

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106495
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005741	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Security Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005694 Management Analyst Supervisor 2	
	<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 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 pm Report in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
JOB CODE TITLE Administrative Assistant 2	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Acts for Safety & Security Services Administrator by overseeing safety & security operations at State of Ohio Computer Center (SOCC); monitors & analyzes security systems & service of all hardware, software & security equipment (e.g., EBI, CCTV); administers SOCC security program (e.g., coordinates safety & security services, evaluates effectiveness of security measures, implements new strategies); independently answers complex &/or confidential correspondence; conducts meetings to discuss rules & operating procedures relating to safety & security of SOCC; ensures adequate staffing in order to complete daily functions & special projects; serves as liaison between administrator, SOCC administrations & security contractor (e.g., provides technical advice on tenant questions/issues, security questions); transmits decisions & directives; represents administrator at meetings; formulates & implements policies & procedures; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to wear pager &/or carry cell phone.	Knowledge of (1) safety practices & procedures; (2) supervisory principles/techniques; (3) employee training & development*; (4) First Aid* & CPR*; (5) public relations. Skill in (6) operation of personal computer & electronic detection equipment (e.g., 2-way radio equipment, PIPE, CCTV, AED, building's life safety equipment). Ability to (7) recognize unusual or threatening conditions & take appropriate action; (8) deal with problems in familiar & unfamiliar situations; (9) recognize safety warnings; (10) define problems, collect data, establish facts & draw valid conclusions; (11) prepare meaningful, concise & accurate reports; (12) respond to systems emergency situations on 24X7 basis; (13) carry cell phone or wear pager.	
	25	Conducts investigations of complains & security violations (e.g., thefts, accidents, employee injuries); coordinates, assists with & reports situations to Ohio State Highway Patrol (OSHP); monitors patrolling of building & grounds by security officers; controls, regulates & closely monitors operation of Card Access System.	Knowledge of 1, 4* Skill in 6 Ability to 7, 8, 9, 10, 11	
	15	Researches & analyzes programs, policies & procedures: develops project proposals & program plans; provides technical advice to aid administrator in decision making.	Knowledge of 1 Skill in 6 Ability to 8, 10, 11	
	10	Maintains all security related documentation at SOCC (e.g., accident reports, timesheets, rosters, security reports); assigns security equipment, maintains inventory & maintenance records; researches & responds to inquiries & complaints, furnishes information & writes reports.	Knowledge of 1 Skill on 6 Ability to 10, 11, (14) maintain accurate records.	
		This position has been designated as essential.	*developed after employment	
JOB CODE 63122	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	
	20005721 Security Officer 1 20005781 Security Officer 1 20005730 Security Officer 1 20075089 Security Officer 1 20005731 Security Officer 1 20005748 Security Officer 1 20005761 Security Officer 1 20005774 Security Officer 1		DATE <i>Jeffrey Westhoven/ae</i> 10/18/10	

Apd 10.18.10 (aw)