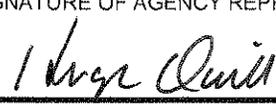


POSITION DESCRIPTION		AGENCY/DEPT ID DAS102520
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of the Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072118	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	Agency Organizational Tree			
	USUAL WORKING TITLE OF POSITION Team Leader for Accountability & Results		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005392 Director	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 am				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Plans, directs, formulates, develops & implements all statewide training activities of Governor's Efficiency & Continuous Initiative (e.g., Employee & Stakeholder Feedback Program, Advance Ohio Regulatory Reform Efforts, Baldrige-Based Performance Ohio Internal Consulting Network, Excellence Reviews, Kaizen events, Performance Measures); develops office's short & long-term goals & objectives to include identification of action steps & timelines for training programs; provides consulting services to state agencies directly or through procured services for implementation of Governor's Accountability & Results efforts & management initiatives (e.g., ongoing & project-by-project basis).	Knowledge of (1) budgeting; (2) management; (3) workforce planning; (4) statewide & agency policies & procedures*; (5) agency regulations related to training*; (6) public relations concepts & practices; (7) public administration; (8) resources available to research inquiries; Skill in (9) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet); Ability to (10) manage training programs & make presentations; (11) understand government processes; (12) analyze, write & edit training surveys; (13) prepare & deliver speeches before specialized audiences regarding statewide and agency training initiatives; (14) define problems, collect data, establish facts & draw valid conclusions.
50	Manages new employee Continuous Improvement Initiative Program (CIIP) for all state agencies: oversees & administers a network of statewide internal consultants to assist state agencies efforts in continuous process improvement & cost reduction; formulates, develops & implements training policy & plans for state agency-wide activities; plans, monitors & evaluates effectiveness of CIIP training program (e.g., develops appropriate assessment criteria, conducts follow-up effectiveness & usefulness surveys); develops enhancements & modifications to CIPP components; collects, summarizes, & provides regular reporting on the results of statewide & agency initiatives to the Governor. Position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code and is overtime exempt	Knowledge of 1, 2, 3, 4*, 5*, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14 *developed after employment
List Position Numbers & Job Titles of Positions Directly Supervised: 20072180 Policy Staff 20072115 Mgmt Anl Spvr 2		SIGNATURE OF AGENCY REPRESENTATIVE 
JOB CODE TITLE Deputy Director 5		DATE 8/20/09
JOB CODE 61315		