Campus Security Officer, Lead - MJC

Request to Announce

Site

Modesto Junior College

$4,083 to $5,216 per month- Range 34
(2015-2016 Classified Salary Schedule)

40 hours per week, 12 months per year.
Work schedule: Swing Shift 3:00 pm to
11:00 pm. Monday through Friday. This 8
hour shift includes a ½ hour paid lunchtime.

Salary Range / Other

Appointments are hired at the first step of
the range. The second step is paid after the
first year of satisfactory service with
subsequent steps annually thereafter to a
maximum sixth step.
The District pays for a health options for the
employee and dependents. Employees may
elect to pay a premium for a higher health
option. Vision care and dental insurance
premiums for the employee and dependents
is District paid. Income protection and life
insurance premiums for the employee are
also District paid.

Benefits

Is this a short-term contracted classified
position?

No

If no please skip ahead to

Is this Seasonal –

If Seasonal or On-call describe nature of work:

Is this Intermittent -

Describe

Is this a Specially Funded Project? – limited to
175 working days/employee/fiscal year –
appointment may be renewed for a 2nd
consecutive fiscal year, but none after 2
consecutive fiscal years, and one or more days
worked within the fiscal year counts as one year.
In response to specially-funded projects and/or
unexpected workload demands.

If specially funded, identify source of funds
Was this position previously filled by short-term appointment in the last two years?
   If yes state the year/s filled:
Is this Temporary Extra Help - Identify special source of funding
Was this position previously filled by short-term appointment in the last two years
   If yes, state the year/s filled:
Is this for Classified Retirees -
   Is this a Substitute -
Identify employee on leave being replaced
Is this a replacement for regular classified vacancy –
Identify classified employee:
Will this job be posted on jobelephant.com?

Replacement Postings

Is this a replacement position? Yes
   If yes, for whom? Bill Watts
Is this a new position? No
Is this for proposed salary range
Rational for proposed Salary Range (for New Position)
   Appointment Type Promotion
   Effective Date 05/11/2017
Is there an increase/decrease in assignment in the replacement position? No
   If yes, from what % to what %
   and - or from what # of months to what # of months
Is position categorically funded? No
   If yes what % is categorically funded?
   If yes, name of funded project:

What is the work schedule?

Proposed start date - appointment period: 06/09/2017
   The minimum days per week: 5
   What is the minimum hours per day: 8
   The minimum months per year: 12
   % of full time: 100%

Account Information

Account # 11-0000-1570-677000-52110
% of Salary to be charged to this account 65%
DEFINITION
Under general supervision, leads and performs duties related to the maintenance of campus security; serves as a lead officer for an assigned shift and/or area while also performing general security duties; monitors and patrols District facilities, property and offices for purposes of controlling campus security, parking and other issues; responds to intrusion and fire alarms, as well as other requests for assistance; investigates and enforces District rules, regulations and legal infractions concerning the protection of persons and property; observes, reports and maintains the property and security of the college; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
This is the lead level class of the Campus Security Officer Series within the Yosemite Community College District (YCCD). Positions in this class serve as lead workers for an assigned shift and/or area and also perform journey-level patrol, response and enforcement duties in support of campus security operations.

This class can be distinguished from the lower level-class of Campus Security Officer because incumbents in that class perform journey-level work but do not regularly serve as lead workers. It can also be distinguished from the higher-level class of Campus Security Officer Supervisor because incumbents in that class serve as first-level supervisors over subordinate staff.

SUPERVISION RECEIVED AND EXERCISED
Incumbents in this class work under the general supervision of a Campus Security Officer Supervisor, working alone on routine or regular work assignments and checking with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

Incumbents do not directly supervise other full time employees, but serve as lead workers with responsibility for the work of subordinate staff on an assigned shift.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the
Knowledge of:
• Principles and practices of security services.
• Principles and practices of supervision and leadership; conflict resolution strategies, and problem solving procedures.
• Human psychology as well as behavior modification strategies and techniques.
• Policies, rules, regulations, legal provisions concerning property protection, campus control, security, and appropriate student behavior.
• Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
• Legal provisions governing security on a college campus, including the control and protection of property.
• Methods of proper detention of persons and search of District facilities, college campus and adjacent areas.
• Safe facility patrol and protection; campus supervision methods and procedures.

Ability to:
• Perform effective and efficient leadership functions in campus security situations requiring tact, diplomacy, and good judgment.
• Lead and direct the work of subordinate staff.
• Make decisions based on an assessment of factual information and good judgment,
• Enforce campus rules and regulations, and applicable legal provisions.
• Perform security patrol, and evening and weekend student supervision and crowd control services.
• Understand and carry out oral and written directions.
• Communicate effectively, both orally and in writing.
• Establish and maintain cooperative working relationships with the educational community and public safety agencies.

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying.
Typical background patterns that would provide the knowledge, skills and abilities are:
Pattern I:
Experience: Two years equivalent to Campus Security Office at YCCD.
OR
Pattern II:
Education: Possession of a High School diploma or GED.
Experience: Either 1) two years providing security in an educational setting OR 2) three years performing public or private security, military security, law-enforcement or comparable services. Substitution: Completion of basic POST training may substitute for one year of the required experience.

