

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**07/06/1990****DIRECTOR OF SECURITY SERVICES, 3208**

Summary of Duties: Plans, organizes, directs and coordinates the work of employees engaged in security and parking operations at buildings and facilities owned, leased, and/or operated by the city of Los Angeles; may be required to develop and implement security procedures for a wide variety of buildings, facilities, and/or special events; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features:

Incumbents in the class of Director of security Services, as the highest level in the Security Series, have final accountability for all security operations in a department, including safeguarding the facilities, personnel, and equipment at locations owned, leased, and/or operated by the City of Los Angeles. Work is evaluated in terms of the results obtained. A Director of Security services is responsible for developing broad, overall security policies and standard operating procedures as well as for planning, evaluating, and implementing specific security and investigation programs for a wide variety of buildings, facilities, and/or special events. An incumbent of this class is responsible for advising managers on appropriate security measures and may be responsible for the coordination of City security staff with private security personnel or other public agency security and law enforcement functions. Since City facilities are continually the objects of criminal activity such as theft, vandalism and civil disturbance, a Director of security Services must have considerable knowledge of, and exercise ingenuity in, anticipating and planning for the prevention of these crimes under widely varying conditions.

In addition to the above, the incumbent assigned to the Los Angeles Convention Center must be able to deal effectively with clients, contractors, and the public in order to obtain their compliance with the security plans, Convention Center rules and regulations governing their conduct on the premises. Incumbents in the class of Director of Security Services, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

Examples of Duties:

Directs personally and through subordinate supervisors, all security operations at buildings and facilities owned, leased, and/or operated by the City of Los Angeles; plans, develops, and implements security programs for the safeguarding of city buildings and associated structures, patrons, users and the equipment and display materials of those permitted to use City facilities; analyzes and evaluates security needs for a wide variety of buildings, facilities, and special events and develops appropriate security plans; advises departmental management and clients of City facilities on security needs including the number and

deployment of private security personnel; confers with Los Angeles Police Department and other law-enforcement agency representatives to effectively plan for such large-scale problems as massive civil disturbances, natural disaster, and VIP protection; coordinates security operations of departmental security forces with those of police task forces during such emergencies; directs departmental security staff including full and part-time employees to ensure proper deployment of security personnel on a 24-hour-per-day, 7-day-per-week basis; determines the needs of additional security personnel based on security demands of particular buildings, facilities, and special events; develops specifications for and supervises contract security personnel; develops training programs for departmental security personnel; develops security rules, regulations, and policies for the department; advises the General Manager of on-going security problems and recommends remedial action; develops annual personnel and budget recommendations for departmental security operations; develops and implements methods and procedures for reporting accidents, injuries and damage to employees, clients, patrons and property; conducts special investigations as necessary and prepares reports; analyzes statistical data to evaluate effectiveness of department security operations; analyzes and evaluates current developments in security equipment for use by the department; recommends the purchase of security equipment based upon that analysis; maintains liaison with outside security and law enforcement agencies to develop up-to-date and effective security procedures and methods; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; may occasionally be assigned other duties for training purposes or to meet technological changes or unexpected emergencies; and performs related duties.

Qualifications: A good knowledge of the principles and methods of planning, directing and coordinating a comprehensive security program for a large public facility or facilities, including: patrolling and safeguarding buildings, installations and associated equipment; preventing and detecting crimes including robbery, theft and vandalism; determining likely locations, probable methods and circumstances of criminal activity and planning effective counter measures; assigning, scheduling and deploying security personnel to minimize opportunity for varied criminal activity; directing and coordinating the activities and training of subordinate security personnel; and developing comprehensive security programs for a wide variety of special events under widely varying circumstances; a good knowledge of current technological developments in the Security field; a good knowledge of current technology of interior/exterior electronic security systems including electronic surveillance, alarm, and others; a good knowledge of computer applications for security systems; a good knowledge of laws and rules of arrest, evidence, and the elements of criminal offenses; a good knowledge of the laws and regulations governing the conduct of security personnel; a good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; a good knowledge of techniques of training, instructing, development and evaluation of subordinates; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principles and practices; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of memoranda of understanding as they relate to subordinate personnel; a general knowledge of City personnel rules, policies and procedures. The ability to plan and implement comprehensive, efficient, and cost-effective departmental security programs for a wide variety of public facilities and special

events; the ability to identify security measures needed, direct effective action and coordinate security activities with those of law enforcement and private security agencies; the ability to direct prompt and effective countermeasures to emergency situations; the ability to assign, schedule and coordinate the activities of security personnel and deploy them with maximum effectiveness; the ability to interact courteously and effectively with law enforcement agencies, public officials, facility clients, contractors, other employees and the general public; the ability to prepare clear and concise reports; the ability to maintain a work environment to enhance both employee morale and productivity; the ability to apply sound supervisory principles and techniques; and the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Qualifications:

Four years of full-time paid experience as a Chief Security Officer or in a position at least at that level which provides experience in directing security protection activities through subordinate supervisors; or Four years of full-time paid experience as a watch commander or higher in supervising patrol or felony investigation operations in a police or sheriff's department serving a population of at least 25,000 (1980 census), or as a supervisor of felony investigations in a state or Federal law enforcement agency; or Four years of full-time paid public safety or industrial security experience with final accountability for directing and coordinating all security operations against unauthorized persons or activities, for a large organization or for a facility of at least 2,000 persons capacity and open to the general public. Appointment to a position in this class is subject to a one-year probationary period as provided by Section 109 of the City Charter.

License: A valid California driver's license and good driving record are required.

Physical Requirements: Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

Physical Requirements:

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.