

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Public Safety Lead Officer			<i>Approved:</i> June 9, 2008
Level: I	FLSA Status: Non-Exempt	Class Code: N0931	<i>Approved By:</i> College President

GENERAL DESCRIPTION

Assists Security Supervisors in planning and coordinating safety and security activities for the assigned campus. Maintains a safe and secure environment for all persons on College property, as well as protects College property.

KEY RESPONSIBILITIES

% OF TIME

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1. *	Works with Security Supervisors in preparing work schedules and the planning and coordinating of daily operations and special events.	15%
2. *	Assists in lead on-site supervision and training of College and contract Public Safety Officers.	30%
3.	Initiates payroll and overtime compensation, sick and vacation leave forms.	5%
4.	Ensures keys, radios, vehicles, and all other office/security equipment are accounted for, in their proper place, and operating properly.	5%
5.*	Maintains effective working relationships with faculty, staff, students and visitors.	20%
6.*	Unlocks and secures buildings, classrooms, and offices. Sets, monitors and resets various alarm types.	10%
7.	Prepares reports and work orders.	5%
8.	Reads and corrects documents prepared by other campus-assigned Public Safety Officers in order to avoid delays in processing.	5%
9.	Serves as liaison with contractors for repair of Department of Public Safety property.	5%
10.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	Vocational or Technical School required.	
Experience:	2 to 4 years.	
Planning:	Plan events that are expected to occur from one to four weeks or on a monthly basis.	
Impact of Budget:	Provide supportive advice, analysis, or related services which impact the expense or revenues, but with no authority to obligate funds. No impact on grant funds. No impact on revenues.	
Impact of Decisions:	Makes recommendations or decisions which typically affect the campus of assignment.	
Complexity:	Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work polices or procedures.	
Decision Making:	Ongoing supervision is provided on an as needed basis. Some independent judgment is necessary.	
Problem Solving:	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
Communications with Others:	Regular contacts within the department and periodic contacts with other departments, supplying or seeking information on specialized matters. Regular contacts with outside agencies and the general public, supplying or seeking information on specialized matters.	
Supervision of Others:	Provide limited supervision for one or more functions on the campus. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is limited to highly standardized, routine administrative duties.	
Job-Related Knowledge:	Formal technical skills. Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
Innovation/ Creativity:	Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect the immediate department.	
Working Conditions/ Physical Effort:	Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.	