

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Security Officer

Class Code: 60913

Pay Grade: GE

A. Purpose:

Directs security personnel on a shift; patrols buildings and grounds; monitors heating plant operations; and enforces rules, regulations, and laws to maintain the security and safety of buildings, property, personnel, and students.

B. Distinguishing Feature:

Senior Security Officer serves as a lead worker over security personnel on a shift. The incumbent assigns and checks work, trains personnel, establishes and adjusts work schedules, and directs actions of shift personnel.

Security Officer typically works alone on a shift and is responsible for issuing parking tickets and securing buildings and grounds by foot and car patrol.

Security Supervisor has full responsibility over all security activities of permanent staff.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Serves as a lead worker to security personnel to maintain security and safety of assigned areas.
 - a. Assigns and checks work of personnel.
 - b. Prepares a shift schedule for staff and adjusts as necessary.
 - c. Trains personnel.
 - d. Provides input on performance appraisals of security personnel.
2. Monitors building environmental conditions, fire and security alarms, and power consumption by using electronic equipment to identify any problem areas.
 - a. Tests, tracks, and adjusts steam and power-generated equipment to ensure maximum energy efficiency within power allocation limits.
 - b. Notifies law enforcement or fire departments during emergencies.
 - c. Makes the decision to switch boiler fuels from natural gas to fuel oil or vice versa.
 - d. Closely monitors weather conditions regarding snow fall projections and wind conditions for effect on buildings such as the dome.
 - i. Decides when to make air pressure adjustments to maintain the dome.
 - ii. Advises superiors when additional staff is needed to clean snow from the dome.
3. Conducts investigations of incidents to provide for the safety and security of people at the complex.
 - a. Responds to calls for assistance, such as vandalism, thefts, accidents, injuries, domestic disputes, violence, and fire.
 - b. Patrols buildings and grounds on foot or by vehicle.
 - c. Prepares incident reports and maintains records.
 - d. Tickets and authorizes towing of illegally parked vehicles.
4. Provides crime prevention training to residential life, students, and the public on an as

needed basis to ensure safety.

5. Performs other work as assigned.

D. Reporting Relationships:

The Senior Security Officer is responsible for Security Officers assigned to a shift.

E. Challenges and Problems:

Challenges include locating missing or suicidal individuals, crisis intervention, responding to medical problems, providing enforcement support at large functions, making sound decisions under stressful situations, coordinating all duties and tasks of the employees on the shift, and maintain operations of the boilers to ensure that alternative fuel penalties are not incurred and malfunctions are avoided.

Problems include deciding if an incident can be handled alone or if assistance should be obtained.

F. Decision-making Authority:

Decisions include resolving an incident and determining if a higher authority should be called, making the work schedule for shift employees, giving entrance authorization to faculty and students, when to make adjustments to power plant equipment for efficiency or safety purposes, interpreting alarms on the environmental control computer, deciding on proper enforcement procedures to take, and make appropriate system adjustments and repairs to maintain boiler operations.

Decisions referred include resolving unusual occurrences, policy changes, hiring and disciplining employees, and handling major breakdown or failure of equipment.

G. Contact with Others:

Daily contact with students, faculty, and visitors to give information and assistance, weekly contact with plant maintenance personnel to coordinate and communicate on equipment failures and adjustments, and frequent contact with local law enforcement agencies for assistance in security matters.

H. Working Conditions:

The incumbent is required to work indoors and outdoors in all weather conditions. The incumbent is under physical threat from situations like crowd control or exposure to high-pressure steam or high voltage electrical equipment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- security techniques;
- fire hazards;
- first aid methods;
- radio communications;

- electronic monitoring equipment;
- boiler and generator operation;
- training methods;
- report writing;
- record keeping.

Ability to:

- function decisively and authoritatively in emergency situations;
- deal effectively with hostile individuals;
- train subordinates;
- maintain records and reports;
- exercise tact, patience and discretion in dealing with people of varying backgrounds and temperament.