



## CLASS SPECIFICATION

**Class Title:** Training Specialist  
**Department:** Sheriff  
**FLSA:** Non-Exempt

**Class Code:** 1107  
**Grade:** 13  
**Eff. Date:** 4/12/2023

### GENERAL PURPOSE

Under general supervision of the Sheriff's Office Training Sergeant, performs routine and technical duties of planning, coordinating, and implementing the Sheriff's Office In-Service Training Program for all sworn and non-sworn staff members.

### EXAMPLE OF DUTIES

Identifies the training needs and opportunities for the office; schedules training activities and functions; ensures compliance with applicable Federal, State, and local laws and Sheriff's Office policies and procedures; accurately maintains records related to the program.

Assists staff with training plans, makes recommendations for yearly training, identifies and resolves problems related to training issues.

Ensures sworn staff compliance with Utah Peace Officer Standards and Training (POST) professional training requirements and/or specialized training as required under Utah Code §53-6-1 Peace Officer Standards and Training Act.

Maintains detailed calendar of office training events and coordinates hosting events; arranges appointments, schedules, conferences.

Maintains accurate records of staff training hours and shares these records with appropriate supervision. Annually prepares and records training records for all staff before accurately reporting these records to POST.

Attends departmental and external meetings as necessary to obtain and convey information regarding the area of assignment and training.

Establishes and maintains a vast network of training and employee development resources, including fostering close relationships with local colleges, universities, and other agencies.

Monitors changes in regulations and technology that may affect operations; and implements policy and procedural changes after approval.

Coordinates special projects and assignments.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

High School graduation plus three (3) years of continuous employment in Public Safety; two (2) years of which must include progressively responsible experience in employee development and training, preferably with a public agency.

**Preference for:** an Associates or Bachelor's degree from an accredited college or university in Criminal Justice, Political Science, or Business Administration, or closely related field; experience in Law Enforcement and Corrections.

### 2. **Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

### 4. **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** principles, practices, and methods of administering and coordinating a comprehensive In-Service Training Program encompassing Law Enforcement and Corrections; applicable Federal, State, and local laws, and practices and principles of Law Enforcement agencies and Correctional facilities.

**Skills in:** planning, development, implementation, and troubleshooting of training curricula and courses; grammar, spelling, vocabulary, and punctuation; usage of Microsoft, Google, and other computer software.

**Ability to:** effectively communicate verbally and in writing; display professionalism and integrity; organize and teach training courses; make sound, independent decisions within established policies and procedures with minimal supervision; effectively manage priorities and workload in order to meet strict deadlines; use tact and prudence; be a self-starter and maintain motivation and commitment to the assignment; be adaptable and able to work with various personalities with civility and professionalism.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**