

## **DIRECTOR OF STATE CERTIFICATION**

### ***DESCRIPTION OF WORK***

The Director of State Certification directs all aspects of the Georgia Law Enforcement Certification program including initial certification and re-certification issues under the policy direction of the GACP Executive Board and in conjunction with the State Certification Committee. The Director of State Certification reports to and receives assignments from the GACP Executive Director and must be able to travel within the state to fulfill these duties.

### **Duties, Responsibilities and Authority**

1. Serves as the point-of-contact for state law enforcement agencies on the Georgia Law Enforcement Certification program. Proactively promotes the certification process to all law enforcement agencies to foster participation in the program; makes presentations to interested law enforcement agencies; performs marketing activities and develops literature to promote and publicize the program with various officials, organizations and other interested parties.
2. Receives, reviews and processes certification applications and issues contracts to qualified applicants for initial certification and re-certification. Maintains comprehensive files on certified agencies and those in the process of becoming certified.
3. Schedules, supervises and monitors agency on-site assessments to include the selection and scheduling of assessors, team leaders and "shadow" participants and makes random visits to agencies during assessments. Serves as point of contact for agency Certification managers and/or heads of law enforcement agencies concerning questions and issues relating to the certification program.
4. Reviews assessment reports for adherence to appropriate submission procedures and identifies compliance related problems or other related issues for appropriate action.
5. Resolves discrepancies or conflicts between assessors and agencies.
6. Processes waiver requests and submits for appropriate review and action to the State Certification Committee and provides notice to requesting agencies of final decision.
7. Coordinates with the Joint Review Committee for approval of agency certification ensuring all compliance standards are met or any requests for waivers are granted.
8. Identifies standards or commentary requiring revision, update and/or deletion and refers to the State Certification Committees for appropriate action. May also recommend new standards emanating from state-of-the-art law enforcement issues.
9. Provides GA POST training relating to the Georgia Law Enforcement Certification program to GPAC membership, new police chiefs, sheriffs, certification managers and assessors. Maintains liaison with GPAC and attends scheduled meetings.
10. Notifies agencies of annual compliance report requirements, initiates appropriate follow-up action in instances of non-receipt and ensures agencies take required actions to maintain compliance with all applicable standards.
11. Performs a variety of administrative tasks associated with the state certification program and completes all required reports.

## **QUALIFICATIONS**

Bachelors Degree in a law-enforcement/criminal justice related field. Four years related experience and/or training (i.e., criminal justice, management, public administration); or equivalent combination of education and experience with an emphasis on program development, implementation and/or direction in a related field.

### **Knowledge, Skills, and Abilities**

1. Knowledge of Georgia Law Enforcement Certification Program; the nature and scope of all standards and the ability to interpret compliance with standards through a variety of means such as written policies, procedures, rules and regulations or through direct observation.
2. Knowledge of the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards and procedures.
3. Ability to establish program goals, define issues, implement procedures, establish facts and draw valid conclusions.
4. Ability to effectively present information and respond to questions from law enforcement executives, GACP Executive Board & Staff, Certification Committee members, Assessors, members of the Georgia Legislature and the general public.
5. Ability to resolve a myriad of issues, interpret information and deal effectively with a variety of certification related issues in areas of standardization and to identify appropriate courses of action for decision-making bodies involving issues of a unique or controversial nature.
6. Ability to use various computer programs to prepare presentations and reports, maintain records and status of work, effectively communicate with the law enforcement community, etc.

### **Physical Demands**

1. The demands identified here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The incumbent must be able to work primarily within a professional office setting and to stand, walk, sit, use hands and fingers to handle objects, tools and to operate assigned equipment, to reach with hands and arms and to talk and hear in-person and through provided communications devices.
3. The incumbent must be able to safely and effectively operate a motor vehicle in order to travel to designated locations throughout the State of Georgia and to remain for overnight or extended visits as required.
4. The incumbent must be able to properly operate a variety of audiovisual equipment when making presentations or when providing information or briefings to various audiences.
5. The employee must regularly lift and/or move up to 25 pounds and occasionally lift or move 50 pounds without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.