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## Generic Scope
- **Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff.**
- **Establishes departmental goals and objectives, functions with autonomy.**
- **Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives.**
- **Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.**

- **Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.**

- **Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.**

- **Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation.**

## Custom Scope
- **Manages the Security Program including administrative and budget operations. Focuses on organizing and delegating to team in order to achieve objectives.**

- **Oversees administrative operations of all security related activities for a campus or medical center. Leads the development and implementation of new programs and policies to better guard the university. Direct reports are supervisors and managers.**

- **Oversees the development, implementation, and monitoring of the Security Program, ensuring the program is aligned with University priorities and meets departmental goals.**

- **Leads the development and implementation of Security Program practices which meet internal policy and external regulations. Defines strategic plans for Security Programs, striving to protect people and prevent theft and violence.**

- **Supervises and trains Security supervisors and other personnel assigned to protective service duties as necessary. Investigates escalated occurrences / issues, exercising judgment to interpret policies in area of supervision to identify resolutions or recommendations.**

- **Directs managers and supervisors in assigned areas to adhere to budgets and schedules. Leads staff to achieve Security Program objectives. Applies sound judgement to resolve unusual occurrences / issues, interpreting policies and identifying recommendations.**

Last Revised: 02 November 2017
<p>| Key Resp 03 | Implements processes and policies for security guards regarding protecting valuable or hazardous property, maintaining crowds at public events, entry to restricted areas, inspecting areas for security risks, controlling public safety rule infractions in public buildings. | Develops and oversees operational processes to ensure effective security services across the university. Uncovers weaknesses in current systems, identifies needs for improving security services and develops initiatives to meet these needs. |
| Key Resp 04 | Oversees the Security Program information collection and evaluation system and coordinates reporting program results to the Security Committee, Quality Improvement Committees, and other Executives as requested. | Coordinates the resource needs for the Security Program, including the review and approval of budgetary recommendations. Continuously monitors budgets for Security Programs, analyzing budgeted expense variances and investigating discrepancies. |
| Key Resp 05 | Represents the university on local city and county committees and related safety and security task forces. Leads Security Committees and associated work groups. | Represents security issues across the university on interdisciplinary committees. Advises senior management on a range of topics impacting the security of the university by anticipating risks and identifying trends in rule infractions. |
| Key Resp 06 | Ensures full compliance with all regulating agencies and state and federal requirements. | Accountable for university compliance with security regulating agencies and state and federal requirements. Ensures that staff is aware of and enforcing the current requirements. |
| Key Resp 07 | Has the authority and responsibility to intervene and make immediate corrections in any campus or medical center operations whenever conditions pose an immediate threat to life or health, or threaten damage to the buildings or hospital equipment. | Teaches staff how to identify risks and when to intervene in operations that pose an imminent threat. Responsible for intervening and making immediate corrections in any campus or medical center operations whenever conditions pose an immediate threat to the security or health of people, or threaten damage to property. |
| Key Resp 08 | Recommends changes in staffing, executes recruiting and onboarding, verifying new hires meet standards. Updates job descriptions and career series to maintain accuracy. Conducts performance evaluations and defines development goals. | Proposes staffing changes, justifying how staffing patterns meet security needs. Participates in the development of career series, defining development and growth consistent with workforce planning. Develops core competencies, assessment plans and tools for Security Program personnel. |
| Key Resp 09 | Promotes professional growth and advancement for Security staff, implementing training initiatives for staff. | Provides mentorship to Security managers and supervisors. Reviews and approves individual leadership development plans, with succession planning needs in mind. Identifies the need for professional development initiatives for staff. |</p>
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**Key Resp**  
Key Resp 10  
Key Resp 11  
Key Resp 12  
Key Resp 13  
Key Resp 14  
Key Resp 15

**Education**  
Education 1  
Bachelor's degree in related area and/or equivalent experience/training.  
Education 2

**License**  
License 1

**Cert**  
Cert 1

**Spec Cond**  
Spec Cond 1

**KSA 01**  
Knowledge of regulations regarding hazardous materials, fire codes, building codes, and all other relevant safety requirements. Ability to interpret and apply regulations as issues arise.  
Knowledge and applied background in regulations regarding hazardous materials, fire codes, building codes, and all other relevant safety requirements. Ability to define effective security processes to meet department standards and organization goals.

**KSA 02**  
Knowledge of organization, HR and UC policies and processes.  
Knowledge of organization, HR and UC policies and processes. Knowledge of relevant security industry federal, state and local laws and regulations.

**KSA 03**  
Proven ability to perform, train and supervise all aspects of security function.  
Leadership skills in employee development to grow assigned manager and supervisor leadership skills, leading and guiding them to achieve
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<th>Skills to work collaboratively and coordinate others. Ability to communicate with a multicultural population.</th>
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<td>Ability to communicate verbally, in writing and to actively listen, advise, and counsel.</td>
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<td>Demonstrates problem-solving skills and good judgement. Ability to quickly evaluate issues, identify options for resolution and solve problems under pressure.</td>
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## KSA 07
Interpersonal skills to maintain professional relationships with peers, patients, senior management, assigned staff and coordinate security programs across functions.

## Environment
Campus, medical center or other university setting and various external venues.

## Career Path 1
Security Manager 2
Career Path open