

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Training & Development

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Training Program Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005936 (26204.0) Training Program Manager

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	<p>Assists Statewide Training Program Manager in all aspects of planning, developing, administering & monitoring the Ohio Certified Public Manager (OCPM) & Human Resources Academy (HRA) programs; serves as member of team responsible for other statewide human resources, organizational & employee development programs sponsored by Ohio Department of Administrative Services for eligible government (e.g., local, county & state) employees; analyzes, evaluates and provides for the programmatic needs of stakeholders (e.g., government agencies, program participants, program management and leadership groups, program instructors, and program curriculums); researches and makes recommendations related to training resources, methods & systems; monitors training sessions; as necessary conducts training sessions; serve as liaison between trainees and agency coordinators/supervisors; as directed formulates program policies and procedures related to program management and administration; interprets and explains accreditation requirements for the OCPM program to various groups; ensures program operations are in accordance with the National Certified Public Manager Consortium (NCPMC) and the Human Resource Certification Institute (HRCI); prepares background papers (e.g., historical & statistical analysis) and makes recommendations to Training Program Manager on issues that impact programs; collects and analyzes data for budget and contract development for vendors and educational providers; monitors program expenditures; prepares and reviews Requests for Proposals and contractual agreements; monitors contract compliance; performs external audits at contract sites to ensure and maintain program and financial accountability; assists OCPM & HRA Training Program Manager with establishing and implementing a performance management system for OCPM & HRA programs to demonstrate program value and support program expansion and/or amendments.</p>	<p>Knowledge of (1) business administration, management science or public administration; (2) training & organizational development; (3) public and human relations; (4) policy analysis; (5) state contractual practices*; (6) public budgeting; (7) performance measurement*; (8) operations research or statistical techniques used in managerial decision making process; (9) agency policies & procedures*;</p> <p>Skill in (10) operation of personal computer & associated software (e.g. databases, statistical software, Microsoft Office).</p> <p>Ability to (11) use proper research methodologies in gathering data; (12) understand, interpret, & use statistical analysis; (13) develop & conduct surveys & other methodologies; (14) marketing & public relations strategies; (15) work with multiple constituencies & on multiple tasks.</p> <p>* developed after employment</p>

POSITION NUMBER
20005934 (26112.0)

 JOB CODE TITLE
Administrative Assistant 3

 JOB CODE
63123

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Terria Allen

8/14/07

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Training & Development

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Training Program Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
26204.0 Training Manager

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 all aspects of program marketing, promotion, and recruitment; assist with planning, organizing and coordinating related events for OCPM & HRA program participants and instructors (e.g., informational sessions, conferences, forums, graduation and recognition ceremonies); as directed create and implement strategies for recruiting, marketing and promoting training and development programs; assist with establishing public relations across various government agencies and universities.	Knowledge of 1, 2, 3, 8, 9*, Skill in 10 Ability to 10, 11, 12, 13, 14, 15
20	Assists with coordination, organization & facilitation of OCPM & HRA program management meetings (e.g. advisory board, curriculum committee, regional site management, society board); assists with planning and organizing meetings; prepares meeting minutes; represents Training Program Manager at program management meetings; attends agency program meetings at multiple sites and universities; in-state travel required.	Knowledge of 1, 2, 8, 9* Skill in 10 Ability to 10, 11, 15.
10	Performs other related duties as assigned: (provides program coordination and assistance as necessary for all training programs offered by the Department of Administrative Services/Human Resources Division; researches & responds to inquiries & complaints; furnishes information & explains programs to agency officials & general public; operates motor vehicle).	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9* Skill in 10 Ability to 10, 11, 12, 13, 14, 15 *developed after employment

POSITION NUMBER
20005934 (26112.0)

JOB CODE TITLE
Administrative Assistant 3

JOB CODE
63123

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jerina R. Allen

8/14/07