



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 10/28/24	
DIVISION Standards and Development		POSITION NUMBER (Agency - Unit - Class - Serial) 421-022-8529-001	
BUREAU/UNIT Training Delivery and Compliance		CLASS TITLE Senior Law Enforcement Consultant	CBID M07
INCUMBENT		WORKING TITLE Bureau Chief	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Assistant Executive Director of the Standards and Development Division, the incumbent plans, organizes, and directs the operations of the bureau. The Training Delivery and Compliance bureau provides consultative services in law enforcement training and education program development, operation and management of law enforcement programs, and inspection services of law enforcement selection and training programs to ensure compliance with State laws and regulations or other program requirements. Incumbent may also be assigned responsibilities of coordinating and directing the work of a major special project assigned to the Commission.			
% 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. <i>(Use additional sheet if necessary)</i>	
ESSENTIAL FUNCTIONS			
35%	Supervises and provides direction to bureau staff for statewide delivery of POST-certified law enforcement training and delegates assignments of programs, projects, and other bureau activities; assesses priorities and adjusts assignments to meet needs and demands; meets with staff to determine work progress, problems, and alternatives for achieving objectives; provides direction to staff to guide completion of project assignments; mentors employees, completes employee evaluations, and provides assistance with employee training plans.		
30%	Manages the administrative functions associated with personnel management; plans and directs the work of others related to providing consultative services in law enforcement programs, and inspection services of law enforcement selection, training and education programs for compliance with State laws and Commission regulations; reviews and approves training courses; develops items for hearing at Commission, Finance, and Advisory Committees meetings, attends meetings and training programs to evaluate, assess quality control, and ensures compliance with course certification requirements.		
20%	Represents POST as a liaison with sheriffs, police chiefs, and professional and labor associations; coordinates bureau activities with other POST bureaus to ensure consistency in delivery of selection and training services; supervises work to accomplish objectives in the POST Strategic Plan.		
10%	Supervises the activities related to training delivery; meets internally and externally with individuals and groups regarding standards and training issues.		
NON-ESSENTIAL FUNCTIONS			
5%	Attends Management Team meetings; recommends policy and exchanges information with other bureau chiefs and the Executive Team.		

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. The 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 normal business hours. Position is located in West Sacramento, CA. and travel is required. May be eligible for telework.

Off-site setting – Required traveling (i.e., attends/facilitates meetings, conferences and/or training courses).

Incumbent must be able to use good judgment with his/her time and workload (i.e., meeting multiple and sometimes competing deadlines). The incumbent must at all times exhibit 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, special interest groups, and members of the public.

Incumbent must demonstrate strong management and interpersonal skills; must be able to address politically sensitivity issues; and achieve 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. May require moderate carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., 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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