

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SECURITY OFFICER - 1829**

**DEFINITION:**

Under direction, to plan, develop, organize, and coordinate a security and emergency response program in a large department, several smaller departments, or large divisions with major security-related issues; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises a comprehensive security program in a large department or in several small departments or large divisions;
- Ensures compliance with Federal, State, and local security and emergency response planning requirements;
- Develops security policies, objectives, standards, and procedures;
- Directs and participates in the development of security educational materials, activities, and programs;
- Supervises and participates in the most complex security and loss inspections and theft, fraud, and vulnerabilities investigations;
- Reviews reports of security breaches, theft, fraud, and property damage and determines preventive measures;
- Oversees and participates in the development of special security programs;
- Serves as advisor to departments on security issues;
- Represents the City with local and State emergency response organizations;
- Analyzes personnel and facility related security requirements;
- Analyzes statistics and other material and prepares reports and correspondence;
- Inspects security operations, reviews procedures, and recommends corrective measures;
- Determines the nature and placements of alarms, locks, surveillance cameras, and other security equipment;
- Plans, supervises, directs, and reviews the work of internal and contract security guards at multiple sites;
- Participates in department operations center training and activation;
- Interacts and resolves problems with the public, law enforcement agencies, and other City departments regarding security/informational issues;
- Develops and performs security system exercises and drills to test system effectiveness;
- Assigns, supervises, and evaluates the work of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

College graduation with a Bachelor's degree in Criminal Justice, Criminal Science, Emergency Management, Police Administration, Security, Security Administration, or a closely related field, **OR** board certification in Security Management as a Certified Protection Professional from the Associated Society for Industrial Security; **AND** three years of full-time professional security administration experience. Qualifying experience must include analyzing security needs and developing security policies and procedures, inspecting facilities to ensure security methods are appropriate, conducting field investigations involving security breaches and determining preventive measures, and supervising or leading subordinates in security operations. Possession of a valid California Class C Driver License.