

**CITY OF SALINAS**

**POLICE DEPARTMENT PERSONNEL/TRAINING SPECIALIST**

**BARGAINING UNIT/CLASS CODE:**

Temporary / S64

**DEFINITION**

To perform background investigations and training related functions within the Police Department. Performs related special assignments and other work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Personnel and Training Sergeant.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Conduct background investigations and candidate as well as reference interviews; collection of necessary documentation; schedule necessary appointments and exams; administer written tests and evaluate credit and other related written reports; determine training needs and develop training programs; assign instructors; organize training activities; prepare reports and maintain accurate and up-to-date records; attend meetings and expertise related training as required. Performs related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Essential duties require the mental and/or physical ability to maintain physical and emotional conditioning to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, computer; see well enough to drive vehicles, read small print on documents and maps, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard on the telephone and in addressing individuals or groups; physical agility to push/pull, climb, squat, twist, turn, bend, stoop, reach overhead, climb; physical mobility sufficient to move in a normal business office, to walk on uneven surfaces; physical stamina sufficient to sit at a computer terminal for prolonged periods of time; physical strength to lift up to 50 lbs; mental acuity and alertness to collect and interpret data, evaluate, reason, define problems, establish facts, draw rapid valid conclusions, make rapid valid judgments and decisions.

**WORKING CONDITIONS**

The primary working conditions consist of a standard business office environment. Depending upon specific assignment, this job is subject to occasionally hazardous and dangerous work conditions in the field or on the firing range. It may also include working all weather conditions including rain, fog, wind, sun, and at night.

**QUALIFICATIONS**

**Knowledge of:**

Police organization and administration; general investigative techniques.

**Ability to:**

Obtain valid and significant information through interview; assemble, analyze and evaluate facts and draw sound conclusions; prepare clear and concise written reports; establish and maintain effective relationships with others; communicate thoroughly and concisely, both orally and in writing; promote the mission, values, and standards of an effective organization. Train others in areas of expertise.

**Skills to:**

Read and interpret complex technical documents, such as legal documents and court decisions. Communicate verbally in a clear and concise manner; write clear and comprehensive reports.

**CITY OF SALINAS  
PERSONNEL AND TRAINING SPECIALIST (continued)**

**License or Certificate:**

Possession of a valid California Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge, and abilities required to perform the duties would be any combination equivalent to graduation from high school or GED and five (5) years experience with a government or law enforcement agency.

Reviewed \_\_\_\_\_ Approved \_\_\_\_\_  
Department Director Human Resources Officer

Approval Date: \_\_\_\_\_

**ORIG: 10-04, REV: 2-07**