

**POSITION DESCRIPTION**  
**PROFESSIONAL STANDARDS & COMPLIANCE SPECIALIST**

**I. IDENTIFYING INFORMATION**

Position Number: 122670  
Department: Department of Public Safety  
Division: Administrative  
Branch: Training and Staff Development  
Geographic Location: Oahu

**II. INTRODUCTION**

This position will be located in the Training and Staff Development Office, Department of Public Safety. Under the general supervision of the Public Safety Training Officer, the Professional Standards & Accreditation Specialist will serve as a member of the of the Department's Professional Standards and Accreditation team.

This position will be responsible for performing analytical work with minimal supervision. The emphasis for this position is on developing, reviewing and revising policies, identifying proofs of compliance, conducting compliance audits ensuring all aspects of the accreditation maintenance process are completed, including time sensitive standards, periodic inspection reports, reviews and updates .and reporting deficiencies accordingly.

The individual must work cohesively with each respective division of the Department to assure that best practices are established and carried out through the development of sound department policy and procedure.

Performance in this job is measured through preparing reports, analyses, applying methodology, participation in conferences, and accomplishing the accreditation goals of the agency.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

**A. ADMINISTRATIVE DUTIES**

35%

1. Identifies, verifies, and reconciles compliance with established CALEA law enforcement and training academy standards.
2. Reviews and interprets CALEA standards and applies to written agency directives for purposes of compliance.
3. Prepare reports on existing department operations, methods and procedures as they relate to accreditation standards.
4. Identifies non-compliance issues and prepares findings; ensures non-conformance to standards are properly documented.

\*Essential duties of the position are underlined.

5. Determine acceptable proofs of compliance to CALEA standards from existing department documentation;
6. Identify, collect and validate proof(s) of compliance.
7. Compose and edits a variety of reports, correspondence and other material requiring judgment as to content, format, accuracy, completeness and confidentiality.
8. Prepare appropriate reports and analysis in accordance with accreditation standards.
9. Maintain documentation files with proof of compliance.
10. Maintains and updates directives, and updates files to correspond with periodic changes to accreditation standards.
11. Conducts annual internal audits to ensure adequate review of the management system and accreditation standards.

B. POLICY DEVELOPMENT

30%

1. Review, modify, draft, and revise department policies and procedures and forms for compliance with accreditation standards.
2. Analyze and identify industry changes and trends as per CALEA and alert supervisor to anticipated changes.
3. Reviews standards and ensures the department remains in compliance.
4. Stays abreast of all aspects of the accreditation process to include proposed amendments to the standards.
5. Reviews and provides recommendations regarding the development, formulation and implementation of policies and procedures to improve Department services.

D. RESEARCH AND ANALYSIS DUTIES

15%

1. Conduct policy research and analyzes data on complex tissues.

2. Conduct surveys of jurisdictions relating to accreditation, policy, and compliance issues.

E. COMPLIANCE VALIDATION AND QUALITY ASSURANCE 15%

1. Conduct observations, reviews and validation assessments to verify continuing compliance with policies and procedures.
2. Provide information and answer inquiries for on-site assessments and inspections.
3. Supervises the inspection of Departmental, division, branch and section files for compliance with accreditation standards.

F. OTHER RELATED DUTIES 5%

1. Provides accreditation related training to department personnel.
2. Provide appropriate training for department employees on all new and revised policies.
3. Attend various training courses, seminars and conferences to maintain knowledge of current trends and developments in job-related skills and techniques
4. Performs other duties, as assigned.

100%

**V. CONTROLS EXERCISED OVER THE WORK**

A. SUPERVISOR

Position Title: Public Safety Training Officer  
Position Number: 50381

B. Nature of Supervisory Control Exercised over the Work

1. Instructions Provided:

Supervision is limited to general instructions, priorities and expected results. The employee is expected to plan and carry out work activities independently.

2. Assistance Provided:

The Public Safety Training Officer and/or Professional Standards Manager will initially provide assistance in documentation activities and CALEA requirements.

3. Review of Work:

Completed work and report of findings are accepted as final unless instructed otherwise by the supervisor or the Director.

C. Nature of Available Guidelines Controlling the Work

1. Policy and procedural guidelines available:

- Applicable Federal Laws
- Hawaii Revised Statutes
- Hawaii Administrative Rules
- Department of Public Safety Policies and Procedures
- Department Training Materials
- CALEA Standards
- PowerDMS Documentation Standards
- Collective Bargaining Agreements

2. Use of Guidelines

The incumbent is expected to know, maintain proficiency and apply all pertinent law, rules, policies and procedures, standards and best practices as they relate to the duties of the position.

**VI. REQUIRED LICENSES, CERTIFICATION, ETC.**

- A. Must attend and successfully complete Accreditation Manager Certification training within one year of hire.
- B. Must possess a valid license to drive in the State of Hawaii.

**VII. RECOMMENDED QUALIFICATIONS**

A. Knowledge of:

- An accreditation process, procedures and standards;
- Department organizational structure, functions, goals and objectives;

- Department mission, values, and standards rules and regulations that govern operations;
- Department policies, procedures, and practices.

B. Skills/Abilities:

- Ability to prioritize ongoing and new priorities necessary to implementing specific program and effectively manage time;
- Maintains high level of productivity and continuously seeks to improve the process;
- Ability to effectively communicate both verbal and written thoughts, ideas, and facts with a variety of people internal and external to the organization;
- Ability to write and present information in a clear and concise way;
- Skill in interpreting and understanding written information;
- Ability to work cooperatively with others and demonstrates professional, ethical, respectful, and courteous behavior when interacting with others;
- Approachable style allows others to be open in sharing thoughts and ideas;
- Accurately interpret and relate policies to affected personnel;
- Encourage cooperation, pride, trust, and teamwork;
- Proficient in coordination and organizational skills;
- Manage multiple projects with accuracy, while focusing on details;

C. Education:

Equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in business, communications, criminal justice, law, public administration, or a social science.

A combination of education, related training and experience will be considered. Additional experience as outlined below may be substituted for the education on a year-for-year basis.

D. Specialized Experience:

The equivalent of two and on half (2 ½) years of full-time increasingly responsible experience in administrative or technical work for program administration, developing policy or procedures, contracting, human resource management, training administration, grant writing and administration; preferably in a law enforcement environment.

## **VIII. TOOLS, EQUIPMENT & MACHINES**

Requires knowledge and application of computer hardware and office software, typewriters, copying machines, facsimile machine, multi-line telephone, video or tele conferencing and other office equipment and machines.

## **IX. WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in a climate controlled office environment. The noise level in this environment is usually quiet to moderate.

The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive.

The employee generally maintains normal office hours but will occasionally be required to perform overtime or unscheduled work in accordance with operational demands as well as occasional overnight and/or weekend travel. Work may be stressful when dealing with multiple priorities and/or time constraints.

Must be able to successfully complete a pre-employment criminal records check conducted on a local and national level, and pre-employment drug screening.