

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Public Service Programs Officer			<i>Approval Date:</i> May 14, 2007
<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0570	<i>Approved by:</i> College President

GENERAL DESCRIPTION

Manages and oversees the operation and administration of the programs of the Criminal Justice Institute/Police and Corrections Academy to include Driver Improvement, Security Guard, and Division of Licensing & Certification Programs. Serves as liaison to law enforcement, correctional, and other public safety agencies in the region. Assesses, develops and implements training programs for public safety agencies for training needs. May prepare grant proposals.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Manages program operation for compliance with the policies and procedures established by the College Board of Trustees, Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC), State Division.	20%
2.*	Prepares and monitors budgets for assigned programs including equipment and supply purchases, contracts for service, accounts payable, reports on progress of income and FTE.	10%
3.*	Manages personnel activities to include recruitment and selection of qualified part-time instructors, preparation of employment documents, ensuring instructor certification, payroll, and evaluating full-time employees.	10%
4.*	Supervises activities of assigned professional/managerial and classified staff, and part-time instructors.	15%
5.	Assesses training needs of public safety agencies within the region.	5%
6.*	Plans, develops and implements proposals for new training programs, course modifications, and calculating student tuition fees.	10%
7.	Serves as a liaison to law enforcement, correctional and juvenile justice agencies operating in the criminal justice field.	10%
8.	Plans, procures, and maintains adequate facilities, supplies, and equipment needed for the delivery of various training programs.	15%
9.	Addresses and resolves instructor and student problems and complaints.	5%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	7 to 10 years of prior work experience required.	
<i>Planning Scope:</i>	Scope of planning is campus.	
<i>Planning Level:</i>	Plans events that are expected to occur from one to four weeks in the future or on a monthly basis.	
<i>Impact on Budgets:</i>	Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory.	
<i>Impact of Decisions:</i>	Has major responsibility for making decisions and final recommendations, which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic positions duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Requires regular contacts with external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult person relationships.	
<i>Level of Supervisory Responsibility:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results of those departments.	
<i>Nature of Work Supervised:</i>	Nature of work supervised requires training and experience, a thorough knowledge of department and divisional activities, and an understanding of an appreciation for work conducted in other departments of school/centers of HCC.	
<i>Job-Related Knowledge:</i>	Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library or computer room and may involve intermittent sitting, standing, and stooping.	