

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Security Officer

MAJOR AGENCIES

All

SERIES NUMBER

4611

EFFECTIVE

10/25/2009

SERIES PURPOSE

The purpose of the security officer series is to maintain security of buildings & grounds for assigned agency or institution.

At the lower level, incumbents patrol buildings & grounds &/or monitor electronic detection equipment.

At the middle level, incumbents act as lead worker for an assigned shift.

At the highest level, incumbents coordinate agency/institution security program & supervise security officers on all shifts. In Department of Youth Services' institutions, security supervisor can also be assigned to supervise juvenile correctional officers or supervise juvenile correctional officers instead of security officers when they are assigned to maintain safety & security of residential facility buildings & grounds.

JOB TITLE

Security Officer 1

JOB CODE

46111

PAY GRADE

25

EFFECTIVE

10/25/2009

CLASS CONCEPT

The full performance level class works under general supervision & requires working knowledge of agency security practices in order to maintain security of buildings & grounds of assigned agency/institution.

JOB TITLE

Security Officer 2

JOB CODE

46112

PAY GRADE

26

EFFECTIVE

10/25/2009

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of agency security practices in order to act as lead worker for assigned shift & maintain security of buildings & grounds.

JOB TITLE

Security Supervisor

JOB CODE

46115

PAY GRADE

8

EFFECTIVE

07/20/1997

CLASS CONCEPT

The supervisory level class works under general direction & requires thorough knowledge of agency security practices in order to coordinate agency/institution security program & supervise security officers on all shifts & in Department of Youth Services' institutions, also supervise juvenile correctional officers or supervise juvenile correctional officers instead of security officers when they have been assigned to maintain safety & security of residential buildings & grounds.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Security Officer 1	46111	03	10/25/2009	25

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Maintains security of buildings & grounds by conducting rounds on foot or in vehicle & making security checks of premises & safety inspections of equipment for malfunction or safety violation, checks fire alarms, fire extinguishers, secures windows & doors in high security area or after working hours, monitors persons entering & leaving premises &/or monitors electronic detection equipment for intrusions.

Investigates safety & security violations, reports misuse or malfunctioning equipment, confiscates contraband & issues warnings for safety violations.

Maintains documentation of security checks; logs in visitors entering & leaving premises; records equipment malfunctions.

Performs variety of miscellaneous tasks (e.g., provides transportation for individuals; directs traffic; removes snow & ice; changes light bulbs; empties trash).

MAJOR WORKER CHARACTERISTICS

Knowledge of agency security practices & procedures*; addition & subtraction. Skill in operation of electronic detection equipment (e.g., magnetometer, x-ray)*; short wave radio;* first aid*; C.P.R.*; Automated External Defibrillator (i.e., AED)*. Ability to recognize unusual or threatening conditions & take appropriate action; read short sentences with concrete vocabulary; work in isolation.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education that includes reading, writing & speaking English.

Positions making security rounds in vehicle require valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

If assigned responsibility for rendering first aid/C.P.R./Automated External Defibrillator (i.e., AED), applicant must obtain required certifications by end of probationary period and must maintain valid certifications to continue employment.

UNUSUAL WORKING CONDITIONS

May be required to work rotating shifts & weekends. May be exposed to bodily fluids &/or infectious diseases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Security Officer 2	46112	03	10/25/2009	26

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker over lower-level security officers for assigned shift.

Patrols buildings &/or grounds to assure safety & security of property, buildings & equipment areas (e.g., checks for fires, damage, loss, theft, equipment malfunctions, evidence of breaking & entering, water leaks, secures protective devices, locks & unlocks doors when required), reports & receives reports from subordinates, when applicable, regarding safety violations & any other unusual conditions & conducts &/or assists in conducting of investigations (e.g., contraband incidents; youth/staff incidents; complaints; injuries; accidents) as assigned.

