

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Public Safety Supervisor	<i>BOT Date:</i> June 22, 1998
--	--------------------------------

<i>Level:</i> H	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0801	<i>Adm. Rev:</i> April 17, 2009
-----------------	--------------------------------	--------------------------	---------------------------------

GENERAL DESCRIPTION

Coordinates the safety and security activities for the College to ensure the safety and security of persons on College property and the protection of College property.

KEY RESPONSIBILITIES

% OF TIME

	KEY RESPONSIBILITIES	% OF TIME
1. *	Prepares schedules for safety and security department for daily operation and for special events.	30%
2. *	Supervises and trains College and contract security officers.	30%
3.	Initiates payroll and overtime compensation, sick, leave and vacation forms.	15%
4.	Investigates complaints regarding security officer conduct and handles discipline; also involved in hiring and firing of security officers.	5%
5.	Reviews daily reports submitted by officers.	10%
6.	Maintains effective working relationships with faculty, staff, students and visitors.	5%
7.	Conducts safety inspections.	5%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

<i>Class Title:</i> Public Safety Supervisor	<i>Class Code:</i> N0801	<i>Level:</i> H
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	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.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	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.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.	