



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 05/29/24	
DIVISION		POSITION NUMBER (Agency - Unit - Class - Serial) 421-XXX-8528-XXX	
BUREAU/UNIT		CLASS TITLE Law Enforcement Consultant II	CBID E59
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Bureau Chief, the Law Enforcement Consultant consults and advises law enforcement agencies and institutions of higher learning on the establishment and implementation of productive police education and training programs. Incumbents provide general consultation to law enforcement agencies in the various phases of their operations and make recommendations to them regarding more successful means of law enforcement.			
% of time performing duties Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)			
ESSENTIAL FUNCTIONS			
30%	Assists in the development and management of contract development, including budgetary planning for assigned programs; provides management oversight of program delivery working in relation with training organizations, and institutes of higher learning; conducts course audits, and inventories equipment purchased by Commission on Peace Officer Standards and Training (POST) as needed; serves as a liaison between POST course presenters; anticipates changing needs, conducts fund analysis; prepares and presents Commission Agenda items; may fill in as Acting Bureau Chief in absence of Bureau Chief.		
20%	Facilitates training needs assessments of agencies, instructs, as a Subject Matter Expert (SME), in a number of training courses related to training management, reviews agency and organization training plans, audits training course presentations and related events, evaluates the quality of POST certified training courses, designs and updates curricula for various training topics to meet a local or statewide training need, develops plans and strategies for resolving complex implementation, creates concepts and proposals for new and improved training programs or courses, conducts problem-solving meetings, coordinates various course development efforts, organizes and facilitates various stakeholder meetings to develop content and/or implement efforts; schedules meetings (includes arranging for site contracts; hotels, audio-visual rentals), other duties as assigned to meet organizational needs; creation and management of contracts, oversees quality assessment of new and existing training, cultivate appropriate partnership, consults with course presenters and SMEs to ensure instructors are fully trained and course content is current; facilitates training updates as necessary to ensure compliance with applicable state laws and regulations while meeting the needs of law enforcement; serves as a SME resource to POST and to the field.		
15%	Provides oversight of programs/projects by identifying, cultivating, selecting and correspondence with SMEs; facilitating groups and meetings with SMEs to design curriculum, including drafting video content and preparing scripts; contributes to other various projects or programs assigned to a bureau on an ad hoc or regular basis.		

15%	Represents POST at various functions, and provides liaison for over 600 law enforcement agencies, training organizations, and institutes of higher learning; attends bureau meetings and meetings with other consultants and Bureau Chiefs; coaches and mentors Bureau staff. Will participate, as assigned and at the discretion of POST management, in at least one of the following short-term assignments with an outside bureau: Basic Course Certification Review (BCCR) with the Basic Training Bureau; medium or large agency compliance audit with the Training Delivery & Compliance Bureau; or a management study or special project with the Management Counseling and Projects Bureau. The participation should be conducted at least once annually.
5%	Reviews expanded course outlines, hourly distributions and program packages for the certification and modification of POST approved courses to ensure compliance with mandate requirements. Assists other POST bureaus with their programs and projects; and attends POST sponsored training, meetings, and conferences.
5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>Performs general internal activities in support of the bureau and POST's programs; and performs assignments related to the POST Strategic Plan and other assigned projects.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work should cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours. Alternative work schedule may be available, such as the 9/8/80. This position is located in West Sacramento.

Off site setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment in managing his/her time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the consultant to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. Job duties may require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (e.g., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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DUTY STATEMENT

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DIVISION		POSITION NUMBER (Agency - Unit - Class - Serial) 421-XXX-8527-XXX	
BUREAU/UNIT		CLASS TITLE Law Enforcement Consultant I	CBID E48
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Bureau Chief, the Law Enforcement Consultant (LEC) I is assigned to specific projects associated with the Commission on Peace Officer Standards and Training's (POST) strategic goals, given the less difficult consulting assignments within the Commission, and/or works closely with the Bureau Chief and/or LEC II's on difficult complex assignments. The LEC I is the entry and journeyman level in the series.			
% of time performing duties Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)			
ESSENTIAL FUNCTIONS			
25%	At the direction of the Bureau Chief, facilitates training needs assessments of agencies, instructs, as a Subject Matter Expert (SME), in a number of training courses related to training management, reviews agency and organization training plans, audits training course presentations and related events, evaluates the quality of Commission on Peace Officer Standards and Training (POST) certified training courses, designs and updates curricula for various training topics to meet a local or statewide training need, develops plans and strategies for resolving complex implementation, creates concepts and proposals for new and improved training programs or courses, conducts problem-solving meetings, coordinates various course development efforts, exercises technical supervision over persons working with POST to develop and/or implement efforts, exercises technical programs; schedules meetings (includes arranging for site contracts; hotels, audio-visual rentals), other duties as assigned to meet organizational needs; creation and management of contracts, oversees quality assessment of new and existing training, cultivate appropriate partnership, consults with course presenters and SMEs to ensure instructors are fully trained and course content is current; facilitates training updates as necessary to ensure compliance with applicable state laws and regulations while meeting the needs of law enforcement; serves as a SME resource to POST and to the field.		
25%	In collaboration with the Bureau Chief/LEC II, provides oversight of programs/projects by identifying, cultivating, selecting and correspondence with SMEs; facilitating groups and meetings with SMEs to design curriculum, including drafting video content and preparing scripts; contributes to other various projects or programs assigned to a bureau on an ad hoc or regular basis.		
25%	Represents POST at various functions, and provides liaison for over 600 law enforcement agencies, training organizations, and institutes of higher learning; attends bureau meetings and meetings with other consultants and Bureau Chiefs; coaches and mentors Bureau staff. Will participate, as assigned and at the discretion of POST management, in at least one of the following short-term assignments with an outside bureau: Basic Course Certification Review (BCCR) with the Basic Training Bureau; medium or large agency compliance audit		

20%	<p>with the Training Delivery & Compliance Bureau; or a management study or special project with the Management Counseling and Projects Bureau. The participation should be conducted at least once annually.</p> <p>Reviews expanded course outlines, hourly distributions and program packages for the certification and modification of POST approved courses to ensure compliance with mandate requirements. Assists other POST bureaus with their programs and projects; and attends POST sponsored training, meetings, and conferences.</p>
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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