

Minimum Qualification Specifications  
for the Class:

**PUBLIC SAFETY TRAINING OFFICER**

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Training and/or education principles, theories, methodologies, and techniques; curriculum development; testing and evaluation methods and techniques; human behavior and motivation; training needs and requirements for a large group of diverse employees in an organization; report writing; and principles and practices of supervision.

Ability to: Plan, develop, organize, direct, coordinate, implement and evaluate an effective and comprehensive statewide corrections and law enforcement staff training and development program; align training program development and implementation with operational needs of the organization; keep abreast of developments in corrections and law enforcement that may indicate a need for training; integrate trends and practices in the fields of corrections and law enforcement with educational principles and activities; develop long- and short-range plans, goals, objectives, policies and procedures relating to a public safety departmental training program; learn and apply governmental processes (e.g., legislative), pertinent State laws, administrative rules, bargaining unit contracts, departmental policies and procedures, and training standards and mandates; supervise and evaluate the work of subordinates; develop staffing, budget and expenditure plans and contracts; establish and maintain effective working relationships with others within the department, and other county, State, federal and community agencies and individuals involved in corrections and law enforcement training; and communicate effectively, orally and in writing, with groups and individuals.

**Basic Education Requirement:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described in the General and Specialized Experience sections or any other responsible administrative, professional or analytical work experience which provided knowledge and abilities comparable to those acquired in four (4) years of successful study leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind, length and nature described in the following paragraphs, or any other equivalent combination of training and experience.

General Experience: Three and one-half (3-1/2) years of progressively responsible professional work experience which involved developing lesson plans and conducting instruction in a program of training or education. Such experience must have involved and demonstrated knowledge of training and/or education principles, theories, and methodologies, and curriculum development.

Specialized Experience: Two (2) years of professional work experience in a staff development and training program which involved responsibility for planning, developing, and evaluating staff development and training programs and activities. The work must have included conducting research and studies to identify problems that may be addressable through the provision of training, and identifying training needs and/or new programs and activities.

The Specialized Experience must have involved and demonstrated knowledge of training and/or education, principles, theories and methodologies, and curriculum development, as well as the identification of training needs and requirements for employees in an organization.

Supervisory Experience: One (1) year of work experience which involved supervising others and which included: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance and disciplining them when necessary. The supervisory work experience may have been gained concurrently with the Specialized Experience or in a different functional area.

Managerial Aptitude: Applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a

manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

**Substitutions Allowed:**

1. A bachelor's degree in education or a professional diploma from an accredited college or university may be substituted for one-half (1/2) year of the General Experience.
2. Possession of a master's degree in education from an accredited college or university which provided knowledge of principles and practices of education and learning and instructional methods and materials may be substituted for one (1) year of the General Experience.
3. Possession of a Ph.D. degree in education from an accredited college or university which provided knowledge of principles and practices of education and learning and instructional methods and materials may be substituted for one and one-half (1-1/2) years of the General Experience.
4. A full-time teaching internship of at least one semester which involved developing educational lesson plans; providing instruction to students; assessing students' progress and modifying educational plans to address level of students' progress may be substituted for additional General Experience on the basis of one semester of full-time post-baccalaureate internship for one-half (1/2) year of General Experience, provided such experience involved and demonstrated knowledge of the application of principles and practices of education and learning and instructional methods and materials.
5. Experience as an instructor in a correctional or law enforcement staff development program may be substituted for the General Experience on a year for year basis provided that the work involved instructing recruits and staff in various aspects of the work and agency policies and regulations.
6. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.
7. Experience in an administrative or managerial capacity in a correctional institution or law enforcement agency which provided a thorough knowledge of the functions and operations of corrections and/or law enforcement programs; problems and issues in corrections and/or law enforcement; and training needs

and requirements of employees in such organizations may be substituted for the required Specialized Experience. Qualifying administrative or managerial experience must have involved management of a large or diverse section, such as offender services, special needs or security. The experience must have demonstrated knowledge of the overall functioning of the organization, appreciation of and the ability to coordinate and balance program and security needs, assess operational problems and develop solutions, and develop subordinate staff.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**License Required:**

Applicants must possess a valid State of Hawaii driver's license, Type 3.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

**Desirable Qualifications:**

Work experience in a correctional program which involved responsibility for planning, developing, and evaluating staff development and training programs and activities;

Work experience which demonstrated a good knowledge of the philosophy of corrections and the operations of correctional institutions.

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This is an amendment to the minimum qualification specification for the class PUBLIC SAFETY TRAINING OFFICER, which was approved on March 25, 1997.

DATE APPROVED: 5/3/00

/s/ Diana H. Kaapu  
for MIKE McCARTNEY  
Director of Human Resources Development