

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Training & Central Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006574	<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 Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006567 Administrative Staff (Training Administrator)		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit 22 Page 1 of 3
	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
50	<p>Plan, design, develop and deliver training based upon organizational needs and agency requests. Clarify learning requests, establish goals and objectives, and identify learning environment and learner's existing knowledge and skills. Ensure effective integration of performance objectives, course materials and learning technologies into design to fulfill organization's goals. Identify subject matter experts and interview them to develop information for use in training design. Work with labor relations officers to develop training content regarding grievances, proposed disciplinary action and disposition. Research collective bargaining agreements, annotated contracts, arbitration awards and related materials to define best practices. Create and assemble the content identified. Work to develop and/or integrate technologies, perform debugging procedures, review and revise according to any feedback given. Establish the course curriculum, learning outcomes, method of delivery, and testing procedures. Ensure that the books, hands on equipment, tools, CD-ROMs and software are in place, and that the learning application or Web site is functional. Recommend instructional products and services and coordinate installation, evaluation and maintenance. Work with Training Coordinator to revise and evaluate material according to feedback from the users.</p> <p>This position is in the unclassified service per section unclassified service per section 4117.10(d) of Ohio Revised Code. Position is overtime exempt and works as an essential employee.</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) program/project management; (7) agency policies & procedures*; (8) government structure & process*; (9) marketing. Skill in (10) managing training programs and making presentations; (11) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet). Ability to (12) formulate & work through project plans; (13) work well with agency liaisons; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) obtain & maintain valid driver's license; (16) prepare & deliver presentations/speeches to diverse audiences.</p> <p>*Developed after employment.</p>

JOB CODE **APD 2020-10 US**
99580

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/16/10
--	--	-----------------

