

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Program Support

POSITION NUMBER
20074805

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OAKS Training Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073537 Policy Staff

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Assists in program direction by acting for Program Support Administrator for Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) & by relieving administrator of most difficult administrative duties: develops & implements policies & procedures for statewide Financial & Human Capital Management module (e.g., current & new releases) training programs; ensures compliance with related state & federal laws, conducts research & provides administrator with recommendations; interacts with agency representatives to support OAKS training initiatives/activities; schedules & attends variety of meetings with OAKS staff, agency personnel, vendors, & consultants; represents OAKS Program Support administrator at meetings & conferences; conducts presentations & informational sessions; tracks & resolves training-related issues created in Customer Relations Management System (CRM); enters training data into Electronic Learning Management System (ELM) & retrieves ELM data to create variety of reports; attends weekly training status update meetings; serves as subject matter expert for HCM & FIN module training related issues & responds to requests for training assessments; writes memos, letters, articles.	Knowledge of (1) state & federal laws, rules & regulations related to training*; (2) research methods & tools; (3) English grammar, punctuation & editing; (4) employee training & development; (5) agency training practices, programs & policies*; Skill in (6) operation of microcomputer & associated hardware/software (MS Office, PeopleSoft, MS Project, Project Server, ELM, CRM, office machines); Ability to (7) deal with many variables & determine specific course of action; (8) gather, collate & classify information about data, people or things; (9) draft &/or edit administrative policies, procedures, informational booklets &/or directives; (10) communicate effectively in writing & orally with co-workers, team members, customers & public; (11) direct work projects; (12) set priorities & meet deadlines.
30	Manages statewide training for new releases for assigned projects: directs work of assigned training team; provides work direction & reviews work product of interns, loaned agency staff & consultants assigned to team; works closely with release project managers to ensure assigned training meets deadlines; monitors work flow; tracks release status using Microsoft Project.	Knowledge of 1*, 2, 3, 4, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12

*developed after employment

JOB CODE TITLE
Administrative Assistant 4

JOB CODE
63124

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clair Overley Jr

11-7-07

Apr 11-26-07 CB

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Develops training courses for Financial & HCM modules using the User Productivity Kit (UPK) & oversees use of purchased training courses (e.g., instructor lead, web based & self study); reviews & approves training materials; contributes to development of OAKS web site, specifically OAKS Training On-Line; serves as instructor for both DAS & other agency students; conducts statewide training needs analysis; develops training schedules, by release, for train-the-trainer workshops &/or end-user training courses; creates training evaluation tools & employs the results to improve training; reviews & approves training material (e.g., job aids & course materials); participates in review & approval of all training deliverables; creates reports related to OAKS training activities.	Knowledge of 1*, 2, 3, 4, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12
5	Performs other related duties as assigned: attends professional development activities (e.g., training seminars, courses, conferences & meetings); prepares purchase orders for needed training software; receives & logs equipment upon receipt.	Knowledge of 3, 4, 5* Skill in 6 Ability to 7, 8, 9, 10, 12

Position is overtime exempt.

*developed after employment

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