### STATE OF OHIO (DAS)

<table>
<thead>
<tr>
<th>CLASSIFICATION SERIES</th>
<th>SERIES NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Officer</td>
<td>64721AG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR AGENCIES</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney General Only</td>
<td>1/6/2019</td>
</tr>
</tbody>
</table>

### SERIES PURPOSE
The purpose of the certification officer occupation is to coordinate certification of individuals who must complete an Ohio Peace Officer Training Commission (OPOTC) program & monitor the related approved training schools for regulatory compliance.

### JOB TITLE
Certification Officer

<table>
<thead>
<tr>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>64721AG</td>
<td>31</td>
<td>1/6/2019</td>
</tr>
</tbody>
</table>

### CLASS CONCEPT
The full performance level class works under direction & requires extensive knowledge of OPOTC approved training programs, certification standards, organizational rules & regulations, & Federal & State laws in order to coordinate certification of individuals who complete an Ohio Peace Officer Training Commission program & monitor the related approved training schools within Ohio.
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 process for training schools & programs approved by OPOTC:
- Receives & reviews applications to determine regulatory compliance.
- Ensures school & program is in compliance with OPOTC minimum standards, the Ohio Administrative Code (OAC), & the Ohio Revised Code (ORC) (e.g., required topics taught, commander & instructor certifications, timely submissions).
- Assigns school number & maintains application data.
- Monitors training programs to ensure compliance with Commission standards (e.g. verifies eligibility of individuals).
- Closes OPOTC approved programs (e.g., reviews final records submitted by schools & compliance officer reports, confirms topic & hour requirements, ratios, student attendance, instructor certifications).
- Authorizes issuance of OPOTC certification documents to OPOTC programs attendees, commanders & instructors.
- Conducts & prepares investigative reports (e.g., OPOTC schools & programs).
- Implements & monitors policies & procedures for OPOTC certifications.
- Evaluates OPOTC commander on an ongoing basis for compliance in all OPOTC policies & procedures.

Determines compliance of certifications (e.g., peace officer, OPOTC commander, OPOTC instructor):
- Verifies training standards for certification are met (e.g., reviews applications, determine eligibility).
- Conducts training determinations.
- Establishes breaks-in-service time.
- Consults with law enforcement agencies regarding OPOTC required documents.
- Analytical review of required agency reporting.
- Reviews & evaluates submitted training documents.
- Monitors & evaluates certification eligibility (e.g., de-certifiable offenses).
- Investigates non-compliance issues & completes investigative reports for administrative action.

Presents training courses:
- Assists in developing & conducting training courses.
- Acts as role player in scenario training.
- Assists in production of training aids.

Performs public relations and general administrative duties:
- Provides technical assistance of OPOTC rules & regulations, OAC, & ORC (e.g., correspondence, telephone inquiries).
- Writes & maintains policy documents (e.g., manuals, forms) for OPOTC approved training programs.
- Serves as a liaison with local, state, federal & other law enforcement agencies.
- Prepares investigative reports & memorandums.
- Testifies in court & assists in evidence gathering.
- Represents OPOTC at meetings & on various committees.
- Gathers data & conducts statistical analysis of relevant training programs.
- Researches training & certification standards in other states.
- Prepares, reviews, & categorizes records for storage.

MAJOR WORKER CHARACTERISTICS
Knowledge of criminal justice, public administration, or related field; *OPOTC certification standards; *rules & regulations pertaining to OPOTC approved training schools and programs; training techniques and equipment; safety practices associated with dynamic training environments. Skilled in public relations; computer usage, and proficient use of Microsoft Office and Adobe software. Ability to use research methods in gathering data; define problems, collect and organize data, establish facts, and draw valid conclusions; gather, collate, and classify information about data, people or things; prepare meaningful, concise, and accurate reports; *answer technical questions. Competent in public speaking.

(*) developed after employment
MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Completion of undergraduate core program in criminal justice, public administration, or related field; 2 years’ training, or experience in auditing, compliance techniques; 2 years’ training or experience in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT
Not applicable.

UNUSUAL WORKING CONDITIONS
Not applicable.