



TRAINING AND DEVELOPMENT JOB FAMILY

CAREER PATH

Staff Development Trainer

This is a professional training and development position accountable for the delivery of pre-designed or customized instructional programs and courses, administering assessments, and providing coaching. Employees are responsible for delivery of predesigned direct care orientation and in-service training programs, as well as for training personnel in areas such as onboarding, computer usage, professional development, supervisory and managerial skills, human resources, e-learning, and continuous improvement. Employees are responsible for assisting with designing and creating instructional materials and evaluation instruments which measure the effectiveness of training, achievement of instructional objectives, and knowledge transfer.

Knowledge, Skills, and Abilities

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of training, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.



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Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Requirements that may apply and are dependent on assigned areas of responsibility:

- ❖ Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 22

FLSA Status: Non-Exempt



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Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --