



## **PUBLIC SAFETY TRAINING SPECIALIST 1**

**1347**

### **GENERAL DESCRIPTION OF CLASS**

The PUBLIC SAFETY TRAINING SPECIALIST 1 delivers pre-designed Department of Public Safety Standards and Training (DPSST) instructional programs and courses. Employees train public safety personnel in areas such as corrections, fire fighting, emergency medical dispatch and telecommunications 9-1-1, parole and probation, police and enforcement, law and legal issues related to legal sufficiency and court cases, and hazardous materials response. Employees assist with designing and creating instructional materials and evaluation instruments. These instruments measure the effectiveness of training and the achievement of instructional objectives.

### **DISTINGUISHING FEATURES**

This is the first level of a two-level series. Employees in this class are subject matter experts who work independently to deliver pre-designed public safety training programs. Employees are responsible for classroom safety and control and to give constructive feedback to students.

The lack of responsibility for developing training program curriculum, evaluating the cost effectiveness of training, coordinating training schedules and leading other instructors distinguish this class from the higher level of Public Safety Training Specialist 2.

### **DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

#### **1. Instructional Planning and Delivery**

Assist in developing instructional training objectives based on subject matter expertise by researching information, and evaluating curriculum for currency and trends. Assist in the design of training materials, handouts, lesson plans and audiovisual presentation materials by giving technical advice based on subject knowledge expertise. Adapt pre-designed training to meet instructional objectives. Design and create comprehensive training delivery methods considering the context of the public safety group and the training curriculum. Improve instructional materials, lesson plans, handouts, or demonstrations. Deliver pre-designed training. Coach and give constructive comments and advice to students on skill performance

#### **2. Training Evaluation**

Evaluate and counsel training session participants regarding their achievement of learning objectives. Evaluate curriculum for improvements based on current state public safety practices, legal issues and court decisions to determine whether there is a need for new or revised training. Based on evaluation, improve training materials or delivery methods. Provide written and verbal feedback to training coordinators and curriculum designers based on student evaluations and achievement of learning objectives.

**RELATIONSHIPS WITH OTHERS**

The Public Safety Training Specialist 1 has regular in person contact with all levels of public safety employees and officials. These contacts are to give training, discuss training evaluations, discuss student performance; and gather data regarding public safety practices, legal issues and court decisions in order to prepare, present or deliver training.

**SUPERVISION RECEIVED**

The Public Safety Training Specialist 1 works under general supervision. The employee clarifies expected results, reports progress, confirms interpretation of regulations and policies, or seeks guidance in complicated or unclearly defined areas with the supervisor. Work review is by observation for quality and conformance with program curriculum, statutes and guidelines.

**GENERAL INFORMATION**

Due to the nature of the training environment, employees in this classification may be required to instruct with minimal advance notice. Classes may be scheduled at any time throughout the day or evening including weekends. Some classes may be held off site and in different locations throughout the state.

**KNOWLEDGE AND SKILLS (KS)****Extensive knowledge of:**

A subject area related to the instructional assignment taught by DPSST.
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**General knowledge of:**

Group dynamics and group processes.
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Problem-solving methods and techniques.
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Instructional methods and training techniques.
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**Basic knowledge of:**

Intervention, change management and facilitation strategies.
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Audio-visual techniques and their use in training applications.
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Principles and practices of adult learning.
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Current training and development trends and resources.
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**Skill to:**

Deliver presentations to multi-level audiences.
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Use logic and analysis to identify the strengths and weaknesses of different approaches.
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Use group processes such as facilitative learning, role playing, scenario exercises to achieve learning objectives.
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Use a variety of research techniques to design instructional materials.
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Evaluate the effectiveness of training techniques.
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Establish and maintain harmonious working relationships with all levels of participants, including nonreceptive and disruptive people.
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Model appropriate behaviors to students.
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Motivate, develop and coach others.
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Communicate information and ideas clearly, verbally and in writing based on the needs of the audience.
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**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/03

Revised

STATE OF OREGON  
 Dept. of Administrative Services  
 Human Resource Services Division