT OR OFFICE  
Labor Relations & Training

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006566

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Training Coordinator    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    PR 10  
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
	<p>Coordinates training held by Office of Collective Bargaining (OCB): responsible for providing general parameters for all training courses (e.g., schedule start and end of training sessions; guidance on who to coordinate with from various agencies in order to co-facilitate training sessions). Oversee inviting and confirming facilitators and agency experts; will reserve all rooms and ensure adequate training supplies are available; communicates with agencies &amp; vendors, designs evaluation forms, tracks evaluation information &amp; provides reports, issues certificates of completion. Develop the OCB Academy and agency specific training schedules to avoid schedule conflicts with Dispute Resolution, JHCC, LRAC, Advocacy. Review previous courses taken by participants to determine applicability and/or credit toward OCB Academy, provide samples/templates with specific details redacted as needed; identify potential graduates and notify both current and previous participants of course &amp; graduation schedule; send, compile and analyze participant evaluation to identify areas in need of revision; meet with agencies requesting training to determine objectives and review existing material to incorporate agency policies/practices.</p> <p>Position is in unclassified service per 4117.10(D) of Ohio Revised Code &amp; is overtime exempt.</p>	<p>Knowledge of (1) labor relations*; (2) office management practices; (3) agency policies &amp; procedures*; (4) Collective Bargaining &amp; personnel practices*, (5) employee training &amp; development. Skill in (6) operation of personal computer &amp; related software, (e.g., Microsoft Word, MS Outlook). Ability to (7) deal with problems involving several variables in familiar &amp; unfamiliar situations; (8) apply principles to solve practical problems; (9) understand labor relations; (10) define problems, collect data, establish facts &amp; draw valid conclusions; (11) deal with many variables &amp; determine specific action; (12) check pairs of items that are similar or dissimilar; (13) comprehend simple sentences with common vocabulary; (14) gather, collate &amp; classify information; (15) answer routine telephone inquiries from public; (16) handle sensitive inquiries from &amp; contacts with officials &amp; general public.</p> <p>*developed after employment</p>

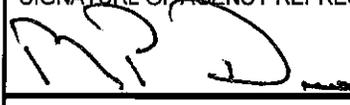
JOB CODE TITLE  
Administrative Professional 3

JOB CODE  
16873  
ADD 8-6-12 U

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

7/13/12

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Department of Administrative Services  
DAS103000

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Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 10  
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
	Develops, oversees & implements procedures for tracking participation in all OCB training services; operates personal computer to generate reports, e-mail, correspondence and program materials; prepares detailed reports to identify & coordinate development opportunities.	Knowledge of 2, 3*, 4*, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14,15, 16.
	Performs other related duties as assigned (e.g., attends seminars & conferences to stay abreast of trends; conducts research & identifies emerging strategies to benchmark progress of programs).  Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	Knowledge of 2, 3*, 4*, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14,15,16.  *developed after employment

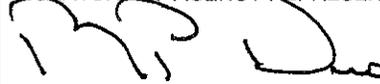
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Administrative Professional 3

APP 8-6-12 US

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