



**TITLE: Coordinator, Recruit Training Officer Law Enforcement Academy/Regular Basic Course (RBC)**

**CLASSIFICATION: Classified**

**SALARY GRADE: P**

**SCOPE:**

Under general direction of the Associate Dean, Public Safety, Director of the Regular Basic Course (RBC), plan, organize, and coordinate the Regular Basic Course (RBC) at the Public Safety Training Center to ensure compliance with State accreditation requirements.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates the RBC; schedule adjunct faculty, staff and facilities for the academies; ensure proper instruction by faculty related to firearms, driving, defensive tactics, arrest techniques and related areas in lab courses; participate in the integration and sequencing of instruction.
2. Ensures compliance with State accreditation requirements including areas related to curriculum hours, certified instructors, equipment, weapons, testing and safety; collaborate with appropriate State law enforcement organizations regarding course and instructor approval, curriculum changes, testing, record-keeping and accreditation issues or concerns.
3. Assists adjunct faculty with RBC Course issues including curriculum, substitutions, payroll, mentoring and evaluation tracking.
4. Serves as a resource for inquiries, orientations, conduct, grading, remediation, exam proctoring, disenrollment, and certification.
5. Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to program activities.
6. Serves as a resource to communicate with faculty, staff, students and external organizations to coordinate activities and programs.
7. Participates in hiring processes and makes recommendations for selection and assignment.

**ABILITY TO:**

Demonstrate ethics and professionalism through conduct in all aspects of the training program. Ensure compliance with the ethical standards exemplified by the Law Enforcement Code of Ethics, and Student Code of Conduct. Support the effective use and understanding of instructional methods, technology, testing, and remediation. Demonstrate sensitivity to, and respect for, a diverse population. Convey and follow clear and concise communications and directions.

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**KNOWLEDGE OF:**

Law enforcement techniques and equipment, including proper use of weapons. Public Safety educational and training systems, such as simulators, ranges, emergency vehicle operation, police equipment and technology and other mandated training systems by regulatory agencies. Budget preparation and control. Oral and written communication skills. Applicable laws, codes, regulations, policies and procedures.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Associate's degree.

Preferred Education: Bachelor's degree in Administration of Justice or related discipline.

**EXPERIENCE:**

Increasingly responsible (2-4 years of full-time equivalent) experience in a field related to Public Safety.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to handle hazardous materials safely and respond appropriately to electrical hazards. Occasionally required to work under inclement weather conditions.