

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION NUMBER
20006566 (50300.0)

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Training Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006567(50301.0) Mgr Training & Central Services

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Coordinates training held by Office of Collective Bargaining (OCB) (e.g., develops training plan, assists in preparation, revision & customization of course materials, creates promotional material for courses, schedules facilities & trainers, creates registration materials, sends paper & electronic registration, confirms & tracks attendees, organizes printing of training materials & ordering of supplies, communicates with agencies & vendors, designs evaluation forms, tracks evaluation information & provides reports, issues certificates of completion).</p>	<p>Knowledge of (1) labor relations*; (2) office management practices; (3) agency policies & procedures*; (4) Collective Bargaining & personnel practices*, (5) supervision; (6) employee training & development. Skill in (7) operation of personal computer & related software, (e.g., Microsoft Word, MS Outlook). Ability to (8) deal with problems involving several variables in familiar & unfamiliar situations; (9) apply principles to solve practical problems; (10) understand labor relations; (11) define problems, collect data, establish facts & draw valid conclusions; (12) deal with many variables & determine specific action; (13) check pairs of items that are similar or dissimilar; (14) comprehend simple sentences with common vocabulary; (15) gather, collate & classify information; (16) answer routine telephone inquiries from public; (17) handle sensitive inquiries from & contacts with officials & general public; (18) supervision; (19) employee training & development.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/18/09

Michael P. Duco, Interim Deputy Director

APD
7-2-09
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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Develops, oversees & implements procedures for tracking participation in all OCB training services; operates personal computer to generate reports, e-mail, correspondence and program materials; prepares detailed reports to identify & coordinate development opportunities.	Knowledge of 2, 3*, 4*, 5,6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14,15,16,17,18,19
20	Serves as Labor Relations Specialist (LRS) in training capacity; serves in a training capacity with expressed intent of learning several state labor agreements, staff mediations & conduct expedited arbitrations.	Knowledge of 2, 3*, 4*, 5,6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14,15,16,17,18,19
10	Performs other related duties as assigned (e.g., attends seminars & conferences to stay abreast of trends; acts as a public speaker, trainer or facilitator; conducts research & identifies emerging strategies to benchmark progress of programs.	Knowledge of 2, 3*, 4*, 5,6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14,15,16,17,18,19 *developed after employment

Position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.

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6/18/08

Michael P. Duco, Interim Deputy Director

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