



DUTY STATEMENT

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| DATE APPOINTED TO CLASS | | DATE OF LAST POSITION REVIEW 7/29/09-1/26/2016 | |
| DIVISION Field Services | | POSITION NUMBER (Agency - Unit - Class - Serial) 421-022-8527-001 | |
| BUREAU/UNIT Training Delivery & Compliance | | CLASS TITLE Law Enforcement Consultant I | CBID E59 |
| INCUMBENT | | WORKING TITLE Regional Law Enforcement Consultant | |
| BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS This position reports directly to the Bureau Chief. The Law Enforcement Consultant series specification are used to consult and advise law enforcement agencies and institutions of higher learning on the establishment and implementation of productive police education and training programs, and to give general consultation to law enforcement agencies in the various phases of their operations and to make recommendations to them regarding more successful means of law enforcement. | | | |
| % of time performing duties Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary) | | | |
| 45% | ESSENTIAL FUNCTIONS Under the supervision of the Bureau Chief, plan off-site workshops in his/her region to address various pertinent issues, organize training manager organizations and various training events, directs trainers and agencies in ways to better meet training needs and legal mandates; administer state-wide training program implementation; resolve conflicts within law enforcement agencies and between POST and the field; enforce California law and POST regulations; research complex legal, administrative, and technological issues; investigate allegations of misconduct and/or violations of State and POST rules; inspect agency peace officer and dispatcher selection practices; audit agency peace officer and dispatcher training; monitor agency status and progress in maintaining compliance with selection and training requirements; interact with personnel departments, risk managers and municipal/county attorneys regarding compliance issues; speak before numerous groups and organizations on a variety of complex topics; consult with agencies, training organizations, and institutes of higher learning regarding a wide variety of legal, administrative, and training subjects; manage a geographical region of the State along with a number of assigned projects; and represent POST at various functions, and provide liaison for over 100 law enforcement agencies, training organizations, and institutes of higher learning within his region. | | |
| 30% | Under the supervision of the Bureau Chief, facilitate training needs assessments of agencies; instruct, as a subject matter expert, in a number of training courses related to training management; review agency and organization training plans, audits training course presentations and related events; evaluate the quality of POST certified training courses, designs and updates curricula for various training topics to meet a local or statewide training need, develops plans and strategies for resolving complex implementation problems; negotiate training contracts for training courses and skill development simulators; create concepts and proposals for new and improved training programs or courses; conduct problem solving meetings; coordinate various course development efforts; exercise technical supervision over persons working with POST to develop and/or implement local or statewide training programs; schedule meetings (includes arranging for site contracts (hotels, audio-visual rentals), other duties as assigned to meet organizational needs; and coaches and mentors agency training managers regarding duties. | | |

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| 15% | Attend bureau meetings, meetings with other consultants, and bureau chiefs; coordinate and network with other consultants; attend training to be updated on new management programs/principles, contemporary instructional design/development, law enforcement trends, new software applications, etc.; and make recommendations to modify POST policy and regulations. |
| 10% | <p>NON-ESSENTIAL FUNCTIONS</p> <p>Under the supervision on the Bureau Chief, assist Basic Course presenters, client agencies and the public with issues that may arise related to Basic Course Learning Objectives, Basic Course regulations, Reserve Program, Field Training Officer Program, Basic Course Waiver Process; Basic Course Requalification; Basic Course and Advanced Certificates; Team Building Workshops, Training Manager Development, and Basic Course Certification Reviews, etc.</p> |

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work should cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours.

Off site setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the consultant to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
|---------------------------|------------------------|------|

EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

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| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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| HUMAN RESOURCES ANALYST'S NAME (Print) | HUMAN RESOURCES ANALYST'S SIGNATURE | DATE |
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