100-200R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Training & Development

POSITION CONTROL NUMBER 26102.0

CLASS TITLE Management Analyst Supervisor 1

CLASS NUMBER 63123

APD 3-23-05 MC

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Program Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
26208.0 Administrative Assistant 4

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 agency manager for Learning Resource Center, Basic Skills, Distance Learning & Core Competency training programs: serves as member of team responsible for other statewide human resources, organizational & employee development programs (e.g. Professional Administrative Support Services (PASS) program, International Administrative Assistant Certification program (IAAP) &/or other human resource, organizational &/or professional development programs) sponsored by Ohio Department of Administrative Services for eligible government (e.g., local, county & state) employees; analyzes & evaluates needs of programs & curriculums; researches resources for future delivery methods & systems; conducts training classes; serves as liaison between trainees & agency coordinators/supervisors; travels to multiple locations to deliver training; assesses needs of state employees enrolled in programs; delivers adult basic education skills training in reading, writing, English, spelling, study skills & GED preparation; develops individualized training plan for each trainee; uses a variety of training methods to meet individual trainee needs; meets with individuals to develop training goals; counsels trainees & provides educational direction; monitors expenditures; secures training sites; prepares Requests for Proposals; develops proposal evaluation systems; reviews proposals; recommends contract awards; implements contracts with vendors & monitors contract compliance; administers & scores standardized assessment tests at beginning & end of training to assess effectiveness of programs; develops & implements program policies & procedures.	Knowledge of (1) updated platform skills (2) employee training & development; (3) public relations; (4) agency policies & procedures;* (5) counseling techniques; (6) adult basic skills education; (7) assessment methods. Skill in (8) delivering training curriculum; (9) operation of a personal computer & associated hardware/software (e.g., PowerPoint, MS Word, Access, printer, scanner, CD-Rom); (10) operation of audio-visual equipment. Ability to (11) develop & format training materials; (12) draft training notices; (13) create marketing materials; (14) develop curriculum & deliver training; (15) utilize training aids effectively; (16) obtain/maintain valid State of Ohio driver's license & provide own transportation.
30	Meets with agency customers to assess educational training needs: develops training plans for individuals; provides feedback; attends agency program meetings at multiple sites; prepares reports & keeps records (e.g., enrollment figures, trainee progress); maintains inventory & orders supplies & materials as needed.	Knowledge of 2, 3, 4,* 6, 7 Skill in 9, 10 Ability to 11, 12, 13, 16, (17) maintain accurate records.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Ellen Nasner

DATE: 3/11/05

100-200U

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26102.0

CLASS TITLE
Management Analyst Supervisor 1

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63123

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County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Program Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISON

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
20	Assists Training Program Manager in marketing programs: coordinates training coverage with vendors; & assists in developing public relations programs for assigned areas; researches & responds to inquiries & complaints; furnishes information & explains program to agency officials & general public; represents division at vendor meetings; assists in planning related recognition events; assists with researching grant opportunities & writing grant proposals; assists with setting up classes; performs other related duties as assigned.	Knowledge of 2, 3, 4,* 6, 7 Skill in 9, 10 Ability to 11, 12, 13, 16, 17, (18) research & write grant proposals.
	This position is overtime exempt.	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Ellen Nasser

DATE: 3/11/05