

**Franklin County Board of Commissioners
Classification Specification & Job Description**

CLASSIFICATION TITLE: Employee Development Administrator	CLASS NUMBER: 60014	FLSA: Exempt
AGENCY/DIVISION: Child Support Enforcement Agency	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non Bargaining	PAY GRADE: N17	POSITION CONTROL #: 086100
POSITION LOCATION: 80 E. Fulton Street, Columbus, Ohio 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Support Manager (086000)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Training Officer (086101), (086102) Support Officer Supervisor (086110) Support Officer 2 (086111)		

CLASSIFICATION PURPOSE:

The primary purpose of the Employee Development Administrator classification is to direct and manage agency training programs in the areas of supervisory training, organizational development, and staff development; and to direct the provision of related services.

JOB DUTIES:

Supervise training staff and Employee Development Unit Supervisor. Oversee and develop all training for the FCCSEA. Collaborate with the Performance Compliance Officer to develop and monitor performance expectations and staff accountability. Implement the learning management function of OnBase. Develop specialized training when requested. Assist Lead and II staff who are providing in-unit training to new hires. Create remedial training for all staff to ensure consistent skill levels and messaging. Instruct training classes and workshops. Establish program goals and objectives and coordinate the delivery of training program services. Evaluate training classes and training methods. Ensure application of effective instructional design and development of adult learning principles. Champion the Human Resources and Culture Strategic Planning Committee. Provide leadership for team and in implementation of projects. Research and respond to complaints regarding staff and training related issues.

Work with Strategic Planning Committees to identify and implement employee development efforts and staff retention strategies. Assist in developing the Leadership Development and Mentoring program. Seek intergovernmental/cooperative training opportunities for employees.

Prepare and maintain training correspondence, records, reports, and files. Direct contract negotiations with outside training vendors. Assess outside training vendor’s performance. Attend workshops, seminars, professional meetings, and reviews books and publications to learn instructional design, technology, and supervision/ management of instructional projects. Serve on special training committees. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; human resources development; supervision; public relations; agency policy and procedures. Skill in equipment operation. Ability to deal with many variables and determine specific action; maintain accurate records; prepare meaningful, concise and accurate records; use proper research methods in gathering data; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in Psychology, Education, Social Work, Human Resource Management, or related field with three (3) years of public speaking, training, or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to manage, assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to

recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date