

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

Security Officer Specialist

**SERIES NO.:**

4612

**MAJOR AGENCIES:**

Adjutant General only

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the security officer specialist occupation is to provide security of Air National Guard property.

At the lower level, incumbents patrol buildings, grounds & equipment areas & monitor intrusion detection equipment.

At the supervisory level, incumbents supervise security personnel on one assigned shift.

At the managerial level, incumbents are responsible for security operations on all three shifts.

This classification is restricted for use by the Adjutant General only.

**CLASS TITLE**

Security Officer Specialist

**CLASS NUMBER**

46121

**PAY RANGE**

07

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of military law enforcement & skill in use of firearms in order to ensure security & safety of property & personnel at Air National Guard base.

**CLASS TITLE**

Security Officer Specialist Supervisor

**CLASS NUMBER**

46125

**PAY RANGE**

08

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of military law enforcement in order to supervise security personnel & oversee security activities for one assigned shift at Air National Guard base.

**CLASS TITLE**

Security Officer Specialist Manager

**CLASS NUMBER**

46126

**PAY RANGE**

10

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires thorough knowledge of supervision & military law enforcement in order to manage security operations at Air National Guard base on all shifts.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Security Officer Specialist	46121	EX	01/09/2005	07

**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.)**

In Adjutant General's Department only, secures Air National Guard property against damage, loss, fire, espionage, sabotage, theft & pilferage by patrolling buildings, grounds & equipment areas (e.g., US Air Force aircraft & weapons systems) to verify security & safety conditions, secures building & equipment protective devices & reports equipment malfunctions, water leaks, evidence of breaking & entering or equipment damage & other conditions requiring attention.

Monitors intrusion detection equipment & maintains communication with base patrol & other law enforcement agencies, searches apprehended personnel, regulates traffic & parking by enforcing motor vehicle regulations & registering motor vehicles & keeps related records.

Enforces standards of conduct & adherence to applicable Air National Guard laws & regulations, assumes responsibility in emergency situations until key personnel are contacted & assists in processing military & civilian identification cards.

Reports & assists in investigation of fires, crimes, unusual incidents, complaints, injuries, accidents or suspicious & unauthorized personnel.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of security & safety practices; military law enforcement to include mob psychology, riot control techniques, disturbance & disaster belief control measures, patrolling techniques & search & seizure procedures; investigation methods; traffic & parking regulations. Skill in operation of security/military vehicles, equipment & firearms (i.e., M-16 rifle & .38 revolver). Ability to deal with problems involving several variables in familiar context; complete routine reports; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Member of Ohio Organized Militia; completion of proficiency training outlined in Air Force Instruction 31-101; valid driver's license; meet weight & physical fitness standards of Air National Guard Instruction 40-501 & 502; proof of qualification on M-16 rifle from any military service course of fire (Army, Air, Navy, Marine Corps, Coast Guard).

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Maintain membership in Ohio Organized Militia; annual completion of proficiency training outlined in Air Force Instruction 31-101; maintain valid Driver's License; continue to meet weight & physical fitness standards of Air National Guard Instruction 40-501 & 502; within 60 days after initial employment, must become certified in CPR, qualify on 9mm pistol, M-16 rifle & any other assigned weapon; must requalify annually on 9mm pistol, M-16 rifle & other assigned weapons; must apply for National Agency Check Security Clearance, within 30 days of initial employment, in accordance with Air Force Regulation 207-1; security clearance must be approved at level of SECRET (i.e., minimum); required to be drug tested pursuant to Air Force Instruction 44-120, NGB-CD & State of Ohio's Drug-Free Workplace Policy.

**UNUSUAL WORKING CONDITIONS:**

Subject to 24 hr. call, 7 days per week; required to report to work 15 minutes prior to beginning of shift to allow shift change.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Security Officer Specialist Supervisor	46125	EX	01/09/2005	08

**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.)**

Supervises security personnel & is ultimately responsible for all security activities for one assigned shift at Air National Guard Base of Adjutant General's Department, enforces standards of conduct & adherence to applicable laws & regulations within Air National Guard area of responsibility, handles emergencies until key personnel are contacted & assumes responsibility for situation & assists security supervisor in processing military & civilian identification cards.

