

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SECURITY REPRESENTATIVE II - 1828

DEFINITION:

Under general supervision, to perform varied and difficult security and emergency response inspection, investigation, and educational work at the journey-level; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs security inspections of City facilities and work sites for compliance with the Department of Homeland Security's critical infrastructure protection program;
- Makes recommendations on Citywide security policies and standards and the correction of security and emergency response planning issues;
- Reports violations of emergency action and response plans and security assessment planning;
- Analyzes reports of theft, fraud, risks and vulnerabilities, and security related infractions or threats to detect trends and make recommendations to prevent asset loss or damage;
- Conducts investigations and interviews employees, supervisors, and others regarding incidents, fraud, theft, employee complaints, and/or security related damages;
- Develops and writes security and emergency planning and preparedness training materials;
- Conducts security and emergency management training sessions and courses;
- Conducts security research, special studies, and surveys;
- Administers the proper use, care, and placement of security equipment and other similar security programs;
- Tests system effectiveness and conducts surveillance system functionality checks;
- Reviews specifications for new equipment and recommends security changes and advises on security required modifications to existing equipment;
- Keeps records and prepares reports and correspondence;
- Oversees identification databases and access control programs;
- Coordinates and participates in department operations center training and activation;
- Utilizes security system platforms to conduct vulnerability security assessments;
- Reviews and interprets regulations and procedures.

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>.

- * 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.**

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