

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SECURITY REPRESENTATIVE I - 1827**

**DEFINITION:**

Under general supervision, to perform routine security and emergency response inspection, investigation, and education work at the sub-journey level; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Assists in performing security inspections of City facilities and work sites for compliance with the Department of Homeland Security's critical infrastructure protection program;
- Studies routine problems and makes recommendations for the correction of security and emergency response planning issues;
- Reports violations of emergency action and response plans and security assessment planning;
- Analyzes theft and fraud reports to detect trends and makes recommendations to prevent recurrence and asset loss or damage;
- Participates in investigations and interviews employees and supervisors regarding theft and fraud;
- Assists in developing and writing security educational materials;
- Assists and participates in conducting security and emergency management training sessions;
- Conducts security research;
- Interprets regulations and procedures;
- Conducts surveillance system functionality checks;
- Compiles, analyzes, and interprets statistics;
- Assists in conducting special security studies and surveys;
- Provides instruction on the care of security equipment;
- Reviews risk and vulnerability studies;
- Reviews and implements emergency planning and preparedness materials;
- Prepares reports and correspondence.

**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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of an Associate's degree in Criminal Justice, Criminal Science, Emergency Management, Police Administration, Security, Security Administration, or a closely related field; **OR** one year of full-time professional experience in security and/or

- \* 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.**

emergency management. Qualifying experience must include conducting security and/or emergency management field/facility inspections to ensure established policies and procedures are adhered to and conducting security and/or emergency management fact finding investigations and making recommendations to prevent future security breaches.