

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Correctional Training Officer

CLASS CODE: 2384

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification develop and present technical training to groups of employees.

DISTINGUISHING CHARACTERISTICS:

This is a journey to advanced-level professional classification in the Corrections and Legal Series – Adjunct Group job family within the City of St. Louis. Incumbents perform a limited variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for researching, developing and presenting job specific training to groups of employees and monitoring subsequent work behaviors. Duties may include investigation and research of moderately complex to complex issues.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Conducts job analyses and assessments to evaluate employee training needs and evaluates and develops curriculum, including lesson plans, participant manuals, videos and graphics.

Conducts classroom training, workshops or seminars to increase the knowledge and skills of employees in various subjects or tasks including pre-service and in-service training.

Prepares training reports and maintains training records on participants.

Schedules and coordinates training sessions, locations, and resources.

Assists administrative and supervisory personnel in developing departmental policies and procedures; facilitates annual review of policies and procedures manual.

Provides interpretation of policies, procedures, rules, and regulations.

Evaluates training programs, methods, and materials; provides recommendations for improvement.

Provides technical assistance to other designated training personnel in planning and conduction of training programs.

Maintains and improves staff library.

Prepares and reviews training manuals.

Researches and provides information on available training resources.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Ability to persuade, convince, and train others such as citizen groups, trainees, supervisors and department heads. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to start, stop, operate and monitor functioning equipment such as a typewriter, overhead projector, and teaching materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as monthly training reports, curriculum materials, performance appraisals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting and carrying of moderately heavy objects and materials, twenty to fifty pounds.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, and sounds, associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.