

<b>POSITION DESCRIPTION</b>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Administrative Support
		UNIT OR OFFICE Office of the Director

POSITION NUMBER 20072118	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
-----------------------------	--	----------------------------------

USUAL WORKING TITLE OF POSITION Team Leader for Accountability & Results	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005392 Director
---	---

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

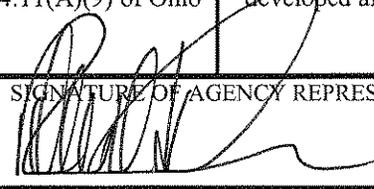
Page 1 of 1

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Plans, directs, formulates, develops & implements all state-wide training activities of Governor's Accountability Government: develops office's short & long-term goals & objectives to include identification of action steps & timelines for training program; supports and coordinates a network of state-wide internal consultants to assist state agencies efforts in continuous processes improvement and cost reduction; assists in planning, implementing & managing numerous programs at the enterprise level; provides policy advice & support to Department of Administrative Services (DAS) Director, Governor's Office & other state agencies in developing & administering Governor's Efficiency Review and Continuous Improvement Initiative (ERCII); advises state agencies & ensures program compliance with state & federal law, administrative procedures, & department policies, Office of Budget & Management rules, & labor agreements affecting training programs; responds to inquiries on behalf of director & recommends revision in policies & procedures regarding ERCII.	Knowledge of (1) budgeting; (2) management; (3) workforce planning; (4) statewide & agency policies & procedures; & agency regulations relating to training; (2) public relations concepts & practices; (3) public administration; (4) resources available to research inquiries; (5) agency policies & procedures*. Skill in (6) managing training programs and making presentations; (7) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet). Ability to (8) understand government processes; (9) analyze, write & edit training surveys; (10) prepare & deliver speeches before specialized audiences regarding state-wide and agency training initiatives; (11) define problems, collect data, establish facts & draw valid conclusions.
20	Oversees & administers state-wide employee improvement initiative trainings; formulates, develops & implements training policy & plans for agency wide activities; manages new employee Continuous Improvement Initiative (CIP) for DAS: plans, monitors & evaluates effectiveness of CPI training program (e.g., develops appropriate assessment criteria, conducts follow-up effectiveness & usefulness surveys) & develops enhancements & modifications to CP program components as necessary; represents State of Ohio & DAS at state & national training conferences.	Knowledge of 1, 2, 3, 4, 5* Skill in 6*, 7 Ability to 8, 9, 10, 11
5	Conducts management studies, prepares correspondence regarding CIP; compiles statistical & narrative reports on CIP; maintains agency CIP records.	Knowledge of 1, 2, 3, 4, 5* Skill in 6*, 7 Ability to 8, 9, 10, 11

This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code. This position is overtime exempt

\*developed after employment

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10.22.07
--	--	------------------

APD 10-24-07  
 JOB CODE 99585  
 JOB CODE TITLE Policy Staff