



**CITY OF SAN DIEGO**  
**EMPLOYMENT OPPORTUNITY**  
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**#T2386 SECURITY OFFICER**

**SALARY: \$4218 to \$5094, Monthly**

**APPLY: FIRST DATE: March 28, 2003**

**\*LAST DATE: July 9, 2003**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

**EDUCATION/CERTIFICATION:**

**(Proof of degree and/or certification must be submitted with your application.)**

1. College graduation with a Bachelor's Degree in Criminal Justice, Criminal Science, Security, Security Administration, Police Administration, Public Administration, or a closely related field. – **OR**–
2. Board Certification in Security Management as a **Certified Protection Professional** from the Associated Society for Industrial Security.

**-AND-**

**EXPERIENCE:**

Three years of full-time professional level Security Administration experience which must include the following:

1. Analyzing security needs and developing security policies and procedures.
2. Inspecting facilities to ensure security methods are appropriate.
3. Conducting field investigations that involve security breaches and determining preventative measures.
4. Supervising/Leading subordinates.

**NOTE:**

1. Private security services that offer "patrol type" security at apartments, hotels, shopping centers, special events, etc. is NOT considered qualifying experience.
2. Additional qualifying experience as listed above may be substituted for education lacked on a year for year basis (one year of experience = 30 semester/45 quarter units).

**LICENSE:** A valid California Class C Driver's License is **required at time of hire.**

**DUTIES:** In consultation with, and under the direction of the Safety Manager, Security Officers supervise a comprehensive Security Program in the Metropolitan Wastewater Department; develop security policies, objectives, standards and procedures; inspect security operations, review procedures and recommend corrective measures as appropriate; direct and participate in the development of security educational materials, activities and programs; plan, supervise, direct, and review the work of internal and contract security guards at multiple sites; review reports of security breaches and determine preventive measures; oversee and participate in the development of special Security Programs; advise department management on security issues; analyze a wide variety of personnel and facility related security requirements; interact and resolve problems with the public, law enforcement agencies and other City departments regarding security/informational issues; develop and perform security system exercises and drills to test system effectiveness; determine the nature and placement of alarms, locks, surveillance cameras and other security equipment; and perform other related duties as assigned.

***THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"***

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

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**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. The City reserves the right to determine which qualifications are sufficient to meet the job requirements, and to place **only the most qualified** applicants on the eligible list for this position.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.**

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.**

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**