

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 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.

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. Possession of a valid California Class C Driver License.