

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Public Safety Officer

*BOT Date:* June 22, 1998

*Level:* K

*FLSA Status:* Non-exempt

*Class Code:* N1102

*Adm. Rev:* September 30, 2009

### GENERAL DESCRIPTION

Maintains a safe and secure environment for College students, faculty, staff and visitors by patrolling campus(es) to prevent crime, protecting life and property, preserving peace, and assisting law enforcement officers in their investigations of offenses at the College. Requires a "D"-license and certified in CPR and first aid.

### KEY RESPONSIBILITIES

### % OF TIME

1. *	Patrols and checks campus buildings.	35%
2. *	Patrols parking lots and grounds.	30%
3.	Unlocks and secures buildings, classrooms and offices. Sets various alarms in buildings.	10%
4.	Enforces parking and traffic regulations.	10%
5.	Prepares reports.	5%
6.	Assists students, visitors and College personnel.	5%
7.	Performs other similar and related duties as required; including applying first aid and CPR, and monitoring CCTV. May provide supervision for contractual security, etc.	5%

\* Indicates an "essential" job function.

<i>Class Title:</i> Public Safety Officer	<i>Class Code:</i> N1102	<i>Level:</i> K
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Vocational or Technical School required.	
<i>Work Experience:</i>	1 to 2 years.	
<i>Planning Scope:</i>	One to Four Weeks: Plan events that are expected to occur from one to four weeks or on a monthly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<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 entire department.	
<i>Complexity:</i>	Basic: 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 policies or procedures.	
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.	
<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 contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	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.	
<i>Innovation/Creativity:</i>	Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department.	
<i>Working Conditions/ Physical Effort:</i>	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.	