



STATE OF IDAHO
invites applications for the position of:

Trainer, Associate - POST

SALARY: \$20.82 Hourly
DEPARTMENT: Idaho State Police
OPENING DATE: 05/17/22
CLOSING DATE: 05/30/22 11:59 PM
DESCRIPTION:



This announcement is being used to fill a part-time, non-benefited, grant funded position as a Trainer, Associate with Idaho Peace Officers Standards and Training (POST). The person selected for this position will plan, develop, obtain, modify, present, and evaluate specialized POST training funded by federal grants and maintain related records. The incumbent will also be responsible for writing and submitting grant applications, program management for the grants, and quarterly grant program reporting. This position is subject to availability of federal grant funding.

PLEASE NOTE: The successful applicant will be required to complete a background investigation, polygraph examination and comply with our drug policy. Please review the [ISP Drug Policy](#) and [ISP Grooming and Appearance Standards](#).

EXAMPLE OF DUTIES:

Responsibilities:

- Coordinates and administers POST in-service training funded by federal grants
- Researches and identifies training needs for Idaho law enforcement officers and seeks federal funding opportunities to provide training
- Writes and submits new or established grant applications
- Develops training plans to meet program goals
- Writes and monitors contracts with professional training providers and consultants
- Advertises available training opportunities, facilitates course registrations, and schedules

- appropriate training facilities
- Creates and maintains course attendance records, monitors satisfactory course completion, and updates officer training records
- Works with POST Videographer to produce digital training content
- Writes and submits project and performance reports for POST federal grants
- Maintains grant records
- Works with external organizations to identify and manage collaborative projects
- Performs additional duties as assigned

MINIMUM QUALIFICATIONS:

Some knowledge of:

- training methods

Experience:

- developing and making presentations before groups
- drafting narrative reports

Desirable qualifications that may provide extra credit:

- experience writing grant applications
- experience coordinating Federal grant programs and reporting on performance
- POST Certified Instructor
- experience performing needs assessments, developing training objectives, designing and developing coursework, and evaluating training
- three years of full-time work-related experience with a law enforcement agency

SUPPLEMENTAL INFORMATION:

Please make sure your resume and personal information contained in your profile supports your answers to the questions.





jobs@isp.idaho.gov



[@ISPCareers](https://twitter.com/ISPCareers)



<https://isp.idaho.gov/hr/>



(208) 884-7018

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources at (208) 334-2263.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #05/22 14123 PCN 9134
TRAINER, ASSOCIATE - POST
MG

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Trainer, Associate - POST Supplemental Questionnaire

- * 1. Minimum Qualification - 1 Do you have some knowledge of training methods? If you are qualifying based on training, titles of the courses or workshops, concepts covered, sponsoring entity, and number of hours of training received must be included in your profile/resume. If you are qualifying based on experience, the audience (trainees), training goal, and number of hours of training presented must be included in your profile/resume.
- I have NOT acquired knowledge of training methods
 - I have coursework or workshops of 16 hours or more covering communication concepts, learning styles, course design, and presentation skills or experience presenting formal training sessions to groups
 - I have completed 40 hours of formal training; e.g. 40 hours train-the-trainer course
 - I have completed a formal training in training skills AND have experience presenting formal training sessions to large groups that cover a variety of topics as a primary part of my job. Conducting needs analysis, curriculum development, presentation, and evaluation
- * 2. Minimum Qualification - 2 Do you have experience developing and making presentations to groups?
- I DO NOT have experience developing and making presentations to groups
 - I have completed a college-level speech class, Toastmasters, or a Dale Carnegie course
 - I have given 3 or more different business-related group presentations
 - I have coursework AND have given three or more different business-related group presentations
 - I have coursework and given three or more presentations of a technical nature to law enforcement audience
- * 3. Minimum Qualification - 3 Do you have experience drafting narrative reports? This may be gained through classroom assignments or work experience.
- I DO NOT have experience drafting narrative reports
 - I have experience drafting narrative reports for classes or drafting structured narrative reports in a business setting
 - I have experience drafting narrative reports at the college level and in a business setting
 - I have extensive experience such as a Master's thesis, writing research-type papers for publication, or considerable business report writing experience
- * 4. IDAHO STATE POLICE DRUG POLICY I certify that I have read, fully understand and comply with the ISP Drug Policy. To answer this question please click on the web site link listed in the job posting to review the ISP Drug Policy. I meet the standards described in the policy and I would like to be considered for employment by the Idaho State Police. I understand that I will be required to pass a background investigation and a polygraph examination prior to employment by the Idaho State Police. You must be in compliance with the Idaho State Police Drug Policy in order to be considered for employment with the Idaho State Police.
- Yes
 - No
- * 5. Extra Credit: Do you have at least one year of professional work experience writing grant applications that have been awarded?
- Yes
 - No

- * 6. Extra Credit: Do you have some knowledge of contracts/grants? This is typically met through successful completion of a training course or workshop (approximately 20 hours) specifically covering grants or contract administration; OR six months' experience in collection, organization, and evaluation of data to be utilized for grant or contract development and monitoring such as development of grant or contract budgets, scope of work, time tables, reporting requirements, and monitoring experience such as reviewing reports, compiling performance data, reviewing expenditures and budget information.
- I do not have the experience or education with contracts/grants as described above.
 - I have the experience and/or education as listed above.
 - I have more than three years of experience and/or education as listed above.
 - I have more than five years of experience and/or education as listed above.
- * 7. Extra Credit: Are you a POST Certified Instructor?
- Yes - I am a POST Certified Instructor.
 - No - I AM NOT a POST Certified Instructor
- * 8. Extra Credit : You may receive extra credit if you have experience performing needs assessments, developing training objectives, designing and developing coursework, and evaluating training.
- I DO NOT have the experience.
 - I have experience developing more than one type of training and for more than a single program covering needs assessments, developing training objectives, designing and developing coursework, and evaluating training.
 - I have coursework (preferably upper division college level) in adult education and instructional design as well as experience developing more than one type of training.
 - I have extensive experience where I determined a variety of training objectives and developed course content from scratch to meet special identified needs/goals. I conducted needs assessments from various perspectives; i.e., agency director, legal, employee input, supervisors and/or research.
- * 9. Extra Credit: I have worked at least three years in a full-time capacity for a law enforcement agency. My resume includes information that substantiates this work experience.
- Yes
 - No
- * Required Question