



Job Title	Training Specialist	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	2	Job Code	14432

Class Specification – Training Specialist

Summary Statement:	
The purpose of this position is to provide training support for the Colorado Springs Police Department Training Academy.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Designs and teaches classes in the sworn basic recruit academy in accordance with Colorado P.O.S.T. rules. Designs and teaches classes in the in-service training program. Participates in physical conditioning of recruits at the direction of the lead instructor.
30%	Assists with defensive tactics/arrest control training at the direction of the lead instructor. Assists with driver’s training at the direction of the lead instructor. Conducts simulator training. Assists with firearms training, as needed, at the direction of the range masters. Assists the in-service coordinator with daily in-service training activities with cadre instructors as needed.
30%	Generates documentation as needed related to sworn basic recruit academy training and in-service training. Produces training reports as required. Participates as part of Colorado P.O.S.T. Subject Matter Expert committees as needed.

Competencies Required:	
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	



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Technical Skills Required:
 Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
 Education: Bachelor’s degree from an accredited college or university with major coursework in public administration, business administration, or a related field.
 Experience: One year of full-time law enforcement experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
 Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
 This job title has no budgetary responsibility.

Physical Demands: Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.
 ***This position is required to participate in the physical conditioning of the recruits to include running, work out regiments, and defensive tactics training. ***



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Several Times per Week
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids:
 Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software:
 Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2016