



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY DIRECTOR, PEACE OFFICERS' STANDARDS & TRAINING ***	41	A	11.415

Under administrative direction of the Executive Director, the Deputy Director, Peace Officers' Standards and Training (POST), plans, organizes and directs the day-to-day operations of the Commission Activities Bureau, Basic Training Bureau and the Nevada Police Corps Program; represents the agency to local, State and federal law enforcement organizations; and acts on behalf of the Executive Director as requested.

Evaluate agency performance in meeting program and operational objectives; evaluate agency processes, funding and resource allocations; establish timetables, controls, and program performance standards; provide written and oral reports on overall operations to the Executive Director and/or POST Commission and make recommendations for improvement.

Supervise subordinate Employee Development Managers engaged in the administration and delivery of law enforcement education and training; establish work performance standards consistent with principles of effective management; evaluate the performance of subordinate staff; counsel and discipline staff as appropriate; recommend personnel actions and prepare supporting documents.

Conduct investigations as assigned; investigate staff disciplinary matters and complaints against the POST Commission and report on results.

Assist in the development and administration of the biennial budget; ensure budget is consistent with goals and objectives; review budget requests submitted by program managers for completeness, accuracy and consistency with established goals and objectives.

Determine program effectiveness; develop protocol and oversee the administration of training academies and other extended training programs such as Command College and 80 Hour in-Lieu Curriculum; solicit and evaluate feedback from clients and constituents such as Sheriff and Police Chief Associations, law enforcement agencies and cadets; make recommendations for improvements as appropriate.

Assist in the development of department policies and procedures; recommend legislation to the Executive Director; oversee the development and administration of grants.

At the request of the Executive Director, represent the department at budgetary and legislative hearings, POST Commission, departmental and committee meetings, public hearings and workshops, meetings and the media.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university in business, public administration, education or criminal justice or a related field and five years of progressively responsible professional experience including at least one year of experience either managing the development, implementation and evaluation of education and employee professional development programs for personnel in a large, diverse organization, or managing law enforcement programs and personnel; **OR**

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

an equivalent combination of education or experience. This experience must have included preparing budget requests and monitoring budgets; supervising subordinate staff; and representing the organization at public meetings.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: current principles and practices of administration including management and supervision, budgeting and fiscal management, and personnel administration; principles and practices of effective program development, implementation and evaluation; adult learning theory and effective learning and teaching techniques; administrative regulations, policies and procedures related to supervision of subordinate staff and budget development and maintenance. **Ability to:** implement public safety training programs in compliance with established statutes and professional standards; establish, prepare and present budgets, legislation, regulations and reports; plan, organize, coordinate and evaluate the work of subordinate staff; investigate, evaluate and analyze situations, factors and conflicting evidence to reach sound conclusions; establish and maintain effective and cooperative working relationships with agency staff, governmental and law enforcement agencies and with a variety of individuals, groups and agencies; organize material, information, workflow and personnel in a systematic way to manage comprehensive training programs; negotiate and exchange ideas, information and opinions with others in order to arrive jointly at decisions, conclusions or solutions; speak publicly and represent the agency; train, supervise and evaluate the performance of assigned staff; prepare comprehensive management analyses, reports and recommendations; develop, implement and interpret a variety of rules, policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: organizational structure, functions, processes, and applicable regulatory requirements of POST; State administrative regulations, policies and procedures related to supervision of subordinate staff and budget development and maintenance; legislative process sufficient to draft and track legislation; applicable chapters of the Nevada Revised Statutes, Nevada Administrative Code, and the State Administrative Manual; Nevada personnel rules and regulations; Nevada laws and regulations relating to POST including certification and de-certification of peace officers in Categories I, II and III. **General knowledge of:** law enforcement and criminal investigation procedures; State and federal laws related to search and seizure, arrest, evidence and court proceedings and law enforcement equipment. **Ability to:** explain procedures and requirements for compliance with POST training requirements; set priorities to accurately reflect the needs and goals of POST staff operation; analyze administrative and technical problems related to POST programs and develop adequate solutions or recommendations; develop goals and objectives as applied to department activities on a statewide basis and interpret and apply various laws and regulations to effectively administer assigned program areas.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.415

9/16/02R

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