

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106285

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
DAS Security Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005694

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: DAS Security Administrator POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005692 Deputy Director 5

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Serves as agency manager for homeland security & anti-terrorism; represents Director of Department of Administrative Services (DAS) as security & anti-terrorism consultant on Homeland Security Forum, State of Ohio Security Task Force, Advisory System Response Committee; serves on DAS Internal Security Review Team; serves as liaison to & coordinates efforts with State of Ohio Homeland Security Office; supervises General Services Division's Security Manager & State of Ohio Computer Center (SOCC) Security Coordinator; participates in state security strategic planning process; develops & implements agency security policies & procedures; analyzes impact of legislation & laws on building security measures; researches new security systems/technology & prepares recommendations to higher-level management & customer agencies; identifies security legal issues; makes recommendations with regard to privacy, security, procurement & contracting; monitors & analyzes legislation, government budgeting process, proposed rules, administrative rules, state & federal regulations for actions with potential consequences on security of state buildings.	Knowledge of (1) management practices; (2) budget development & cost accounting; (3) employee training & development; (4) supervision; (5) facility security & assessment methodologies & practices; (6) public relations; (7) security system design & function; (8) homeland security & anti-terrorism methods; (9) agency policies & procedures*; (10) government structure & process*. Skill in (11) use of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook). Ability to (12) apply principles to solve practical, everyday problems; (13) recognize unusual or threatening conditions & take appropriate action; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) prepare meaningful, concise & accurate reports; (16) effectively communicate technical & non-technical information to diverse audiences. *developed after employment

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

- List Position Numbers & Job Titles of Positions Directly Supervised:
- | | |
|----------------------------------|-----------------------------|
| 20005730 Administrative Assist 2 | 20005726 Security Officer 1 |
| 20005741 Administrative Assist 2 | 20005751 Security Officer 1 |
| 20005724 Security Supervisor | 20005729 Security Officer 1 |
| 20005734 Security Supervisor | 20005738 Security Officer 1 |
| 20005735 Security Supervisor | 20005725 Radio Operator |
| 20005728 Radio Operator | |

SIGNATURE OF AGENCY REPRESENTATIVE DATE

Jeffrey Westhoven 3/9/09

apd 3-10-09 al

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 Classified
 Overtime: Eligible
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 Bargaining Unit 22
 Temporary
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 If FLSA Exempt, exemption type: Administrative
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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Consults with state agency representatives to conduct facility assessments; analyzes current security measures, effective use of security staff, adequacy of security equipment & impact on building tenants & visitors; makes recommendations for system & operational improvements; prepares cost estimates for new systems; designs facility security systems for upgrades, facility renovations & new construction (e.g. access control, closed circuit television, safety/security policies/procedures, building specific special needs); guides agencies through process of addressing security weaknesses; prepares capital security budget & monitors expenditures to ensure compliance with fiscal goals.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16
20	Participates in development of Emergency Action Plans for all state-owned & leased buildings under DAS management, in cooperation with tenants & building managers; analyzes security training plans & recommends improvements; develops security training materials for state agencies; works with outside law enforcement agencies when necessary; communicates security concepts to diverse audiences; attends seminars & classes to stay current on security technology & issues.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15 16 <u>Position Specific Minimum Qualifications</u> 24 mos. exp. or 24 mos. trg. in analyzing facility security measures & making written recommendations. 24 mos. exp. or 24 mos. trg. designing facility security systems for upgrades, renovations & new facility construction.
This position is overtime exempt & works as an essential employee		
*developed after employment		

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

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