

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

4-23-99 DIRECTOR OF POLICE TRAINING AND EDUCATION, 2383

Summary of Duties: The Director of Police Training and Education reviews, assesses and proposes improvements in the way the Police Department trains its personnel; plans, organizes, and evaluates training programs for the Police Department; works with Police Department management and staff on training and testing issues; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The Director of Police Training and Education is primarily concerned with providing technical advice, assistance and administration relative to the curricula, training, and testing of employees engaged in recruit, continuing education, and specialized training. The Director of Police Training and Education is distinguished from a Police Psychologist, a Personnel Research Analyst, and a Personnel Research Psychologist in that the Director of Police Training and Education is responsible for maintaining overall effectiveness, stability, and continuity of the Police Department academic training programs and assuring that police training activities comply with the requirements of the California Commission on Peace Officer Standards and Training (POST).

The Director of Police Training and Education reports directly to the Commanding Officer, Training Group, and has advisory responsibility in the maintenance of the necessary stability and continuity of the Police Department's academic training programs.

Example of Duties: The Director of Police Training and Education:

- Plans and develops police academic training curricula;
- Evaluates existing training programs for effectiveness and ensures compliance with POST standards;
- Identifies training problem areas Department-wide and recommends solutions;
- Develops, reviews, and recommends criteria for implementation of new recruit, continuing education, and specialized training programs, roll-call training programs, and other training activities;
- Assists as a subject matter expert in the selection and training of Department instructors;
- Advises and assists Police Department management on training-related contracts with outside organizations;

Example of duties (cont.):

- Maintains contact with professional associations and liaisons to keep the Department abreast of the latest developments in the training and education field;
- Serves as liaison to the Professional Advisory Committee;

- Researches methods to improve the instructional and learning processes and develops psychological principles and techniques applicable to education problems;
- Plans, organizes, and evaluates training programs;
- Develops and designs curriculum on supervisory principles;
- Formulates achievements, diagnostic, and predictive tests to aid teachers in training methods and contents of instructions;
- Recommends academic training policies and procedures;
- Participates in policy development for academic training;
- Responsible for the use and care of automated equipment utilized for the Training Management System;
- Responsible for the storage, security, and retrieval and control of confidential training documents and records;
- Makes frequent contact with Department staff, State and local government officials, subject matter experts, and the academic community;
- Advises individuals on personal and professional academic development issues;
- Reviews articles and manuscripts submitted for publication in various professional journals and makes recommendations to the Commanding Officer, Training Group;
- Advises management on problems related to police training programs and administration;
- Represents the Department on matters pertaining to training and curricula;
- Designs general methods for evaluating short term and field effectiveness of training and participates on various committees as deemed appropriate.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: The Director of Police Training and Education must have the following knowledges and abilities:

A good knowledge of:

- Principles, concepts and terminology of the behavioral sciences;
- Statistical methods and methodology and instructional principles;
- Problem-solving techniques, methods and procedures of planning and conducting empirical research;
- Effective safety principles and practices;
- Theories and methods of adult learning;
- Curriculum design and evaluation.

A working knowledge of:

- POST requirements as they apply to police training.

A general knowledge of:

- Principles and practices of police science and administration;
- Organization, responsibility, and function of the Police Department;
- City personnel rules, policies, and procedures.

The ability to:

- Write clear, concise, and persuasive reports involving the summary and analysis of information and the justification of controversial recommendations or findings;
- Deal tactfully and effectively with Department and City personnel and other agencies;

- Speak before groups and direct meetings for the purpose of providing information or persuading persons;
- Work independently and think creatively in directing and conducting research projects.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements:

1. Five years of full-time paid professional post-doctoral experience, with at least two of those years directing, teaching, evaluating courses, and developing curricula and academic programs; and
2. An earned doctorate degree in Psychology, Education, Educational Psychology, or in a closely related field from a recognized four-year college or university.

License: A valid California driver's license may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.