

Training Coordinator

Job Description



Department: Utah County Sheriff
Position: Career Service
Starting Step: 48, Table 18
Supervisory: No
Reports to: Administrative Lieutenant,
Sheriff's Office

Summary

The Training Coordinator oversees, coordinates and manages all promotional testing for the Sheriff's Office. This position will also track and report to the Utah State Police Officers Standards and Training (POST) training hours and act as the liaison for POST academy entrance and in-service classes. Assists the Administration with background investigations for hiring as needed. This position will also post training events located within the state and also outside of the state for Sheriff's Office staff to consider sending employees to attend.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Participate in departmental strategic planning and provide input for performance management and POST policy development.
2. Provide professional expertise and support to the Sheriff's Office in attracting top talent to Utah County Sheriff's Office, as directed.
3. Review applications for employment in the Sheriff's Office and work with the Office of Human Resource Management to ensure minimum qualifications are met for placement on an employment register.
4. Update Sheriff's Office employee information in the Human Resource Information System as necessary to capture the continuous assignment changes and supervisor reporting relationships.
5. Serve as a timekeeping coordinator for Sheriff's office employees.
6. Serve as a business partner with Sheriff Administrators and the Human Resource Office to develop effective sourcing and recruitment strategies that result in customer satisfaction.
7. Track, monitor and coordinate volunteer paperwork through the approval process and coordinate with the Office of Human Resource Management.
8. Facilitate an annual review of current Sheriff Office job descriptions, standards of

For Office Use Only

Class Code: 3400
Class Title: Training Coordinator
FLSA: Nonexempt
Effective Date: January 13, 2018
Public Safety: No

Worker's Compensation: Clerical
Background Level: Civilian
Safety Sensitive: No
DOT: No

- performance, and make recommendations for changes.
9. Assist in background investigations and maintain reports as directed.
 10. Make recommendations for effective Utah County Sheriff's Office and POST initiatives that are focused and aligned on improving operational and program efficiencies and effectiveness.
 11. Monitor training and hiring spending aligned with the Sheriff's Budget Manager for the department budget.
 12. Make recommendations for modification to programs, as needed.
 13. Exemplify the desired culture and philosophy of the Utah County Sheriff's Office and other Departments as directed.
 14. Work effectively as a team member with the other members of management that include the Utah County Sheriff's Office, the Office of Human Resource Management, and other Departments, as directed.

Competencies

1. Communication
2. Relationship Management
3. Critical Evaluation
4. Consultation
5. Understanding of POST and State laws for the hiring of Law Enforcement Officers
6. Global & Cultural Awareness
7. Leadership & Navigation
8. Ethical Practice
9. Maintain Confidentiality

Knowledge, Skills, and Abilities

1. Knowledge of general law enforcement and POST administration
2. Skilled in Microsoft Office Suite
3. Skilled in advanced reading, writing, and math
4. Skilled in conducting research
5. Ability to maintain cooperative working relationships with others in the workplace and the public
6. Ability to communicate effectively verbally and in writing
7. Ability to conduct and recruit group training
8. Ability to maintain files, records, and reports
9. Ability to maintain Utah County's Workday system and maintain accurate data
10. Ability to make decisions free from personal bias

For Office Use Only

Class Code: 3400

Class Title: Training Coordinator

FLSA: Nonexempt

Effective Date: January 13, 2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

11. Ability to maintain confidentiality
12. Ability to multitask, prioritize tasks, and meet deadlines
13. Ability to work under pressure
14. Ability to distill relevant and useful elements from vast amounts of information and present them in terms that are understandable to the average person
15. Ability to train and lead others

Supervisory Responsibility

This position has no supervisory responsibility

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is required to type, file or lift office supplies up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Position Type/ Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:30 a.m. to 3:30 p.m., Monday through Friday, and must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

1. Bachelor’s degree in business, organizational development, criminal justice, public administration, or generally-related field

For Office Use Only

Class Code: 3400

Class Title: Training Coordinator

FLSA: Nonexempt

Effective Date: January 13, 2018

Public Safety: No

Worker’s Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

2. 1+ years of broad administrative experience in law enforcement or general public administration experience

Training and Development

1. Annual sexual harassment training

Additional Eligibility Qualifications

1. Selected applicants may be subject to, and must pass, a background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

For Office Use Only

Class Code: 3400

Class Title: Training Coordinator

FLSA: Nonexempt

Effective Date: January 13, 2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No