

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Certification Officer

SERIES NUMBER

64721AG

MAJOR AGENCIES

Attorney General Only

EFFECTIVE

1/6/2019

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

JOB CODE

64721AG

PAY GRADE

31

EFFECTIVE

1/6/2019

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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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.