# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

| Class Title: Public Safety Training Officer | Approval Date: October 17, 2011 |
| Level: G | FLSA Status: Exempt | Class Code: E0755 |
| Approved by: College President |

### GENERAL DESCRIPTION

Supervises, conducts and evaluates training of Public Safety Officers employed by the College. Provides initial training followed by a program of continuing education for public safety officers.

### KEY RESPONSIBILITIES % OF TIME

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<tr>
<th>#</th>
<th>Responsibility</th>
<th>% of Time</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Oversees the Department of Public Safety Training Program.</td>
<td>20%</td>
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<td>2.</td>
<td>Schedules training for public safety personnel.</td>
<td>10%</td>
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<td>3.</td>
<td>Conducts appropriate training classes and field exercises. Prepares monthly training and activity status reports.</td>
<td>20%</td>
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<td>4.</td>
<td>Writes lesson plans. Recommends departmental training goals to Chief.</td>
<td>10%</td>
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<tr>
<td>5.</td>
<td>Presents lesson plans in a classroom setting.</td>
<td>10%</td>
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<td>6.</td>
<td>Analyzes training program effectiveness.</td>
<td>10%</td>
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<td>7.</td>
<td>Evaluates officers’ classroom and field performance and may perform employee performance reviews.</td>
<td>10%</td>
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<td>8.</td>
<td>Coordinates multi-agency training opportunities.</td>
<td>10%</td>
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<td>9.</td>
<td>Performs other similar and related duties as required.</td>
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* Indicates an "essential" job function.
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**KEY JOB REQUIREMENTS**

**Formal Education:**  
Associates Degree or Bachelors Degree required, depending on years of experience.

**Work Experience:**  
10 years with Associates; 5 years with Bachelors.

**Planning Scope:**  
Four to Twelve Months: Plan events that will occur during the year and have some effect on the department's annual expenditures and/or revenues.

**Planning Level:**  
The primary scope of planning activities in this position affects the department or equivalent.

**Impact on Budgets:**  
Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.

**Impact on Grant Funds:**  
No impact on grant funds.

**Impact on Revenue Generating:**  
No impact on revenues.

**Impact of Decisions:**  
Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of the campus.

**Complexity:**  
Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.

**Decision Making:**  
Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.

**Problem Solving:**  
Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.

**Internal Contacts:**  
Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.

**External Contacts:**  
Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.

**Nature of Work Supervised:**  
Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.

**Job-Related Knowledge:**  
Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.

**Innovation/Creativity:**  
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.

**Working Conditions/Physical Effort:**  
Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.