

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106490
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005694	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION DAS Security Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005692 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22  Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 pm                      Report in location & work hours 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 staff; 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; required to wear pager &/or carry cell phone; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back.	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; (17) respond to systems emergency situations on 24X7 basis; (18) carry cell phone or wear pager.
		*developed after employment

Apr 3.23.12 jam

JOB CODE 63216	List Position Numbers & Job Titles of Positions Directly Supervised: 20005741 Program Administrator 1	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenka</i>	DATE 3/22/12

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106490
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005694           JOB CODE TITLE Management Analyst Supervisor 2           JOB CODE 63216	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION DAS Security Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005692 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 pm                      Report in location & work hours subject to change			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	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	
	<p style="text-align: right;"><u>Position Specific Minimum Qualifications:</u>                  24 mos. exp. or 24 mos. trg. analyzing facility security measures &amp; making written recommendations.                  24 mos. exp. or 24 mos. trg. designing facility security systems for upgrades, renovations &amp; new facility construction.</p> <p style="text-align: right;">*developed after employment.</p>			
	List Position Numbers & Job Titles of Positions Directly Supervised:  20005741 Program Administrator 1		SIGNATURE OF AGENCY REPRESENTATIVE  	DATE  3/22/12

Apd 3-23-12 jaw