SPECIAL ASSIGNMENT POSITION DESCRIPTION

PC 832 Faculty Administrator

DESCRIPTION OF PROJECT, WORK, AND SERVICE REQUESTED:
PC 832 Faculty Administrator is responsible for providing leadership and program coordination to the student and faculty in the Administration of Justice Program ADJ 102 Course for the purpose of maintaining an optimal learning and teaching environment. The faculty member assigned as a PC 832 Administrator will work to coordinate the student certification of the Commission for Peace Officers Standards and Training (POST) with the ADJ 102 PC 832 Arrest and Firearms course. Other tasks may include tutoring, testing or proctoring testing activities, and demonstrating skill requirements for specific Learning Domains.

Reports to: Assistant Dean of Academic Affairs, CTE/Workforce Development

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Annual recertification: The tasks involved with recertification include grading policy updates and applying them to the certification paperwork, updating résumés and training information for each participant, and submitting certification paperwork (update safety policy, update hourly breakdowns, update course outline). **55-65 hours annually.**

2. Exam proctoring: Exam proctor must have completed the POST Proctor course in order to Proctor an exam. **8-12 hours per semester, instructors cannot proctor their own exams.**

3. Printing certification and maintaining files: Every POST agency must maintain the agency's files from the day of certification. The point of contact from the agency must be able to answer any and all inquiries about previously certified individuals when they are undergoing their background investigation. **10-15 hours per semester.**

4. Maintenance of inventory: A physical inventory is required for a regular police academy class, and has to be secured in a safe area. It requires a routine inspection and serial number inventory as well as safekeeping of related materials. **2.5-5 hours per semester.**

5. Coordination of facilities: Ranges and POST approved training areas, including final exam testing areas. **5 hours per semester.**

6. Ensuring student conduct and eligibility for this class: Every participant in any POST course must undergo a background investigation. These documents need to be inspected and approved. The agency approves of the Live Scan process and ensures that it was completed. **1-2 hours per semester.**

7. Certification of class: The POST administrator is responsible for communicating to POST agency that each graduate meets the requirements of the class and the class itself meets these requirements. The roster has to be certified and transmitted. Each certificate needs to be printed and archived. **2-4 hours per semester.**

8. Attend POST certification conferences. **22 Hours per year.**

9. Testing Management and Security Management (TMAS): All testing, including practical examinations, are conducted, maintained, and overseen by POST. This requires maintaining proctor certificates, ensuring proctors are scheduled, administering the test, ensuring the TMAS testing management software is installed and does not compromise the firewall, data entry for testing, and safeguarding testing materials. If a single test item is compromised during a testing event, the person conducting the test and the institution are liable. **Hours to be determined.**

10. Legal matters: Remain current with new governmental legislation to restrict several different aspects of PC 832. Each one of these issues has to be addressed at the local level. **Hours to be determined.**

DELIVERABLES EXPECTED:
1. Prepare and submit annual recertification paperwork with required updates and maintain program curricula.
2. Attend exam proctoring trainings and POST certification conferences as required to maintain the program.
3. Maintain agency files related to certification and current regulatory requirements.
4. Maintain proper inventory and securing of files, materials and equipment.
5. Coordinate the use of facilities required for training and recruit professional experts or adjunct faculty.
6. Complete all necessary paperwork to ensure class certifications, and inspect student eligibility documentation.
7. Complete monthly time and effort reports.

DESIRED QUALIFICATIONS AND KNOWLEDGE:
1. Experience in PC 832 certification.
2. Must have documented completion of the following:
   a. Academy Instructor Certificate Program
   b. POST Defensive Tactics Instructor Course, which satisfies POST Regulation 1070 in the POST Administrative Manual. Must also provide:
      i. Documents that satisfy this regulation are a POST ID with documentation in the POST resume, or certificate of completion with POST control number.
      ii. Current or retired assignment as a California Peace Officer or equivalent.

TERMS OF APPOINTMENT:
1. The initial term of assignment will be two academic years. Continuation in assignment from one semester to the next will be dependent upon satisfactory performance and progress.
2. Assignment will commence Fall semester 2019 and end at the end of the Spring 2021 semester. Time commitment is expected to be 2 - 4 hours per week.
3. Compensation will be a stipend of $3,125 per semester.
4. Monthly time and effort reports are required to be submitted to supervisor, and discussed with supervisor.

APPLICATION PROCEDURES:
1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page)
2. Submit to HR by email to work@hartnell.edu only. (Please do not bring a hard copy to HR or email Alma Arriaga.)
3. Deadline for submission is Monday, October 14, 2019, at 3:00 p.m.