OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Security Supervisor	46115C
MAJOR AGENCIES:	**JURISDICTION:**
County Offices, Universities	Cnty., Univ.

FUNCTION: Under general supervision from higher-level police officer, business administrator or group life coordinator, or federal security manager, supervises lower-level security personnel, plans & implements security programs, recommends changes in security policies & procedures to supervisor, patrols grounds & buildings, investigates problems &/or crimes, prepares & maintains &/or oversees preparation & maintenance of records & documentation & performs various other tasks; may be assigned responsibility for more than one or all shifts;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	59-79	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., security officers); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, trains personnel in security & safety procedures, plans & implements security & safety programs, analyzes & recommends changes in security programs & policies to supervisor.	Knowledge of (1) supervision, (2) employee training & development*, (3) military law enforcement or security practices & procedures, (4) agency related parking & traffic regulations, (5) public relations, (6) interviewing*; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) recognize unusual conditions or security problems & take appropriate action, (9) establish friendly atmosphere as supervisor of work unit, (10) demonstrate agility.

(340)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work rotating shift or be on 24-hour call.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 300 hrs. training in security practices & procedures (or 3 mos. exp.); & 6 mos. exp. beyond training, as security officer, law enforcement officer or military police; 1 course in public

TRAINING & DEVELOPMENT: C.P.R. & First Aid Instructor Certificates where applicable.

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NEW AUG 0 2 1987

CLASS TITLE: Security Supervisor

CODE: 46115 C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	4-24	Patrols grounds & buildings, investigates (e.g., conducts searches, inquiries), crimes, complaints & accidents (e.g., employee, patient injury reports), coordinates, assists with & reports situations (e.g., crimes) to law enforcement authorities &/or emergency personnel when appropriate; operates emergency vehicles; appears in court as assigned.	Knowledge of 3, 4, 5; ability to 7, 8, 10, (11) handle sensitive contacts with public & government officials.
3	12-22	Prepares, maintains &/or oversees the preparation & maintenance of various security related documentation (e.g., accident reports; duty rosters; disciplinary actions; security reports; time sheets; recommendations reports of vehicle inspections) & performs various miscellaneous tasks as assigned (e.g., responsible for student visitation & transport; assists in periodic inspection of safety & security equipment; transports residents to court &/or doctor appointments; performs public relations duties such as liaison work with fire, law enforcement &/or inspection agencies or rendering directions & information to public; fingerprints & provides orientation to new employees).	Knowledge of 3, 4, 5; ability to (12) apply principles to solve practical, everyday problems, (13) prepare meaningful, concise & accurate reports.

(341)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* regulations (or 1 mo. exp.); or equivalent. In addition to preceding, if position requires operation of motorized vehicle for any reason, must have Valid Driver's License. Also, if assigned responsibility for rendering first aid & C.P.R., applicant must have completed one training course in each.