Performs security measures to secure all Air National Guard property by patrolling buildings, grounds & equipment areas to check on security & safety conditions, secures buildings & equipment protection devices, reports equipment malfunctions, water leaks, evidence of breaking & entering, equipment damage & other conditions requiring correction, monitors intrusion detection equipment, conducts searches of apprehended personnel, regulates traffic & parking, enforces motor vehicle regulations & registers motor vehicles.

Reports on & assists with investigation of fires, crimes, unusual incidents, complaints, injuries, accidents or suspicious & unauthorized personnel.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; security & safety practices; military law enforcement to include mob psychology, riot control techniques, disturbance & disaster relief control measures, patrolling techniques & search & seizure procedures; investigation methods; traffic & parking regulations. Skill in operation of security/ military vehicles, equipment & firearms (i.e., M-16 rifle & .38 revolver). Ability to deal with problems involving several variables in familiar context; complete routine reports; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Member of Ohio Organized Militia; completion of proficiency training outlined in Air Force Instruction 31-101; valid driver's license; meet weight & physical fitness standards of Air National Guard Instruction 40-501 & 502; proof of qualification on M-16 rifle from any military service course of fire (Army, Air, Navy, Marine Corps, Coast Guard); 12 mos. exp. in law enforcement or 12 mos. exp. as Security Officer Specialist, 46121.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Maintain membership in Ohio Organized Militia; annual completion of proficiency training outlined in Air Force Instruction 31-101; maintain valid Driver's License; continue to meet weight & physical fitness standards of Air National Guard Instruction 40-501 & 502; within 60 days after initial employment, must become certified in CPR, qualify on 9mm pistol, M-16 rifle & any other assigned weapon; must requalify annually on 9mm pistol, M-16 rifle & other assigned weapons; must apply for National Agency Check Security Clearance, within 30 days of initial employment, in accordance with Air Force Regulation 207-1; security clearance must be approved at level of SECRET (i.e., minimum); required to be drug tested pursuant to Air Force Instruction 44-120, NGB-CD & State of Ohio's Drug-Free Workplace Policy.

**UNUSUAL WORKING CONDITIONS:**

Subject to 24 hr. call, 7 days per week; required to report to work 15 minutes prior to beginning of shift to allow for shift change.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Security Officer Specialist Manager	46126	EX	01/09/2005	10

**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.)**

Manages security program for protection of military aircraft & other resources at assigned Air National Guard base, recommends policy & procedural changes in security operations, writes & updates base security regulations & emergency action plans & supervises all shift supervisors.

Develops training materials, guides & trains security staff in weapon safety, patrol methods & search techniques & assures proficiency of staff.

Patrols base in absence of security staff, investigates crimes & accidents & operates emergency vehicles & equipment.

Performs variety of administrative tasks (e.g., prepares work schedules; completes payroll & attendance reports; prepares budget for security force; attends meetings).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; budgeting\*; security & safety practices; military law enforcement to include mob psychology, riot control techniques, disturbance & disaster belief control measures, patrolling techniques & search & seizure procedures; investigation methods; traffic & parking regulations. Skill in operation of security/ military vehicles, equipment & firearms (i.e., M-16 rifle & .38 revolver). Ability to deal with problems involving several variables in familiar context; complete routine reports; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Member of Ohio Organized Militia; completion of proficiency training outlined in Air Force Instruction 31-101; valid driver's license; meet weight & physical fitness standards of Air National Guard Instruction 40-501 & 502; proof of qualification on M-16 rifle from any military service course of fire (Army, Air Force, Navy, Marine Corps, Coast Guard); 12mos. exp. in law enforcement; 12 mos. exp. in supervisory principles/ techniques or 12 mos. exp. as Security Officer Specialist Supervisor, 46125.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Member of Ohio Organized Militia; annual completion of proficiency training outlined in Air Force Instruction 31-101; maintain valid Driver's License; continue to meet weight & physical fitness standards of Air National Guard Instruction 40-501 & 502; within 60 days after initial employment, must become certified in CPR, qualify on 9mm pistol, M-16 rifle & any other assigned weapon; must requalify annually on 9mm pistol, M-16 rifle & other assigned weapons; must apply for National Agency Check Security Clearance, within 30 days of initial employment, in accordance with Air Force Regulation 207-1; security clearance must be approved at level of SECRET (i.e., minimum); required to be drug tested pursuant to Air Force Instruction 44-120, NGB-CD & State of Ohio's Drug-Free Workplace Policy.

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