

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Advanced Training Coordinator	<u>SERIES NUMBER</u> 6364AG
	<u>MAJOR AGENCIES</u> Attorney General Only	<u>EFFECTIVE</u> 6/7/2020

SERIES PURPOSE
The purpose of the Advanced Training Coordinator occupation is to identify, vet, coordinate guest instructors & programs to facilitate in person & online training courses in order to promote OPOTA course offerings & assist guest instructors as necessary.

<u>JOB TITLE</u> Advanced Training Coordinator	<u>JOB CODE</u> 63641AG	<u>PAY GRADE</u> 32	<u>EFFECTIVE</u> 6/7/2020
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CLASS CONCEPT

This full performance class works under direction & requires thorough knowledge of criminal justice, Ohio Peace Officer Training Council (OPOTC) standards, Ohio Peace Officer Training Academy (OPOTA) rules & procedures, state & federal laws applicable to area of responsibility & training & development techniques in order to develop, analyze, recommend & evaluate law enforcement instructors & advanced training programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Advanced Training Coordinator	63641AG	46	6/7/2020	32

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.)

- Identify, vet, and coordinate guest instructors & programs to facilitate in person & online training courses:
- Contacts qualified guest instructors, schedules courses, review proposed course materials, ensures training courses are current & in compliance with applicable codes & standards approved by the Executive Director, negotiates salaries & schedules with guest instructors, promotes OPOTA course offerings, & assist guest instructors as necessary.
- Utilizes student feedback, surveys, & other tools to evaluate guest instructors, course content, subject matter, & delivery to ensure trainings meet the standards set forth by the Executive Director.
- Work with internal staff, customer agencies, stakeholders, & other designated organizations to identify the current training needs of law enforcement & make recommendations to the Executive Director as to subject matter & courses that should be offered at the Ohio Peace Officer Training Academy (OPOTA).
- Assists internal AGO subject matter experts, guest instructors, & instructional design specialist to develop in person & online training content, statutorily mandated course materials & trainings, or on topics as directed; fills in as needed during unforeseen or preplanned absences of an advanced training instructor or guest instructor.

Acts as agency representative:

- Provides advice regarding equipment, training needs, or civil litigation.
- Serves on various committees as OPOTA/C representative as assigned by the Executive Director.
- Acts as representative of OPOTA/C at conventions, trainings, & seminars when attending in official capacity.
- Conducts tours of training academy.
- Maintains training files, records of professional development, and training activities.
- Maintains & report trainings & programs conducted by guest instructors.
- Orders supplies & equipment necessary for classes & programs taught by guest instructors & advanced training coordinators.
- Answers questions & responds to correspondences regarding trainings & programs.
- Serve as a guest instructor or lecturer for other agencies, or other sections of the OAG.

MAJOR WORKER CHARACTERISTICS

Knowledge of: Ohio Peace Officers Training Academy/Commission (OPOTA/C) standards*, rules & procedure*; state & federal laws applicable to law enforcement training & operations; possesses broad range of subject matter expertise on matters relating to current law enforcement practices, trainings, & techniques; strong interpersonal skills; public speaking or effective communication techniques both in person & online. Skill in: use of personal computer; Microsoft Office software; operation of audio-visual equipment, equipment in area of responsibility (e.g., firearms/weapons; photography; motor vehicles). Ability to: work collaboratively with internal & external subject matter experts on a wide variety of topics; define problems, collect data, establish facts & draw conclusions; interact with individuals of various educational levels; demonstrate physical fitness as required. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Bachelor's degree in criminal justice, adult education, or comparable field; 5 years of fulltime experience in law enforcement; valid Ohio driver's license; & the ability to lawfully possess/use a firearm.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

N/A

UNUSUAL WORKING CONDITIONS

May be exposed to firearms, explosives, chemical agents, lead contamination, loud noises, heights & canine bites, smoke, adverse weather, or other adverse environmental conditions; may require strenuous physical activity & overnight travel.