Example of Duties
• Serves as a lead worker for an assigned shift and/or area; plans, coordinates and monitors the work of subordinate officers, dispatch and other staff; receives and assigns day-to-day priorities; provides direction and guidance to
staff and makes decisions regarding routine security activities, particularly in the absence of a supervisor; monitors and schedules shift coverage.
• Performs campus patrol and parking lot control functions and activities; performs daily checks of doors and windows on District buildings; inspects areas to ensure against inappropriate behaviors and to identify potential safety hazards.
• Receives information regarding campus security issues by telephone, radio or other sources; responds to campus locations as needed.
• Observes, reports and investigates reports of suspicious vehicles, people or activities on campus property; enforces District regulations pertaining to day and evening activities.
• Responds to emergency fire and intruder alarms; investigates possible building intrusion systems; monitors 9-1-1 calls; contacts outside agencies and alerts appropriate personnel as necessary.
• Expedites traffic and traffic flow on campus; assists and directs campus visitors to authorized parking areas and appropriate offices; provides escort service for students, faculty and visitors as appropriate.
• Issues citations for parking violations; counsels and advises students and others regarding violation of rules and regulations.
• May, in emergency situations, detain persons and contact appropriate law enforcement agencies to request assistance.
• Transports District funds as directed.
• Assists ill or injured students, or students experiencing other difficulties; renders first aid as needed; assists students in finding health or appropriate administrative offices.
• Investigates the identity of persons on campus as needed.
• Prepares incident reports regarding student conduct, the destruction of property, vandalism, theft and/or other issues; prepares regular reports and maintains security logs.
• Assists in maintaining control over large numbers of people at campus events and activities; ensures that rules and regulations pertaining to conduct and safety are observed.
• Performs other related duties as assigned.

Licenses and Certificates

SPECIAL REQUIREMENTS
Must pass a background investigation, including reference checks and a state criminal history report, prior to the start of employment. The cost for the criminal history report will be the responsibility of the candidate.
Mobility: ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
Dexterity: must have a full range of motion in the upper extremities; ability to operate security equipment and devices.

Physical and Mental Standards

A valid license to drive in California is required.
Must possess and maintain a valid CPR and First Aid certificate.
Must satisfactorily complete the training requirements of Education Code, Section 38001.5 within 3 months of appointment.

Must pass a background investigation, including reference checks and a state criminal history report, prior to the start of employment. The cost for the criminal history report will be the responsibility of the candidate.

Mobility: ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
Dexterity: must have a full range of motion in the upper extremities; ability to operate security equipment and devices.
Lifting: frequent lifting, carrying, pushing, pulling, or otherwise moving objects up to 50 pounds; occasional lifting of objects up to 75 pounds.
Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including substantial public contact in stressful situations

Application Closing Date: Wednesday, June 21, 2017 by 11:59 pm.

Applications are accepted online only at:
https://www.yosemite.edu/recruitment/employmentopportunities/
Select Job Openings, Select Search Jobs, Select Job Title, Create an account and Apply to this job.
The District may hire more than one applicant with this applicant pool.

Classified:
This is a classified bargaining unit position. The District’s agreement with Chapter 420 of the California School Employees Association (CSEA) requires new classified employees, as a contractual obligation to CSEA, to — (A) become a dues paying member of CSEA, or — (B) pay a services fee to CSEA or — © if eligible as a conscientious objector, make a contribution to a charitable organization selected from among four listed in the classified agreement.

Applications will be reviewed by a screening committee which will select candidates to be interviewed. After interviews, a recommendation will be forwarded to the President, Chancellor, and Board of Trustees.

The screening committee will evaluate all applications. Those applicants selected for personal interview will be notified by letter or phone. In accordance with Board policy official offers of employment will be made only by the Chancellor or Vice Chancellor/Human Resources, YCCD. Final appointment is subject to confirmation by the Board of Trustees.

Federal law requires the District employ only US citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

NOTE: A background investigation of new employees is required, including reference checks and a state criminal history report. Employment will not begin until the history check has been cleared by Human Resources. The cost for the criminal history report will be the responsibility of the successful candidate.

YCCD is an Equal Employment Opportunity Employer.
Posting Detail Information

**Hiring Manager** Bill Watts
**CSEA**

**Representative**
**Open Date** 06/07/2017
**Close Date** 06/21/2017
**Open Until** No
**Filled**

Thank you for your interest in Modesto Junior College. Your application is complete and will be considered for this position. Please allow a number of weeks for our process. You will be notified of your status within that timeframe.

Thank you for your interest in Modesto Junior College. Due to information you provided in the Supplemental Question section of your application, we regret to inform you that your application will not be considered for this position. We wish you the best in your future endeavors.

posting specific questions

Required fields are indicated with an asterisk (*).

1. * Are you a U.S. Citizen?
   - Yes
   - No
2. * If you are not a U.S. citizen, are you legally authorized to work in the U.S.?
   - Yes
   - No
   - I am a U.S. citizen question does not apply
3. * To avoid conflict of interest, Yosemite Community College District (YCCD) permits employment of near relatives only under certain conditions. Are any of your near relatives (child, parent, spouse or domestic partner, sibling, or in-laws or step-relatives in the relationships listed) currently employed by YCCD? Response of YES or NO is required in the area provided. NOTE: If yes, it is required that you provide the person or persons name/s, their position title and the department they are employed.

   (Open Ended Question)

4. Please tell us how you heard about this job announcement:
   - Job Fair
   - YCCD Recruitment Website
   - Website-Other
   - YCCD Email
   - Family/Friend
   - Newspaper

Applicant Documents
Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter
3. List of Professional References

Optional Documents

1. Other

Search Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Chair?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Watts</td>
<td><a href="mailto:wattsb@yosemite.edu">wattsb@yosemite.edu</a></td>
<td>Yes</td>
<td>approved</td>
</tr>
</tbody>
</table>

Ranking Criteria
Guest User
There is no guest user set up for this posting.