

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 Announcement for updated minimum qualifications.

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 emergency management. Qualifying experience must include conducting 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 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.
Possession of a valid California Class C Driver License.