

EMPLOYMENT OPPORTUNITY

**MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR**

TITLE: Program Representative

LOCATION: Missouri Department of Public Safety
Office of the Director
Peace Officer Standards and Training (POST) Program
Lewis and Clark State Office Building
1101 N. Riverside Dr.
Jefferson City, MO

SALARY RANGE: \$28,036.00 – \$40,000.00 annual salary

DESCRIPTION: This is a full-time, benefit eligible Uniform Classification & Pay (UCP) covered, Fair Labor Standards Act (FLSA) non-exempt mid-level professional position with specialized and technical duties and responsibilities in support of regulating and licensing Basic Law Enforcement Training Centers and basic training applicants for the Peace Officer Standards and Training (POST) Program of the Missouri Department of Public Safety – Office of the Director. General supervision is received from the POST Program Manager; however, this position exercises an extensive degree of independent judgment and action in the performance of assigned responsibilities.

EXAMPLES OF WORK: Assists in the development and maintenance of related programmatic goals, objectives, policies, procedures, and guidelines. Reviews, analyzes, and processes all basic training center applications and basic training center license renewals. Conducts basic training center audits and site visits to ensure compliance with Chapter 590 of the Missouri Revised Statutes (RSMo.) and the Code of State Regulations (CSR). Updates, reviews, and researches POST Commission mandated basic training learning objectives. Reviews, approves, and tracks the submission and approval of updated basic training lesson plans. Updates the Missouri Peace Officer Licensing Exam (MPOLE) as needed and takes the steps necessary to transition to an online licensing exam. Conducts statistical analysis to evaluate the results of the MPOLE. Coordinates seminars and workshops involving basic curriculum issues. Gathers, assembles, and preserves facts, statements, affidavits, and other evidence for use in legal actions and prepares detailed reports of investigative findings. Works closely with agency staff, law enforcement agencies, prosecuting attorneys and other governmental entities in case preparation. Prepares detailed investigative reports outlining violations of POST statutes and CSR's related to basic training applicants, instructors and centers. Locates, interviews, and takes statements from witnesses and persons suspected of involvement in the violation of Chapter 590 RSMo. and CSRs. Assists as needed with all aspects of filing administrative rules as they pertain to basic training curriculum and the MPOLE. Performs other related work as assigned.

QUALIFICATIONS: Bachelor's degree from an accredited college or university in business administration, public administration, criminal justice administration, or a closely related field; and one year of professional or technical experience in business administration, public administration, criminal justice administration, the criminal justice/law enforcement field, compliance review, auditing, or in an area that affords a knowledge of public safety programs and services. *(These qualifications listed represent the minimum experience and education required. Equivalent substitution may be permitted in case of deficiencies in either experience or education.)*

APPLICATION PROCEDURE:

Current employees of the Department of Public Safety - Office of the Director who want to be considered for this position must submit a resume with a cover letter to the Director's Office Human Resources Manager by close of business on April 29, 2019. The Department of Public Safety, Office of the Director reserves the right to fill positions through transfer, classification, and promotion of existing employees.

Other individuals who want to be considered for this position must complete a Department of Public Safety Application for Employment. Applications can be obtained at www.dps.mo.gov. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc. should be completed and submitted to the Department of Public Safety - Office of the Director, Lewis and Clark State Office Building, 1101 N. Riverside Dr., Jefferson City, MO 65101.

EQUAL OPPORTUNITY STATEMENT: The Department of Public Safety is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.