



PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION



POSITION NUMBER: 670
Retirement Class: HB (Special Risk)
Class Title: Senior Training Analyst (FRS/HB)
Type of Position: Civilian
Pay Grade: 16

1. Workweek: Full-Time (40 hours weekly)

2. FLSA: Exempt from overtime

3. EEO Category: 06 (Administrative Support)

4. Department: Special Operations (Force Development)

5. Section/Org Code: Compensation; Org. Code 8810

6. Location: Land O'Lakes

7. Job Summary: This position is a highly responsible, certified law enforcement position involving a variety of analytical and detailed tasks. The incumbent must exercise independent judgment and have the ability to understand and apply knowledge of laws, administrative codes, regulations, and policies relating to the functions of the assigned Section. Additionally, incumbent must provide detailed analyses of internal training and that of external agencies to update and improve civilian and certified training within the agency. Incumbent is responsible for protecting lives and property, apprehending and assisting in the prosecution of offenders, preserving the public peace, and enforcing various regulatory measures. This position shall have extensive knowledge of distraction devices, chemical agents, and breaching techniques to facilitate training of SWAT team members. Incumbent is responsible for acting as the PSO bomb liaison to the Hillsborough Sheriff's Office and/or Tampa Police Department Bomb Squads.

8. Working conditions: General office work conditions, some field work including, but not limited to, ride-alongs and other detention and law enforcement activities deemed necessary by leadership to support the mission. Position may occasionally travel to other locations within and outside county areas.

9. Position reports to: Chain of Command in accordance with current organization chart

10. Position directly supervises: No positions

11. Education and Experience: Bachelor's degree from an accredited college required, 5+ years of experience in design, development, implementation, coordination, and facilitation of organization wide training, preferably in law enforcement or similar environment. A comparable amount of training and experience may be substituted for the minimum qualifications. Position requires certifications to include: CJSTC Law Enforcement Certification required. General Instructor and CPR Instructor certifications are required within one year of employment start. Must maintain a valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

40% Identify and assess training needs: research, design, develop, coordinate, and implement specialized and customized training programs, workshops, and seminars to meet agency needs. Lead curriculum development. Make recommendations for agency participation and evaluate effectiveness of training.

20% Identifies, assesses, develops and maintains close coordination and information sharing with external partners. Executes assigned responsibilities regarding implementing, formulating, articulating, and advocating agency policies, priorities, programs, and procedures relating to interagency coordination and integration.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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- 20%** Coordinates development and presentation of training to improve agency performance.
- 10%** Advises agency leadership in the development of training, information sharing and partnering opportunities with external partners that improve training in law enforcement tactics, techniques, and procedures.
- 5%** Coordinates and updates civilian training, to include: scheduling of instructors, facilitating the learning environment, and providing instruction.
- 5%** Law enforcement duties as assigned by supervisor or as necessary. Serve as a member of the SWAT team. Acts as PSO bomb liaison to the Hillsborough Sheriff's Office and/or Tampa Police Department Bomb Squads.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

- Theories and practice in adult education
- Computer/software/office equipment skills; specifically, applicant should be familiar with Microsoft PowerPoint, Access, Excel, and Word
- Florida Statutes/County Codes
- Weapons & Gun Safety
- Officer Safety Skills
- Radio Procedures
- Application & Use of Force
- Agency General Orders/Policy/Procedure manuals related to Training Section functions
- Calculations of Cost Per Capita Spread sheet material/data/documents
- PSO Tuition Reimbursement policy
- SWAT tactics and techniques including distraction devices, chemical agents, and breaching techniques
- Sniper techniques

SKILLED IN:

- Handling confidential and sensitive information and issues
- High personal integrity and sound professional ethics
- Excellent interpersonal and written communication skills
- Organizing, tracking, and maintaining information, data, materials, etc.
- Tact and diplomacy
- Interacting positively and effectively with staff of all levels
- Task organization and time management
- Advanced firearm tactics, techniques, and procedures

ABILITY TO:

- Pay close attention to details
- Prioritize tasks in order to meet changing deadlines
- Communicate effectively
- Conduct audits of training files and college tuition participant files as required by training procedures
- Conduct research as needed for training, educational institutions, summarize information and develop related documentation

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- Work effectively with diverse internal and external stakeholders
- Operate a personal computer, peripheral equipment and assigned software
- Use independent judgment and make technical and professional decisions on a daily basis
- Plan, organize and bring assignments to completion

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist.

Other Requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)

14. Equipment or machines routinely used in this position: Telephone; agency computer, agency firearm, software programs; calculator; photocopier; facsimile machine; district vehicle, as needed.

15. Amount and type of supervision position receives: Employee works under moderate guidance and supervision from the Chain of Command in accordance with current organization chart.

16. Review procedures: Work is reviewed upon completion and/or periodically by Chain of Command in accordance with current organization chart. This position receives a written performance evaluation in accordance with General Order 35.1.

17. Essential Tier Response: Tier 1 - Key and Mission Essential: This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

20. This position may be subject to lateral transfer at the Sheriff's discretion based on the needs of the agency and/or development of the member. A lateral transfer is a move of position and/or title within the same pay grade or equivalent. A lateral transfer may result in change in schedule, change in responsibilities, change in assigned equipment, and/or change in assignment location. However, no lateral transfer shall affect a member's base pay.

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