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| **Job Task Analysis** | | | |
| **Job Identification: 11-9197** | | | |
| **Job Title** | | Certified Protection Officer Instructor | |
| **Job Purpose** | | Certified Protection Officer Instructor Designs and conducts security and law enforcement training and develops programs to improve individual and organizational performance. May analyze training needs. | |
| **33** | | \* Federal Agents  \* State Law Enforcement  \* City / county Law Enforcement  \* Special Agents  \* Judicial Branches  \*Corrections Officers / Supervisors  \*Non-Governmental Organizations | \*Private Business  \* Military personnel / Leadership / Law Enforcement  \* Tribal Law Enforcement  \*Security Supervisors and Staff  \*Business Leaders  \*Non-Governmental Organizations |
| **393What are the functions/tasks of the position?** | | \*Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.  \*Observing, receiving, and otherwise obtaining information from all relevant sources  \*Developing constructive and cooperative working relationships with others, and maintaining them over time. | \*Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.  \*Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. |
| **Importance** | **Knowledge** | **Skills** | **Abilities** |
| High - 1 Average - 2  Low - 3 | \* Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.  \* Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.  \* Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.  \* Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.  \* Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. | \* Instructing  \* Learning Strategies  \* Active Listening  \* Speaking  \* Monitoring  \* Critical Thinking  \* Coordinate training activities.  \* Develop training materials  \* Conduct surveys in organizations.  \* Train personnel to enhance job skills.  \* Evaluate training programs, instructors, or materials | \* Deductive Reasoning -2  \* Inductive Reasoning -2  \* Oral Comprehension -2  \* Oral Expression -2  \* Problem Sensitivity-1  \* Written Comprehension – 2  \* Stress Tolerance – 1  \*Speech Clarity - 2 |
| **Professional Conduct Regulation** | | Law Enforcement Code of ethics  Ethical Standards  Policies and procedures  Confidentiality standards | |
| **Median Salary** | | $32,540 - $102,340 per year (average range) | |
| **Education** | | Post-Baccalaureate certificate | |
| **2016 Jobs** | | 283,000 (Average) | |
| **2026 Jobs** | | 31,700 (Average) | |
| **Increase by 2020** | | + 10-14% (Average) | |

Statistics obtained from Bureau of Labor Statistics.