

Job Description

**TRAINING OFFICER**

**377312-OBS**

Description

**BID/JOB ANNOUNCEMENT**

**Training Officer**

**Chicago Police Department**

**Number of Positions: 5**

**This position is open to the public and all current city employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.**

**BID INSTRUCTIONS:** Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION**

Under general supervision, the class provides employee training and development services in a department with diverse training needs, and performs related duties as required.

**Essential Duties:**

- Determines staff training needs through consultations with managers and the administration of training needs assessment surveys.
- Research subject areas and studies materials in order to develop new training programs or to incorporate new information into existing programs.
- Prepares program materials including training outlines, instruction modules and visual aids for use in the presentation of training programs.
- Conducts training sessions on a variety of topics to meet the training needs of staff.
- Arranges for guest lecturers and schedules class times, locations, and staff for special training classes.
- Reviews evaluations and suggestions made by program attendees and incorporates changes to improve curriculum.

- Knowledge of training methods, practices, and procedures
- Considerable knowledge of educational theory and practices
- Excellent written, and oral communication and presentation skills.
- Experience in the application of training methods and techniques
- Ability to develop and implement new training programs and evaluate the effectiveness of existing training programs.

**VETERANS PREFERENCE:** The City of Chicago offers Veterans Preference to both current active military personnel AND military personnel who have served in the Armed Forces of The United States and have received an honorable or general discharge. The preference granted under this section shall be in the form of preference in processing. Eligible candidates must have at least six months (180 days) of active duty documented. To receive the veteran's preference, candidates need to indicate whether they are a veteran by answering "YES" or "NO" to the question on the online application AND **attach one of the following documents:**

- DD214—Member Copy 4. The copy must include discharge status, which is found on the Member Copy A letter from the United States Veterans Administration on official stationery stating a minimum of 180 days of active duty service and character of service. This letter must also include a copy of the applicant's Military ID.
- **OR** Active military personnel must attach a letter from their Commanding Officer on official stationery verifying a minimum of 180 days of Active Duty, and length of service. It must include the character of the service status in the Armed Forces of the United States. This letter must also include a copy of the applicant's Military ID.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

Please note, all positions with the City of Chicago close promptly at 11:59 p.m. Central Daylight Time (CDT) Applications for this position will be accepted until 11:59 p.m. CDT on 11/30/2023. No exceptions will be made.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Brandon Johnso, Mayor

Posting Date Oct 30, 2023 | Closing Date (Period for Applying) - External: Nov 20, 2023  
BU: 01 | Salary: \$64,992 Pay Basis:Yearly



- Reviews and recommends approval of employees' request to attend Department of Personnel training classes.
- Conducts new employee orientation programs.
- Researches and evaluates seminars and training sessions offered by consultants and recommends suitability for department employees.
- Coordinates work efforts with consultants and training vendors providing specialized and technical training to departmental employees.
- Prepares the department's training budget.
- Prepares work reports on training activities.
- May supervise staff engages in preparing and disseminating informational materials on training and staff development programs
- Oversees clerical staff engaged in registering training participants, reproducing training materials, maintaining training records and performing other clerical support duties.

NOTE: the list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

**Location: Training Academy**

**Address: 1300 W Jackson Blvd**

**Days: Monday through Friday**

**Hours: 8:00AM-4:00PM**

**THESE POSITIONS ARE EXEMPT FROM THE CAREER SERVICE**

#### **Qualifications**

Graduation from an accredited college or university with a Bachelor's degree supplemented by three years of training or teaching experience, or an equivalent combination of training and experience.

**Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.**

**Education & Employment Verification** - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diplomas must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at the time of processing, if applicable. You must also provide your valid U.S. driver's license at the time of processing.

#### **Selection Criteria**

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview will be selected.

**Preference will be given to candidates possessing the following:**