Performs related security & safety functions (e.g., screens & checks personnel entering & leaving premises; monitors intrusion on detection equipment when applicable; assists in controlling residents in youth services facilities; coordinates AWOL search procedures; regulates traffic & parking & issues citations; registers motor vehicles; maintains communication with law enforcement agencies; searches detained persons; assures safe delivery of securities &/or cash; ensures security vehicles are maintained) & handles &/or assists in emergency situations until contact with or in cooperation with appropriate authorities (e.g., administers first aid; assists in apprehensions of escapees) & in performing public relations duties (e.g., conducts tours; provides direction to visitors).

Performs various recordkeeping duties (e.g., assists in processing of identification cards; prepares &/or assists in preparing daily assignment reports on shift vehicles; maintains fire, safety, patrol, security equipment &/or visitor logs; inventories security equipment; requisitions supplies; assists in timekeeping; maintains identification files; prepares work assignment logs or rosters; prepares correspondence regarding security activities; maintains records of motor vehicle registrations).

MAJOR WORKER CHARACTERISTICS

Knowledge of agency security practices & procedures; supervisory principles/techniques*; employee training & development*; addition & subtraction. Skill in operation of electronic detection equipment (e.g., magnetometer, x-ray); shortwave radio; first aid*; C.P.R.*; Automated External Defibrillator (i.e., AED)*. Ability to deal with problems involving several variables in familiar context; recognize unusual or threatening conditions & take appropriate action; read short sentences with concrete vocabulary.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education that includes reading, writing & speaking English; 6 mos. trg. or 6 mos. exp. in security practices & procedures; 3 mos. trg. or 3 mos. exp. in operation of electronic detection equipment & shortwave radio.

-Or 6 mos. exp. in security officer/guard position for public or private industry.

Positions making security rounds in vehicle require valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

If assigned responsibility for rendering first aid/C.P.R./Automated External Defibrillator (i.e., AED), applicant must obtain required certifications by end of probationary period and must maintain valid certifications to continue employment.

UNUSUAL WORKING CONDITIONS

May work rotating shift & weekends. May be exposed to bodily fluids &/or infectious diseases.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Security Supervisor	46115	EX	07/20/1997	8

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & coordinates agency/institution security program, evaluates effectiveness of security measures, recommends policy & procedure changes & implements new & revised security methods & supervises security officers on all shifts, schedules employees work hours for adequate coverage & provides training in security & safety areas (e.g., defensive driving; first aid; C.P.R.) & in Department of Youth Services' institutions, also supervises juvenile correctional officers or supervises juvenile correctional officers instead of security officers when they have been assigned to maintain safety & security of residential facility buildings & grounds.

Conducts investigations of complaints & security &/or safety violations, monitors patrolling of building & grounds & substitutes for absent security officers.

Maintains all security related documentation (e.g., accident reports, timesheets, duty rosters, disciplinary actions, security reports), assigns security equipment & vehicles to staff & maintains inventory & equipment maintenance records & performs variety of miscellaneous tasks as required (e.g., transports individuals to appointments; acts as liaison with local fire & police departments; picks up supplies including medical orders; conducts or oversees fire, tornado & disaster drills; provides crowd & traffic control for special functions; travels long distances to regain custody of escapees).

MAJOR WORKER CHARACTERISTICS

Knowledge of agency security practices & procedures; supervisory principles/techniques; employee training & development; first aid*; C.P.R.*. Skill in operation of electronic detection equipment; shortwave radios. Ability to define problems, collect data, establish facts & draw valid conclusions; recognize unusual or threatening conditions & take appropriate action; write meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

12 mos. trg. or 12 mos. exp. in security practices & procedures; 3 mos. trg. or 3 mos. exp. in operation of electronic detection equipment & shortwave radio; 1 course or 3 mos. exp. in supervisory principles/techniques; 1 course or 3 mos. exp. in employee training & development.

-Or 6 mos. exp. as Security Officer 2, 46112.

In addition to the preceding, if position requires operation of motorized vehicle, must have valid driver's license. Also if assigned responsibility for instructing C.P.R. or first-aid course, must have appropriate instructor certificate.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

On call 24 hrs. day, 7 days week.