

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV47625</b>
<b>Job Class Code:</b>	<b>660</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>04</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>07/01/80</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Security Series

**JOB CODE TITLE:** SECURITY CHIEF

**HRIS TITLE:** SECURITY CHF

**CHARACTERISTICS OF THE CLASS:** Under general direction, is responsible for work of considerable difficulty in planning, organizing, and supervising work involving the security, police and fire protection of a State facility, and for the safety of employees, and the general public; and performs related work as required.

**EXAMPLES OF DUTIES:** Proposes policies and procedures relating to the security of a complex of State buildings and grounds and the protection of lives and property; prepares rules and regulations; analyzes and recommends budget requirements; establishes training programs and provides instruction for security personnel; solicits and promotes the cooperation of other local law enforcement units; inspects buildings and grounds for existing or potential security and safety hazards; recommends or takes corrective action; works with the State Fire Marshal in matters relating to fire prevention and protection; establishes procedures for demonstrations, disturbances, fires, bomb threats, and other emergencies; provides safety and first aid training; plans and coordinates necessary security in anticipation of crowds gathered for ceremonies, demonstrations, sporting events, shows, or the State Fair; responsible for maintaining order, for the protection of state officials, all State property, apprehension of trespassers, persons responsible for malicious mischief, thefts, accidents, leaving the scene of an accident, and property damage; issues tickets for traffic violations; investigates and/or coordinates investigation of crimes, and unauthorized solicitation on State property; makes arrests as required; may establish first aid policies and direct first aid programs; makes periodic tours of inspection of security units; may provide escort in the transportation of money or property; maintains lost and found property system; participates in management meetings dealing with security and protection; prepares required reports.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** security, safety, police and fire protection techniques including investigation; of administrative procedures and supervisory principles and techniques; first aid methods.

**Skill/Ability to:** plan, organize, and supervise the work of security personnel; conduct thorough inspections and investigations; establish and maintain effective working relations with other law enforcement personnel; deal effectively with the general public; ability to tactfully obtain compliance with regulations; speak and write effectively.

### **SPECIAL SELECTION FACTORS:**

Two years supervisory experience in governmental or private law enforcement or security work. This supervisory experience must have been at a level equivalent to a sergeant in a metropolitan or state police department.