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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 20114**

**SECURITY SPECIALIST**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Security Specialist may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



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## Summary of Essential Duties

The primary purpose of the Security Specialist position is to supervise and train Security Supervisors to ensure implementation of safety policies and procedures within the agency. The position is responsible for ensuring the physical safety of clients, visitors and employees of the county department of job and family services. In addition, the position is responsible for developing, updating and interpreting safety policies, procedures, memos and reports.

### Duties

Frequency: 50% +/- 10%

- I. Provides direct supervision to Security Supervisors.
  - A. Determines need for new staff members and makes recommendations regarding need.
  - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
  - C. Disciplines subordinates, when necessary.
  - D. Reviews, approves, or denies employee requests for leave.
  - E. Completes performance evaluations of subordinates' work.
  - F. Meets with subordinates regarding grievances.
  - G. Trains new and current employees.
  - H. Assigns and reviews work of subordinates.

Frequency: 25% +/- 5%

- II. Performs safety and security functions for the agency to ensure the physical safety of clients, employees, and visitors.

Frequency: 15% +/- 8%

- III. Develops, updates and interprets safety policies, procedures, memos and reports.

Frequency: 5% +/- 2%

- IV. Responds to on-call pages regarding situations such as a locked building, threats to Agency property or personnel, etc.



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Frequency: 3% +/-1%

V. Attends and conducts meetings concerning safety and security issues.

Frequency: 2% +/- 1 %

VI. Makes recommendations for yearly departmental budget in accordance with agency guidelines.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
SECURITY SPECIALIST**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Security procedures; Supervisory practices; Personnel practices; Safety practices; Performance appraisals; Training and development procedures; Local, State and Federal law, policies and procedures; Critical incident reports; Labor unions; Americans with Disabilities Act; Civil Rights Act.	Oral communication; Organization; Training; Supervising; Reading comprehension; Presentation; Delegation.	Resolve wide range of problems; Interpret policies and procedures; Listen for problems or issues and provide responses or explanations; Work in an environment for which there are very high risks of exposure to potentially dangerous situations; Interpret and explain laws, policies and procedures; Answer routine questions; Supervise others; Assign work to others; Develop training programs; Discipline others; Perform performance evaluations; Maintain accurate records; Deliver training lectures; Interpret technical material.
<b>II</b>	OSHA (Occupational Safety and Health Agency) guidelines; Safety and security practices and procedures (e.g., use of pepper mace and baton, the detainment of violent individuals); Inspection procedures; Child and adult abuse; C.P.R. and First Aid procedures; Procedures for handling difficult situations (e.g., violent clients); Operation of radio equipment; Local, State and Federal law, policies and procedures.	Oral communication; Performing physical labor; Manual dexterity; Interpreting laws, rules and regulations.	Interpret laws, policies, and procedures; Monitor and notice safety hazards; Draw conclusions; Make independent recommendations; Perform First Aid and C.P.R. techniques; Physically detain individuals; Prepare reports; Interpret technical material; Maintain constant attention to ensure actions do not create dangerous situations for others; Exert heavy physical effort; Interact with hostile or angry individuals; Run; Defend oneself and others against physical attack; Recognize unusual or threatening situations; Take emergency actions; Use protective equipment such as pepper mace and batons for safety purposes; Diffuse volatile situations; Back up other Security Officers who need assistance with difficult cases; Operate radio equipment.
<b>III</b>	Security procedures; Safety practices; Policy and procedure development; Office practices and procedures; Child and adult abuse; Local, State and Federal law, policies and procedures.	Reading comprehension; Organization; Writing.	Develop new procedures, policies, or programs; Interpret laws, policies, and procedures; Extract information from a variety of sources; Process and organize information; Sort items into categories according to established methods; File material; Maintain accurate records; Update files and information; Prepare correspondence (e.g., memos).



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<b>IV</b>	Operation of electronic pager; Various pager response codes; CPR; First Aide.	Pager operation; Communication.	Respond appropriately to pager code regarding situation; Resolve problem on scene.
<b>V</b>	Agency meetings procedures; Safety and security issues.	Writing; Oral communication; Listening.	Interpret verbal information of others; Attend and conduct meetings; Speak in front of others; Take notes at meetings.
<b>VI</b>	Inventory practices; Agency supplies and machinery; Budgeting principles; Intermediate math principles.	Organization.	Request budgeted monies for safety equipment of Agency; Order safety supplies; Maintain inventory of safety supplies; Performance of intermediate math calculations.



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### **Minimum Qualifications**

- Completion of undergraduate major core program in criminal justice technology or law enforcement technology or other comparable academic major with emphasis on police/security administration. Also requires two years experience in a position comparable to a Security Supervisor, 20113. In addition, applicants must have successfully completed one course in C.P.R. and one course in first aid.
- Or completed one course or 6 months experience in first aid and emergency care, one course or 6 months experience in criminal law, one course or 6 months experience in police or security skills, one course or 6 months experience in defensive tactics, and one course or 6 months experience in business mathematics. Also requires two years experience in a position comparable to a Security Supervisor, 20113.
- Or two years experience as Security Supervisor, 20113. Also requires successful completion of one course in C.P.R. and one course in first aid.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires constant attention and considerable responsibility to ensure the safety and security of others. The incumbent trains and supervises employees to ensure that a safe environment is maintained and that unnecessary force is not used. Injuries, if they do occur, may involve temporary or permanent disabilities, or possibly even death. Additionally, the position involves occasional high risk situations with some probability of injury. The incumbent is at risk for physical attack by potentially violent clients which could result in temporary or permanent disability or death. Protective gear such as a baton, pepper gas, and C.P.R. mask are carried. However, injuries may occur in spite of these precautions. Incumbents may be exposed to blood-borne pathogens and other contagious diseases while on duty. In addition, the incumbent is exposed to occasional inclement weather conditions. The position also requires inspection of machinery that could result in temporary or permanent disability.