

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> Certification Officer	<u>SERIES NO.:</u> 6472	
	<u>MAJOR AGENCIES:</u> Attorney General only	<u>EFFECT. DATE:</u> 01/01/1980	<u>NEW EFF. DATE:</u> 06/19/1992

SERIES PURPOSE:

The purpose of the certification officer occupation is to coordinate certification of peace officer academies & private security training schools & monitor schools to ensure regulatory compliance.

Note: This classification is reserved for use by Office of Attorney General only.

CLASS TITLE:
Certification Officer

CLASS NUMBER:
64721

EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
06/19/1992

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of certification standards in order to coordinate certification of peace officer academies & private security training schools.

CLASS TITLE: Certification Officer	CLASS NO.: 64721	BARG. UNITS: 046
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EFFECTIVE DATE:

01/01/1980

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06/19/1992

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Coordinates certification of peace officer academies & private security training schools, opens all sponsored Ohio Peace Officer Training Council & private security training schools (e.g., receives applications & reviews to ensure all information is contained therein, ensures that required topics, certification of staff, timely submission and all necessary information is provided, assigns school number & logs application data), closes all sponsored Ohio Peace Officer Training Council & private security training schools (e.g., reviews final records packets as submitted to include verifying required topics & hours, ensures certification of instructors).

Monitors progress of schools to ensure regulatory compliance (e.g., reviews field agent reports, ensures eligibility of enrollee/students, conducts investigations on schools, provides technical advice & assistance to field agents & provides technical assistance to school staff, instructors & students, implements & monitors policies & procedures regarding certification & writes policy manual for certification of schools).

Presents training programs (e.g., firearms & weapons courses, management & supervision, acts as role-player in scenario training, participates in production of audio-visual training aids).

Researches training & certification standards in other states; gathers data & conducts statistical analysis on peace officer training courses; prepares, reviews & categorizes records for storage.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice, public administration or related field; certification standards, rules & regulations pertaining to peace officer academies & private security training schools*; training techniques; public relations. Skill in operation, maintenance & safety of firearms*. Ability to use research methods in gathering data; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in criminal justice or public administration or related field; 6 mos. trg. or 6 mos. exp. in training techniques; 6 mos. trg. or 6 mos. exp. in public relations.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to gunsmoke & concussion of live rounds being fired on firing range.