

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
20006574

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Training Facilitator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22

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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	Plan, design, develop & deliver training based upon organizational needs & agency request; clarify learning requests, establish goals & objectives, & identify learning environment & learner's existing knowledge & skills; ensure effective integration of performance objectives, course materials & learning technologies into design to fulfill organization's goals; identify subject matter experts & interview them to develop information for use in training design; work with labor relations officers to develop training content regarding grievances, proposed disciplinary action & disposition; research collective bargaining agreements, annotated contracts, arbitration awards & related materials to define best practices; create & assemble the content identified; Work to develop &/or integrate technologies, perform debugging procedures, review & revise according to feedback given; establish course curriculum, learning outcomes, method of delivery & testing procedures; ensure that books, hands on equipment, tolls, CD-ROMs & software are in place & that the learning application or web-site is functional; recommend instructional products & services & coordinate installation, evaluation & maintenance; work with Training Coordinator to revise & evaluate material according to feedback from users.	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 & making presentations; (11) operations of personal computer, peripherals & associated software (e.g., word, spreadsheets, 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.
50	Research alternative methods for instructions to include learning technologies & selection of those best suited to each project; develop program, plan & design e-learning programs for management as assigned; make recommendations for best delivery of information in order to improve individual & organization performance; develops & delivers training using web development tools (e.g., Captivate, Learning Management systems LM/LEM); authors & programs code for e-learning & web-based training, creates & integrates graphics, text & interactive multi-media in learning materials; prepares ad hoc instructional materials & job aids; attends workshops, seminars professional meetings & reviews books & publications to learn instructional design and instructional technology. Position is unclassified per 4117.10(D) of Ohio Revised Code & is Overtime Exempt	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9, (17) e-learning programs. Skill in 10, 11. Ability to 12, 13, 14, 15, 16. *developed after employment

JOB TITLE
Training Program Manager
JOB CODE
64656
Approved 10.26.15 AC

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

10/26/15