HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Training and Development Manager

Job Code: W0125
Pay Grade: WS
Pay Scale: $40.14-$75.37 Hourly; $83,491.20-$156,769.60 Annually
Exempt: No

OVERVIEW

Perform managerial and administrative Training Division research duties developing and administering valid and legally defensible job selection tests/assessment center exercises, assisting in directing the Adult Learning and Development program, and conducting diversified Training Division research projects.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Design, implement, and maintain valid, reliable, and legally defensible selection tests and assessment center exercises to maximize the effectiveness of certified candidate pools.
- Design, implement, and maintain valid, reliable, and legally defensible assessment centers to maximize the effectiveness of certified employee development.
- Coordinate and administer the certified Post Promotional Leadership training for newly promoted managers (e.g., detention, law enforcement).
- Consult with certified employees in applicable management levels (e.g., corporal, sergeant) to establish knowledge, skills, and abilities (KSAs) needed for successful job performance and establish the basis for promotion exams, assessment centers, leadership development, and any other employee developmental needs.
- Develop test questions for the certified promotional exam to measure the KSAs of prospective candidates using appropriate reference materials such as textbooks, SOPs, and training manuals.
- Analyze the results of piloted questions to determine the effectiveness of test items on the certified promotional exam.
- Direct and implement tasks related to the efficient management and maintenance of the agency Learning Management System (LMS) to ensure effectiveness is maximized and Training Division information needs are met.
- Oversee the overall maintenance and support of the Sheriff's Office Fitness Centers.
- Oversee and/or participate in researching any detention, law enforcement, and/or civilian training trends, report findings in a product review format to the Management Chain.
- Assist with producing or editing virtual training productions for the Sheriff's Office.
- Oversee the budget obligations for the Organizational Research Section within the Training Division.
- Manage staff through coaching and mentoring; providing opportunities for growth through work assignments and training; and evaluating performance to include recommending and issuing disciplinary actions as needed.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of human resources selection techniques (e.g., knowledge test, work

simulation).
- Extensive knowledge of the Uniform Guidelines on Employee Selection Procedures.
- Extensive knowledge of the American Psychological Association's Standards for Educational and Psychological Testing.
- Extensive knowledge of statistical procedures used in the analysis of whole test and individual test item validity and reliability.
- Extensive knowledge of test security.
- Considerable knowledge of the current principles, practices, methods, and procedures used in human resource selection and adult learning and training.
- Considerable knowledge of statistical procedures used in the analysis of issues associated with assessing progress in the areas of equal employment opportunity and affirmative action.
- Considerable knowledge of the principles and practices of management.
- Working knowledge of computer databases and spreadsheet systems.
- Ability to write effective multiple choice examination items.
- Ability to communicate technical information to non-technical audiences.
- Ability to design training and rating plans for all types of jobs.
- Ability to collect, organize, and evaluate data and to develop logical conclusions and meaningful reports from raw data.
- Ability to prioritize work.
- Ability to proofread own work and the work of others.
- Ability to schedule, coordinate, and conduct training activities.
- Ability and willingness to speak in front of large groups of employees representing all levels within the organization.
- Ability to plan, organize, and supervise the work of others.
- Ability to use initiative and exercise sound judgment.
- Ability to use a computer and related software.
- Ability to work effectively with others.

SKILLS

- Presentation Software
- Reading Comprehension
- Writing
- Active Listening
- Critical Thinking
- Interpersonal Communication
- Operations Analysis
- Professional Judgement
- Spreadsheet Software
- Budget Management
- Decision Making
- Monitor System Performance

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited institution of higher education with a major in

business administration or psychology.

- Four years of professional experience in adult learning and/or training related activities utilizing standard statistical computer packages (e.g., SPSS, SAS), three years of which must have included the performance of duties directly involving test validation research.

OR

- A master's degree or higher from an accredited institution of higher education with a major in industrial/organizational psychology or business administration field.
- Two years of professional experience in adult learning and/or training related activities utilizing standard statistical computer packages (e.g., SPSS, SAS), one year of which must have included the performance of duties directly involving test validation research.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Experience in adult learning and/or training in the law enforcement field.