



Code: 1324
Family: Human Resources
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Personnel

CLASS TITLE: DIRECTOR OF TRAINING AND PROFESSIONAL DEVELOPMENT - COPA

CHARACTERISTICS OF THE CLASS

Under direction, oversees staff development and training programs for the Civilian Office of Police Accountability (COPA), and performs related duties as required

ESSENTIAL DUTIES

- Evaluates agency staff development and training needs in order to establish training programs that are responsive to the agency's goals and initiatives
- Develops course outlines, and training materials and determines instructional methods
- Delivers training programs for agency staff utilizing a variety of platforms which include but are not limited to the following areas: interviewing, gathering and assessing witnesses and evidence; researching, interpreting and analyzing cases, laws and police department directives; and writing summary reports
- Conducts follow up reviews to evaluate and measure the effectiveness of training programs
- Works with executive level staff to coordinate developmental strategies to enhance training and development opportunities
- Designs and implements methods to educate staff and enhance and evaluate staff performance using empirical methods
- Develops and designs curriculum on supervisory principles
- Maintains current on local and national policing and accountability trends and best practices and modifies training programs to address changes in the environment
- Identifies, coordinates and procures vendors, consultants, professional associations and/or speakers for the development and conduct of training programs and presentations
- Serves as a liaison with the Minimum Continuing Legal Education (MCLE) Board to obtain and disseminate information concerning continuing legal education requirements and to apply for MCLE credit for in-house COPA training courses.
- Tracks and monitors required certifications and professional licensing of investigators and attorneys
- Coordinates the storage, security, and retrieval and control of confidential training documents and records
- Develops and communicates training events and general training information to agency staff
- Develops and monitors the budget for staff training and development activities and approves training expenditures
- Tracks staff attendance at required trainings

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

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MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Master's Degree in Political Science, Public Policy, Social Science, Government or Law or a directly related field, plus four years of work experience managing and designing employee training and development programs, or an equivalent combination of education, training and experience, provided the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- A post-graduate degree in Law preferred

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *employee training program design, development, implementation and evaluation
- *investigative and legal training methods, practices and procedures
- *trends and best practices related to police accountability
- *the legal system and the principles and practices of law
- *legal research methods, techniques and resources
- *applicable laws, regulations and guidelines

Moderate knowledge of:

- *applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

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- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *LEARNING STRATEGIES – Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *SYSTEMS EVALUATION – Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *TIME MANAGEMENT – Manage one's own time or the time of others
- *SOCIAL PERCEPTIVENESS – Demonstrate awareness of other's reactions and understand why they react as they do
- *WRITE – Strong written skills required such that the training director can communicate information and ideas internally and write clear, concise, well-organized training materials and evaluations
- *SPEAK – Strong oral communication skills required such that the training director can communicate information to an internal and external audience in a clear and articulate manner
- *COMPUTER SKILLS – Intermediate to advanced ability with Microsoft Office Suite (Word, Excel and PowerPoint)

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude

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- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
September, 2016