100-500U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Collective Bargaining	Training/Central Services	Franklin

POSITION NUMBER 20006566

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Training Coordinator	(20006567) Mgr Training/Central Services

☒ 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: 7:30 a.m. TO: 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Coordinates training held by Office of Collective Bargaining (OCB) (e.g., develops training plan, assists in preparation, revision & customization of course materials, creates promotional material for courses, schedules facilities & trainers, creates registration materials, sends paper & electronic registration, confirms & tracks attendees, organizes printing of training materials & ordering of supplies, communicates with agencies & vendors, designs evaluation forms, tracks evaluation information & provides reports, issues certificates of completion).	Knowledge of (1) labor relations*; (2) office management practices; (3) agency policies & procedures*; (4) Collective Bargaining & personnel practices*, (5) supervision; (6) employee training & development. Skill in (7) operation of personal computer & related software, (e.g., Microsoft Word, MS Outlook). Ability to (8) deal with problems involving several variables in familiar & unfamiliar situations; (9) apply principles to solve practical problems; (10) understand labor relations; (11) define problems, collect data, establish facts & draw valid conclusions; (12) deal with many variables & determine specific action; (13) check pairs of items that are similar or dissimilar; (14) comprehend simple sentences with common vocabulary; (15) gather, collate & classify information; (16) answer routine telephone inquiries from public; (17) handle sensitive inquiries from & contacts with officials & general public; (19) employee training & development. *developed after employment

JOB CODE TITLE Administrative Staff

JOB CODE 99580

APD 6-30-09 WB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Michael P. Duco, Deputy Director

DATE: 6/10/09

100-500U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Collective Bargaining	Training/Central Services	Franklin

POSITION NUMBER 20006566

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Training Coordinator	(20006567) Mgr Training/Central Services

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	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*, 5,6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14,15,16,17,18,19
10	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).	Knowledge of 2, 3*, 4*, 5,6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14,15,16,17,18,19
		*developed after employment
	Position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.	

JOB CODE TITLE Administrative Staff

JOB CODE 99580

APD 6-30-09 VB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6/10/09

Michael P. Duco, Deputy Director