100-000N

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of the Director

POSITION NUMBER
20072115

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Training Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20072118 Policy Staff

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Serves as program manager for the Ohio Internal Consulting Network (OICN) by supporting the Governor's Efficiency and Continuous Improvement Initiative Program: assist state agencies in improving their services & reducing costs through coaching, training, facilitating, and providing technical assistance (e.g., providing facilitators & trainers to state agencies to assist with the implementation of meetings, strategic planning, problem solving, project implementation, performance measurement, & process improvement); responsible for matching employees (e.g., trainers, coaches, etc.) with appropriate skills in order to provide support services to state agencies; responsible for planning, directing, developing, selecting, facilitating, monitoring, evaluating & revising OICN training curriculum; plans, develops & creates marketing & promotional materials for OICN (e.g., letters, brochures, pamphlets, registration form); develops information presentations & strategies to promote OICN; manages OICN program expansion (e.g., identifies additional educational partners/vendors); previews & selects training sites; recommends programmatic revision/enhancements for program; develops, oversees &/or implements procedures for program students registration and tracking.	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.
50	Responsible for providing facilitation, data analysis for enterprise-wide process improvement efforts for the OICN: reviews & analyzes training program efforts & develops appropriate research tools & methods of data collection (e.g. matrix of benefits of program, benchmarks efforts by state-wide program; identifies best practices); provides assistance in other training program areas as assigned.	Knowledge of 1, 2, 3, 4, 5, 6, (17) data analysis & research Skill in 10, 11 Ability to 13, 14, 15
	This position is unclassified per 124.11(A9). Position is overtime exempt.	*developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 6/3/08

HRD 6-16-08