



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LAW ENFORCEMENT TRNG BRANCH MANAGER

Job Number: 20000723

Job Code: 24750V250716

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 10/16/2007

Job Revised: 07/16/2025

Grade: 17 Salary (MIN - MID):

\$30.082-\$45.123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$42.950 - Hourly

\$6,979.38 - 37.5 Hr. Monthly Salary

\$7,444.68 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management for the fiscal, personnel, operational and administrative functions in a law enforcement training operations branch; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have eleven years of experience as a Law Enforcement Training Instructor, sworn law enforcement officer, law enforcement telecommunicator, OR any combination of the aforementioned experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience as a sworn law enforcement officer, telecommunicator, or Law Enforcement Training Instructor will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have completed 400 clock hours of in-service or equivalent continuing education credits approved by the Kentucky Law Enforcement Council or the Department of Criminal Justice Training. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees all staff and the implementation of programs; including, but not limited to: Firearms, Emergency Vehicle Operations, Physical Fitness, Defensive Tactics, Tactical Operations, Telecommunications, Criminalistics, Leadership Challenge Course and Patrol Functions within law enforcement training operations to assure efficient, accurate, and pertinent training. Responsible for the safety of staff, students, and public during training operations, on site and off site. Responsible for the operation of various training facilities and equipment, located on multiple sites across the Commonwealth to include, but not limited to computer labs, forensic science lab, model police facilities, high-speed driving tracks, firing ranges, training and pool vehicles, telecommunication center, conventional and federally licensed special weapons and a Leadership Challenge Course. Responsible for submitting budget proposals and assuring compliance with approved budget for law enforcement training operations. Serves in leadership role to oversee law enforcement training operation's professional, paraprofessional, and administrative staff and makes recommendations to higher level management regarding hiring, dismissals, and other personnel related actions. Analyzes law enforcement training operations and recommends policy and procedural changes to increase operating efficiency. Compiles various reports and oversees the maintenance of all law enforcement training operation's records and reports. Coordinates law enforcement training activities, schedules, and facilities with the directors and other operational managers. Serves as a liaison between the agency and other organizations to ensure the agency is responsive to its clients. Responsible for compliance with Kentucky Revised Statute (KRS) and Kentucky Administrative Regulation (KAR) requirements for certification of law enforcement training curriculum and instructor certification. Ensures agency compliance with national accreditation standards for Law Enforcement Training Operations.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Travel is minimal.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.