Position Opening: Professional Development Unit (PDU) Officer

The Training Division is seeking qualified applicants for the position of Professional Development Unit (PDU) Officer to oversee Advanced Officer/Continuing Professional Training (AO/CPT) and Perishable Skills Training. This role is responsible for managing the bi-annual training and certification updates for all sworn officers. The PDU Officer ensures that training content, testing, and instructional methodologies comply with California POST regulations, specifically Regulation 1052 and Regulation 1005(d). In this capacity, the PDU Officer will manage all aspects of AO/CPT training, including enrollment, classroom preparation, attendance tracking, grade entry, and certification completion. Additional responsibilities include overseeing invoicing, personnel assignments, and maintaining communication with key stakeholders such as the City College of San Francisco (CCSF). The officer will also ensure that all members are registered for appropriate college credits through CCSF and that all training requirements are met in accordance with POST standards.

Duties include but are not limited to:

1. **Class Enrollment and Roster Management**: Oversee member enrollment in training courses using the HRMS system. Ensure proper registration by verifying employee information and assigning members to relevant courses.
2. **Register Members for CCSF College Credits**: Ensure that all members are registered and enrolled in the City College of San Francisco for college credits associated with the AO/CPT training. Coordinate and track the registration process with CCSF.
3. **Generate and Maintain Class Rosters**: Create and update class rosters with key details such as class date, CRN, and student information. Share updated rosters with CCSF for verification and record-keeping (CCSF Roster).
4. **Verify and Update Enrollment Data**: Continuously monitor and update AO/CPT enrollment data to ensure accuracy between internal tracking systems and class rosters.
5. **Classroom and Resource Coordination**: Manage classroom reservations for each training session through the Outlook calendar, ensuring that appropriate spaces are available and scheduled.
6. **Prepare Class Materials**: Organize and prepare all necessary class materials, including sign-in sheets, evaluation forms, and welcome packets, ensuring that everything is ready prior to each session. Confirm that all classroom equipment, such as projectors and flip charts, is operational and ready for use before each session begins.
7. **Instructor and Student Communication**: Distribute pre-session emails to instructors and students, including class rosters and schedules. Coordinate additional logistics, such as catering, and provide updates for online and in-person sessions.
8. **Data Entry and Attendance Tracking**: Maintain accurate attendance records by entering and updating positive attendance information for each training session. Ensure these records are consistently updated and reflect participation.

9. **Grade Entry and Completion Tracking**: Access the CCSF faculty portal to input final grades, ensuring alignment between the POST class roster and CCSF records. Enter grades and attendance hours for each member based on training completion.
10. **Close Out Classes**: Finalize and close out AO/CPT classes by marking attendance, reviewing completion status, and making necessary updates. Ensure follow-up with members who missed sessions or need additional attention.
11. **Invoice and Billing Management**: Handle the creation and tracking of invoices for AO/CPT training sessions. Ensure invoices are properly filed and sent to CCSF contacts. Monitor and update the payment master schedule to track billing.
12. **Quarterly Billing for CCSF**: Prepare and submit quarterly or monthly billing to CCSF, ensuring that attendance and course data are reflected accurately in invoices and billing documents.
13. **Personnel Order Management**: Maintain and update personnel assignments in the AO/CPT Breakdown file, ensuring any changes such as new assignments, name changes, or star number updates are properly documented.
14. **Class Completion and Certification Reporting**: Enter all training data into POST EDI, ensuring that trainee and instructor information is accurately submitted. Save completed rosters and maintain digital archives for future reference.
15. **Ensure Compliance with CA POST Regulations**: Ensure that all training programs meet California POST standards, particularly with regard to the content, testing, and instructional methodologies for perishable skills training as outlined in Regulation 1005(d) and Regulation 1052.

Work Schedule:
The PDU Officer will work:
- Day shift: 4/10s Monday – Thursday or 5/8s Monday–Friday

Minimum Qualifications:
*Minimum qualifications must be met by the application deadline, unless otherwise stated.
- Hold the rank of Officer.
- Must have completed probation as an Officer.
- Must meet one of the following minimum requirements to qualify as an Instructor of Record, as set forth by California Community Colleges and CCSF:
    1. Possess a bachelor's degree or higher and have at least two years of service with the SFPD at the Q2 rank, or
    2. Possess an associate's degree and have at least six years of service with the SFPD at the Q2 rank.

Additional desirable qualifications include but are not limited to:
- Excellent written and verbal communication skills.
- Proficiency in using with Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.)
- Experience in data analysis, budget tracking, and administrative tasks.
- Prior teaching experience and possession of an Instructor Certification.

Selection Procedures:
Step 1: Deadline
- **The application deadline will be Saturday, October 19, 2024.**

Step 2: How to apply

- Email Application (blank application attached): to ███████████
- Subject: PDU
  Once your application is received, you will receive a confirmation email within 5 business days.

Note:

- Resumes are optional and may include work experience, education, POST course work, awards, special skills and references.
- Applicants who previously applied for positions within this unit, and who were not selected shall re-apply if still interested in the positions.

Step 3: Selection Process

- The selection process will consist of:
  1. A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.
  2. Candidates who meet the minimum qualifications will be invited to participate in an oral interview.

Please email ████████████ with any questions. Once a candidate is selected, the process is complete. If additional positions in the unit become available, a new notice will be issued.

Applicant for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. Members should contact the Department's Americans with Disabilities Act Coordinator, ████, at ████████ with any questions regarding the essential job functions of a sworn member as they relate to reasonable accommodations.

WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.

Safety with Respect