



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: TRAINING SPECIALIST-ACADEMY

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0265

PAY RANGE CODE: 12.2 MC REVISION DATE: 10/27/16

NATURE OF WORK:

This is administrative work in the Omaha Police Department which involves a variety of specialized and responsible work in the administration, processing, and coordination of a comprehensive police training program. This is achieved through planning and managing of various activities and assignments, including the maintenance of training files and proofs of Commission on Accreditation for Law Enforcement (CALEA) and Nebraska Law Enforcement Training Center (NLETC) compliance. Performs a variety of complex and clerical administrative work. In addition, this position is responsible for coordination and maintenance of department training programs files. Works in partnership with other employees, departments/divisions and agencies in assisting and delivering services. An incumbent in this position exercises considerable independence in the performance of duties and receives general guidance from a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Researches state and national standards to develop new lesson plans and update current lesson plans for classroom instruction.

Plans, conducts, and evaluates existing training programs and develops new programs to meet the training needs of the Police Department and provide development for employees.

Meets routinely with division management and supervisory staff to assess training needs; solicits input for training program development; determines and makes recommendations on implementation of courses and/or curriculum.

Coordinates all training certifications, assessments, and training records in support of state and CALEA standards.

Researches and reviews mandated training requirements, ensuring compliance with NLETC, CALEA, and other legislation or regulations.

Develops outlines, curriculum, lesson plans, presentations, and other supporting and instructional material; schedules training or workshop sessions and programs.

Confers with training staff to ensure technical accuracy of training materials and practices.

Assists training instructors with location, course material(s), tests, and other training needs.

Assists department subject matter experts in the development of courses, outlines, and presentation materials.

Assists with development and presentation of department in-service training.

Identifies training needs and arranges training, including venue(s), schedule(s), and presenter(s).

Identifies, researches, and recommends appropriate training equipment and technology.

Instructs department trainers in application of adult learning theories and presentation techniques.

Researches and writes department training bulletins.

Conducts test review sessions and administers examinations.

Surveys other city police departments to learn of new topics and techniques to incorporate into the teaching process.

Researches and advises command staff on training trends and potential training liabilities.

Constructs and administer tests (both knowledge and skill based).

Uses individual and group interview and survey instruments to conduct needs analysis.

Gathers information to identify training needs, performance, and training gaps.

Implements tools to evaluate effectiveness of training programs.

Assists with the upkeep and maintenance of classroom needs and equipment.

Maintains training record database, including courses, hours, attendance, and completion. Ensures all files are maintained in a confidential manner and in compliance with city policies and procedures.

Develops and maintains department training calendars.

Oversees the cataloging and maintenance of all reference library materials.

Assists with the coordination of the Field Training Program including maintaining records, reviewing, and making suggestions for improvement.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the functions and services provided by bureaus and units within the Police Department, other city departments, and community agencies.

Knowledge of the content of the American Constitution and all laws as they apply to the rights of individuals, rules of evidence, warrants, search and seizures, and all court processes and procedures.

Knowledge of the English language, grammar, usage, punctuation, and sentence structure.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to learn basic police operations, fundamentals of learning, lesson plan preparation, training techniques, and methods of presentation.

Ability to learn and apply knowledge of law enforcement accreditation standards, including management philosophies and operations, and related familiarity with state, federal, and other local agencies and organizations.

Ability to be flexible, innovative, and to work independently.

Ability to adapt to multiple demands or changing priorities, accommodate emergencies, and be responsive to direction.

Ability to accept and apply changes and new approaches.

Ability to handle distractions and maintain quality of work.

Ability to communicate effectively verbally and in writing; prepare and present educational materials to individuals and/or groups.

Ability to travel periodically for conferences.

Ability to understand written or oral instructions.

Ability to maintain confidentiality.

Ability to learn and comprehend the classroom subject material.

Ability to prepare lesson plans.

Ability to learn to conduct training classes for Police Department sworn and civilian personnel as well as members of the public according to State of Nebraska certification requirements.

Ability to administer programs of instruction within given time periods.

Ability to motivate class participants and encourage good study habits.

Ability to conduct test review sessions and administer examinations.

Ability to be objective at all times.

Ability to speak to large groups of people ranging from school age to adult on particular issues and topics.

Ability to maintain effective working relationships and communicate with Police Department personnel, other law enforcement personnel, the media, and the public.

Ability to communicate effectively, orally and in writing.

Ability and willingness to work independently without supervision.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit or walk from 76 to 100% of the time; to reach, bend, stoop, squat, kneel, stand, walk, or push from 51 to 75% of the time; to lift, type, or drive from 26 to 50% of the time; and to balance, push, or pull up to 25% of the time.

Ability to use up to one hundred (100) pounds of force occasionally; up to fifty (50) pounds of force frequently; and up to twenty (20) pounds of force constantly to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Two (2) years of experience in a teaching capacity

OR

An equivalent combination of education and experience.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in a classroom setting. However, at times an incumbent in this position will relocate the teaching area to an on-site location outdoors subject to all weather conditions.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Calculator
Copier
Typewriter
Facsimile Machine
Telephone
Printer

Video Cassette Recorder and Player
Overhead Projector
Radio Simulator
Firearms
Police Cruiser
Mats, Pads, and Foam Batons

Previous Revision Date(s): 1/4/00