

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: POLICE TRAINING COORDINATOR (JOB CODE 648)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Police Lieutenant	Non-Exempt

CLASS SUMMARY

This is a single incumbent classification that works with staff to identify training needs and opportunities within the Police Department, including scheduling training activities and functions, ensuring compliance with all applicable Federal, State, and local laws and regulations, as well as department policies and procedures, and maintaining records related to the program. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn class that coordinates and implements the Police Department's training program for all sworn and non-sworn staff. This class is distinguished from other administrative support classes in that it performs complex technical duties that require advanced knowledge in the area of specialization of training program coordination. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility. Employees are expected to produce work products that are complete and thorough with limited supervision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Education equivalent to sixty (60) semester units or ninety (90) quarter units of academic level courses from an accredited college or university in public administration, business administration, criminology, police science, or a closely related field; and
- Two (2) years of progressively responsible administrative or technical experience in employee development and training, preferably within a public agency.

ACCEPTABLE SUBSTITUTION

None

LICENSES/CERTIFICATIONS

Possession of an appropriate, valid California Class C driver's license is required at the time of appointment and for the duration of employment.

DESIRABLE QUALIFICATIONS

- A Bachelor's degree from an accredited college or university in public administration, business administration, criminology, police science, or a closely related field is desirable.
- Experience in a municipal law enforcement agency is highly desirable.
- Completion of a California POST Training Coordinator Course or equivalent.

POLICE TRAINING COORDINATOR (648)

OTHER REQUIREMENTS

- Must be able to perform the essential functions of the job assignment.
- Ability to work various schedules, including day, evening, night, and weekend shifts.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent:

- Plans, oversees, coordinates, and implements the Police Department training program for all sworn and non-sworn staff in coordination with their supervisor
- Assists Police Department staff with individual training plans and makes recommendations for training; ensures that staff complies with Peace Officer Standards and Training (P.O.S.T.) Continued Professional Training requirements and/or specialized training; assists in identifying and resolving problems related to training issues
- Maintains detailed calendar of department training events, activities, and hosting events; arranges appointments, schedules, conferences, travel arrangements, and itineraries
- Assumes responsibility for the oversight and administration of the Police Department's annual training budget; forecasts, tracks, and controls expenditures related to the training program
- Tracks employee training hours and expenses; updates and maintains specialized database systems
- Notifies P.O.S.T. of all newly hired and terminated police officers and dispatchers, as well as any change-of-status events
- Tracks employee career development program and college units for sworn staff; advises employees of eligibility and compensation amounts
- Establishes and maintains a vast network of training and employee development resources including fostering close working relationships with community colleges
- Coordinates special projects, assignments, and activities as assigned
- Performs administrative duties required in the maintenance of the department's firing range including ensuring proper upkeep of the range, contract administration for use by outside agencies, and purchasing of supplies including gas masks, firearms, Tasers, and other related equipment
- Performs a wide variety of specialized technical and advanced administrative work, including ordering and maintaining supplies, verifying accuracy of information, researching discrepancies, and recording information
- Prepares and maintains accurate and complete records of the work performed; prepares clear and concise reports to monitor the success of training programs; creates related written materials
- Plans, organizes, assigns, supervises, and reviews the work of assigned non-sworn staff and volunteers
- Attends departmental, City, and external meetings as necessary to attain and convey information regarding the area of assignment including monthly training and grant meetings

POLICE TRAINING COORDINATOR (648)

- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; ensures compliance with applicable Federal, State, and local laws, rules, regulations, and ordinances
- Drive to and from various locations to evaluate, coordinate, prepare, and meet with other department personnel in preparation for training
- Performs other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices, and methods of administering and coordinating a comprehensive police training program
- Functions, principles, and practices of law enforcement agencies
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Supplies and equipment utilized at a firing range at a level sufficient to assume responsibility for making purchasing recommendations for the range
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures
- Business letter writing and basic report preparation techniques; effective communication techniques in public presentations
- Record keeping principles and procedures
- Basic mathematical principles
- Modern office practices, methods, and computer equipment and applications related to the work, including word-processing, spreadsheet, database, and graphic design programs
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service by effectively dealing with internal and external customers, vendors, and contractors
- Office safety practices, procedures, and standards

Ability to:

- Coordinate, direct, and implement a comprehensive training program suited to meet the needs of the community and Police Department
- Recommend and implement goals, objectives, and practices for providing an effective and efficient training program
- Learn the certification and licensure requirements for sworn and non-sworn staff
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of assigned staff
- Prepare written reports and correspondence
- Make sound, independent decisions within established policy and procedural guidelines
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Operate modern office equipment, including computer equipment and specialized software applications programs
- Communicate effectively, both orally and in writing

POLICE TRAINING COORDINATOR (648)

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general supervision from an assigned Police Lieutenant or other supervisory classification designated by the Chief of Police.

SUPERVISION EXERCISED

May provide technical and functional direction to clerical and lower-level staff as assigned.

CLASSIFICATION HISTORY

Rev. 09/2016; Rev. 02/2025