



PUBLIC SAFETY TRAINING SPECIALIST 2

1348

GENERAL DESCRIPTION OF CLASS

The PUBLIC SAFETY TRAINING SPECIALIST 2 develops, coordinates, and delivers Department of Public Safety Standards and Training (DPSST) instructional programs for public safety personnel in such subject areas as corrections, fire fighting and suppression, emergency medical dispatch and telecommunications 9-1-1, parole and probation, law and legal issues related to legal sufficiency and court cases, police enforcement, and hazardous materials response.

Employees develop training programs, administer certification requirements, assess the availability of training resources and evaluate cost effectiveness of training. The Public Safety Training Specialist 2 leads the work of the Public Safety Training Specialist 1 by planning, assigning, and approving the work of contract and part-time instructors. Some positions coordinate, develop and validate examinations that measure student performance or measure the achievement of training objectives.

DISTINGUISHING FEATURES

This is the second level of a two level classification series. Employees at this level coordinate training schedules and act as a lead worker to Public Safety Training Specialist 1 employees.

The responsibility for assessing training needs, developing training programs, evaluating cost effectiveness of training, and coordination of training schedules and leading the work of other instructors distinguish this class from the lower level.

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. Consulting and Assessment

Collaborate with federal, state and local officials, and professional interest groups to identify and assess agency, region or state training needs, and to develop and implement training plans. This includes the development of curriculum, monitoring training needs, and updating training plans. Evaluate occupational practices and regulations, emerging state and national trends to prepare, expand or alter training programs.

Create and develop testing components and procedures. Research testing issues; recommend, create and implement testing validation methods. Assess the effective and equitable use of current and proposed testing measurements using inferential statistics related to performance assessment. Write and review testing items. Gather and analyze information on test items from instructors, students and focus groups. Evaluate results of validation studies; decide if test items are acceptable based on evaluation. Recommend and create changes to existing or new test items.

Consult with public safety management about individual, unit, or organizational problems and help identify training-related solutions. Consult with public safety administrators, managers and supervisors to help identify non-training related technical problems.

2. Training Development and Evaluation

Give advice about training design, methods and techniques to public safety trainers, managers, and supervisors. Deliver train-the-trainer courses. Prepare and deliver all levels of training to public safety personnel.

Develop training evaluation methods and criteria. Advise public safety management on how to develop tools that evaluate the effectiveness of training. Evaluate training given by outside contractors. Report on effectiveness of training. Give legal updates relating to training. Testify in court as an expert witness.

Coordinate planning, program development, and delivery of public safety technical training. Assess availability and cost effectiveness of training resources. Help market training courses and coordinate course scheduling. Find training providers; negotiate and monitor training contracts.

3. Leadership

Orient new staff to the work process and policies and procedures of the agency. Plan, assign, and review the work of part-time instructors. Adjust work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads. Participate in the interview and selection process to hire part-time instructors. Provide informal performance feedback and resolve issues between part-time instructors and students. Set standards and expectations for student conduct and performance. Counsel, motivate, coach and act as a positive role model for students and instructors. Investigate student conduct issues and recommend corrective action. Develop or help develop, interpret, and monitor public safety training standards, policies and manuals.

RELATIONSHIPS WITH OTHERS

The Public Safety Training Specialist 2 has regular in person, telephone, or written contact with all levels of public safety employees. These contacts are to assess training needs and availability, give advice or technical assistance, provide training, discuss training evaluations, formulate training policies, provide informal performance assessment of part-time instructors and discuss student performance. The employee occasionally meets in person or by telephone with outside trainers to discuss curriculum, negotiate contracts, and evaluate results of contracted training.

SUPERVISION RECEIVED

The Public Safety Training Specialist 2 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 as needed with the supervisor. Agency and program-related statutes, rules, regulations, and interpretations guide decision-making. Work is reviewed by observation and through weekly staff meetings for quality and conformance with statutes and guidelines.

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

A subject area related to the instructional assignment taught by DPSST.

General knowledge of:

Intervention, change management and facilitation strategies.
Principals, strategies and techniques to bring about organizational change.
Testing and evaluation procedures.
Adult learning theory, methodologies, and teaching techniques.
Group dynamics and group processes.
Problem-solving methods and techniques.
Audio-visual methods and their use in training applications.
Current training and development trends and resources.
Principals and practices of curriculum design, group and individual learning techniques.

Basic knowledge of:

Principals and practices of management and public administration.
Principals and practices of supervision and coaching.

Skill to:

Deliver and administer training courses to a variety of audiences with differing levels of experience and knowledge.
Design training course objectives, lesson plans, course materials and curriculum.
Assess individual or program development needs, establish objectives and identify strategies and actions to achieve those objectives.
Operate a desktop computer and software applications to create documents, reports and visual instructional materials.
Evaluate and monitor effectiveness of training techniques and methods.
Evaluate problems in student performance and identify morale issues within a group.
Use group processes such as facilitative learning, role-play, scenario exercises, presentations, and team or leadership development techniques to achieve learning objectives.
Lead and organize meetings.
Collect and analyze training-related data.
Establish and maintain harmonious working relationships with all levels of agency employees including non-receptive and disruptive trainees.
Use audio-visual and other training equipment.
Model appropriate behavior to students.
Design and create audiovisual support materials.
Communicate information and ideas clearly, verbally and in writing suitable to the needs of the audience.
Motivate, coach, develop and direct people.
Lead other workers by planning, assigning, reviewing and evaluating their work assignments.

Some positions may require the following:

General knowledge of test development and validation principals and methodologies.
Skill to develop and validate test items.

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