



**TRAINING COORDINATOR
INDEPENDENT CONTRACTOR**
Up to \$35.00 / Hour



FINAL DATE FOR FILING: February 1, 2019

THE POSITION

The Independent Contractor will serve as the Northern California High Intensity Drug Trafficking Area (NC HIDTA) Training Coordinator. As directed by the NC HIDTA Director and Executive Board, the Independent Contractor will initiate, design, plan and organize regional NC HIDTA training consistent with the NC HIDTA training initiatives, maintain training records, produce training reports, and manage the training portion of the NC HIDTA web site.

The NC HIDTA is located at the Federal Building at 450 Golden Gate Avenue, San Francisco, CA. The Independent Contractor position will require some travel. The hours of service are flexible; however, the Independent Contractor may not exceed the contract amount.

The term of the contract will be one year from date of execution. San Mateo County and the NC HIDTA reserve the right in any contract, to extend the term for up to one year should funding be available. **NOTE:** Independent Contractor positions are at will positions and are not covered by San Mateo County Civil Service Rules.

The **ideal candidate** will be a motivated professional who:

- Takes initiative on projects
- Coordinates well with others
- Works independently
- Has strong oral and written communication skills
- Has strong presentation skills
- Has strong organizational skills
- Has a strong computer background, including proficiency in Microsoft Office Suite applications, including PowerPoint and Excel
- Is knowledgeable in the processing of budgets and contracts involving events and instructors
- Is knowledgeable regarding POST requirements
- Is knowledgeable of various training resources available both in the public and private sector
- Is willing to travel to various training sites and meetings

Background: The High Intensity Drug Trafficking Area Program (HIDTA) is an important component of the President's National Drug Control Strategy which provides additional federal resources to those areas to help eliminate or reduce drug trafficking and its harmful consequences. Law enforcement organizations within HIDTA assess drug trafficking problems and design specific initiatives to reduce or eliminate the production, manufacture, transportation, distribution and chronic use of illegal drugs and money laundering. The mission of the Training Initiative is to provide training to the NC HIDTA region's law enforcement officers and analysts to enhance their knowledge, skills and abilities.

In 1997, ten bay area counties were designated as the Northern California High Intensity Drug Trafficking Area (NC HIDTA). Currently, the NC HIDTA is composed of individual local, state and federal law enforcement agencies within thirteen counties united in the common mission of reducing drug-related crime, violence and abuse in our communities.



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Examples of Duties:

- Identify training needs in the Area of Responsibility and provide the Director and Executive Board with an Annual Training Plan and Budget Proposal.
- Identification of a variety of relevant training curriculum, instructor selection, subject matter selection, coordination of travel, lodging, venue and materials organization, maintenance of attendance records and preparation of associated reports concerning training provided.
- Coordinate with representatives of other local and statewide agencies.
- Coordinate with the National HIDTA Assistance Center and participate in National HIDTA Training Coordinator Meetings.
- Facilitate the actual training presentations as needed and based on availability of other NC HIDTA staff to attend such presentations.
- Routinely communicate with the NC HIDTA Director and/or Deputy Director on the status of future training endeavors.
- Review, evaluate and prepare written reports concerning all aspects of the NC HIDTA training program's operation, functionality and effectiveness, making recommendations for initiative modifications or changes as needed.
- Manage the training portion of the NC HIDTA web site.
- Develop course evaluation tools to determine information gaps.
- Complete other associated short-term projects as directed by the NC HIDTA Director or Executive Board.

QUALIFICATIONS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

Other Requirements:

- Must successfully complete a thorough law enforcement background investigation prior to appointment. The background investigation will consist of a polygraph examination.
- Candidate selected for the position will be required to enter into an annual independent contract with the San Mateo County Sheriff's Office. Selected candidate will be required to show proof of general liability insurance prior to start of contract.

APPLICATION/EXAMINATION

Anyone may apply. To apply submit a completed NC HIDTA/NCRIC application, cover letter and resume by 4:00 pm on Friday, February 1, 2019, to:

NCHIDTA/NCRIC
Attention: Nanci Garcia
PO Box 36102
San Francisco, CA 94102
E-Mail: N Garcia@ncric.ca.gov

A resume alone will not be accepted as a substitute for the required NC HIDTA/NCRIC Application. Incomplete application materials will not be considered. The NC HIDTA/NCRIC applications is available at www.ncric.org or www.nchidta.org, under Employment Opportunities.

The examination process will consist of the steps detailed in order below. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. All examinations will be given in San Francisco, California, and applicants must participate at their own expense.



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1. **Initial review of application materials.** At this step, applicants submitting incomplete letter, application and resume, lacking relevant qualifications and/or not following instructions will be disqualified. Applicants who pass the initial review will be further evaluated for relevant training and experience.
2. **A screening (weight: pass/fail) of your relevant training and experience** based on relevant work history and background as listed on your application and resume. At this step, subject matter experts will select those applicants whose education, training and experience most closely match the current needs of the organization. Because of this process, not all applicants are guaranteed advancement through the exam process.
3. **Panel Interview (weight: 100%)** Applicants who pass the screening will be invited to participate in a panel interview. Applicants who pass the panel interview will be placed on an eligible list and ranked based on their interview scores. Selections will be made from the top seven candidates on the list. Applicants will be expected to participate in the interview portion of the process to be held in San Francisco, California at their own expense and adhere to the date and time assigned to them.

RECRUITMENT SCHEDULE

Below is a tentative recruitment schedule for this position. Please make note of the tentative dates for the panel interview. Requests for rescheduling may not be possible. If you have not been notified of the status of your application by February 15, 2019, please contact our office immediately at (415) 436- 8121.

Final Filing Date: February 1, 2019

Application Screening: February 11, 2019

Panel Interview: Week of February 19, 2019

At the County of San Mateo, we welcome and celebrate the diversity of our employees, and strive to create a workplace where they feel valued every day. County of San Mateo is proud to be an Equal Opportunity Employer.