100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	DAS Security Services	Franklin

POSITION NUMBER 20005741

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Security Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005694 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 pm Report in location subject to change.

JOB CODE TITLE: Program Administrator 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	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 complaints & 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 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. *developed after employment

Appl 1·6·12 @

JOB CODE 63122

List Position Numbers & Job Titles of Positions Directly Supervised:

20005721 Security Officer 1
20005725 Radio Operator
20005726 Security Officer 1
20005728 Radio Operator
20005730 Security Officer 1
20005751 Security Officer 1
20005754 Security Officer 1
20076581 Security Officer 1

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ca

DATE: 1/23/12