JOB FAMILY CONCEPT

This family consists of four levels of safety work. Levels are distinguished based on the complexity of the work, level of supervision received, and the degree of autonomy. Safety services positions carry a higher consequence of error than other job family groups in that these positions have the ultimate accountability and responsibility for protecting life and property. This job family is distinguished from other job families by the primary responsibility for crime prevention, enforcing the University policies, thereby protecting life and property.

This family provides expertise and guidance in several areas including:

- Protection of life and property
- Crime prevention
- Training
- Staff supervision

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Assist with the enforcement of regulations pertaining to the safety of University of Alaska facilities and property.
- Patrol University-controlled property for the purpose of assisting with the safeguarding of buildings and property under the control and jurisdiction of the University of Alaska.
- Patrol buildings and grounds to check for fires, water leaks, potential security and safety hazards and general building security, reporting all irregularities, emergencies, or suspicious activity.
- Provide service to students, employees, and visitors.
- Check permits on vehicles entering and parked on University property
- Direct flow of traffic and parking of cars when needed; and issues University parking violation citations as appropriate.
- Provide directions to locate buildings and offices and other general information to visitors.
- Patrol buildings and grounds on foot or in vehicles to provide security and prevent crime.
- Provide Event Security as required or needed.
- Write reports on incidents occurring on University property.

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels progress, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1 Recruit
PCLS: 04470

Grade 77
Non-Exempt

Descriptors

Work is performed under direct supervision. Participate in training programs. Apply University safety and security policies and processes to field situations. Participate in training activities relating to the use of specialized equipment and techniques. Under guidance of Team Lead / Trainer, apply basic security officer practices and procedures. Assist in protecting life and property, conduct patrols, and participate in other training activities.

Knowledge, Skills, and Abilities

Basic knowledge of and ability to interpret and explain university regulations, protocols and procedures. Basic knowledge of federal, state and local statutes and laws. Strong verbal and written communication and customer service skills. Recordkeeping skills. Conflict resolution and organizational skills. Basic ability to operate computers and specialized equipment. Ability to exercise judgment under difficult situations with tact and diplomacy. Basic computer skills. Emergency medical skills. Problem solving skills. Ability to receive, interpret and process information. Ability to interpret federal, state and local policies, procedures, and processes. Ability to quickly evaluate situations and determine appropriate course of action. Ability to stand for extended periods. Ability to traverse various areas of the facility to conduct inspections and plan security procedures. Ability to work in outdoor conditions for extended periods. Ability to drive a University-owned or leased vehicle. Ability to successfully complete a thorough background investigation, as directed by University of Alaska Board of Regents Policy, Alaska Police Standards Council, and FBI – Criminal Justice Information Systems requirements. Ability to maintain a security sensitive position as specific job requirements or physical location may be required.

Education and Experience

High school graduation or GED. Valid driver’s license required. Preferred experience in the security field, event staffing or public safety.

Level 2 Security Officer **Grade 78**
PCLS: 04471 **Non-Exempt**

Descriptors

Work is performed under intermittent direction. This level is differentiated from level one by the ability to perform job functions independently and is considered fully trained. May Lead** Level 1 (Recruit) activities. Patrol premises to prevent and detect signs of intrusion and ensure security of facilities. Call police or fire departments in cases of emergency. Circulate among visitors, patrons, or employees to preserve order and protect property. Warn persons of rule infractions or violations, and follow department and University policy on further action. May resolve conflicts with the public. Maintain public order or security. Operate security-related surveillance or computer equipment. Provide assistance to individuals in need. Secure buildings and premises. Answer alarms and investigate disturbances. Monitor and may authorize entrance and departure of persons on University property. Write reports of daily activities and irregularities. Escort or drive motor vehicles and may transport individuals to specified locations.

Knowledge, Skills, and Abilities

Same as level one plus knowledge of University of Alaska protocols and procedures. Excellent verbal and written communication skills. Ability to use security equipment or tools. Ability to teach others. Ability to make decisions and solve problems. Ability to work with the public. Ability to interpret federal, state and local policies, procedures, and processes. Ability to lead**

Education and Experience

High school graduation or GED; college experience preferred. In addition, one (1) year of experience in the security field, event staffing, or public safety is required.

Level 3 Team Lead / Trainer **Grade 79**
PCLS: 04472 **Non-Exempt**

Descriptors

Work is performed under administrative supervision. Serve as an expert resource, and conduct training sessions to applicable standards. Independently apply campus security practices and procedures by: protecting life and property, responding to calls for service, conducting patrols, and investigating criminal activities. May create training programs, goals and content. Lead** activities of lower level staff or student employees as necessary.

Knowledge, Skills, and Abilities

Same as level two, plus: Advanced knowledge of campus security techniques, protocols and procedures. Advanced knowledge of University regulations, federal, state and local statutes and laws. Knowledge of training needs assessment and resources. Ability to create and conduct training programs. Advanced computer skills. Ability to lead**.

Education and Experience

Associate's degree in a relevant field required. Two years full-time experience in the security field or public safety required, or an equivalent combination of training and experience.

Level 4 Supervisor
PCLS: 04473

Grade 80
Non-Exempt

Descriptors

Work is performed under administrative supervision. Lead** and oversee the daily workflow, schedules, and assignments for security staff. Interview, hire, and train new employees. Supervise** campus security staff, provide logistical support, and ensure compliance with applicable guidelines. Assess and evaluate employee performance and make recommendations for training and corrective action as needed. Serve as back up to Team Lead/Trainer. Perform the functions of lower level Campus Security staff as needed. May direct and supervise** operations of student employees.

Knowledge, Skills, and Abilities

Same as level three, plus: Extensive knowledge of campus security techniques, protocols and procedures. Extensive knowledge of University regulations, federal, state and local statutes and laws, protocols and procedures. Knowledge of scheduling non-traditional work hours. Ability to supervise**.

Education and Experience

Same as level three plus five (5) years of full-time experience in the security field or public safety required to include one year of supervisory experience; or an equivalent combination of training and experience. Bachelor's degree or higher preferred.

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* **Complexity:** Refers to the interpretation of University regulations, and federal, state and local statutes and laws. Complexity increases as the application, interpretation and frequency of working with these increases. Complexity also increases as positions become freer to operate independently. Complex positions interpret and apply regulations, statutes and laws in situations that may be conflicting, or may require more discretion and are more sensitive in nature.

* **Scope:** Refers to the impact of decisions a position has on the department, campus, University or other external community members.

** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individuals must be fluent in the assigned area of responsibility.

** **Supervise:** Hire, train, evaluate performance and initiate corrective action.