



JULY 2012
FLSA: EXEMPT

SECURITY AND EMERGENCY PLANNING SPECIALIST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, coordinates and oversees activities in support of District-wide security and emergency planning and response programs including developing, implementing, administering, and evaluating programs, policies, and procedures; oversees the work of consultants and contract security personnel in the implementation and administration of an integrated security and emergency response system; performs a variety of administrative and technical tasks relative to assigned area of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May provide general oversight and direction to outside consultants and contract staff on a day-to-day, multiple locations, or project basis. May coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This is a single-position professional classification within the Safety and Health division that specializes in security and emergency planning response programs. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent coordinates and oversees program activities and is responsible for providing professional-level support to management staff in a variety of areas. Successful performance of the work requires an extensive professional background as well as the ability to coordinate departmental work with that of other departments and outside agencies. Responsibilities may include guidance on programs and/or projects and leads by example. This class is distinguished from the Safety and Health Specialist in that the latter performs specialized professional-level activities related to a wide variety of safety and health programs. It is further distinguished from the Safety and Health Supervisor in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities for the division and for the full supervision of assigned professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and maintenance of comprehensive security and emergency planning strategies and programs designed to minimize the risks of personal harm, property damage, and loss to District assets; oversees consultant and contract security services on a day-to-day or project basis; participates in creating access protocols; evaluates systems and prepares and recommends security measures, policies, and procedures.

- Provides effective customer service within a diverse organization.
- Participates in coordinating the design, installation, and implementation of security site improvements/installations and implementation of security plans; reviews and evaluates operational performance to ensure accurate system utilization.
- Participates in Emergency Operations Center (EOC) readiness activities.
- Develop tabletop emergency preparedness exercises.
- Recommends type and level of contract security services.
- Administers mutual-aid and inter-agency coordination agreement, components of major programs and/or projects, and contracts or grants.
- Writes planning, program, and policy documents and reports; completes and maintains required security and emergency planning documentation and records; prepares reports including those concerning new or ongoing programs and program effectiveness.
- Coordinates with operating departments and local and/or regional law enforcement and security agencies in defining short-term and long-term security needs, priorities, and protocols.
- Develops and maintains an inventory of existing security procedures and security response levels.
- Participates in developing and coordinating the implementation of training programs related to security and emergency response policies and procedures.
- Participates in the development and maintenance of the District's Integrated Emergency Response Plan (IERP), including updating changes to reflect regulatory requirements and coordinating training and annual drills.
- Conducts multi-site security surveys; prepares building evacuation plans; and responds to calls for assistance.
- Conducts post-disaster/drill evaluations; develops post-incident action reports and recommendations to improve response readiness and tactics.
- Represents the District with outside agencies and regulatory entities; coordinates program activity; develops interagency mutual aid agreements; communicates and shares information to improve/ensure compliance; participates on various committees and teams.
- Reviews and analyzes proposed and existing related legislation; determines impact on assigned operations; prepares comments and recommendations regarding the impact on the District; assists with the preparation and presentation of program recommendations to the Board for approval.
- Maintains awareness of new developments in the field of security and emergency planning; incorporates new developments as appropriate; attends training as necessary.
- When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, operations, services, and activities of security and emergency planning response programs.
- Methods and techniques of developing policies and procedures relating to security, loss prevention, and emergency response and planning.
- Advanced principles and applications of critical thinking and analysis.
- Identify and implement effective course of action to complete assigned work.
- Principles of the use and operation of building access control systems.
- Principles and procedures used in development of security measures and programs.

- Principles and procedures used in development of emergency response and planning measures and programs.
- The organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing guidance and training to less experienced staff.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a highly specialized nature requiring the ability to use independent judgment and personal initiative.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Apply critical thinking and analysis to a broad range of situations.
- Use critical thinking techniques in reaching independent decisions.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques in determining problem resolutions.
- Lead subordinate-level staff on programs and projects.
- Resolve conflict through workable solutions and alternative approaches.
- Ensure compliance with appropriate security, loss control, and emergency response practices and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Assess security, loss control, and emergency response and planning training needs; develop and coordinate training programs in assigned area; monitor and evaluate the effectiveness of programs.
- Monitor and evaluate the effectiveness of security, loss control and emergency response and planning programs.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Demonstrate safe work practices and procedures in the workplace.
- Train others on proper work procedures and lead by example.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in business or public administration, criminal science, engineering, one of the sciences, or a related field; AND,
2. Five (5) years of increasingly responsible security, loss control, emergency response and planning, or related experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a valid Certified Security Professional certificate, and Certified Protection Professional (CPP) is desirable.
- Current course completion certificate for Incident Command, Standardized Emergency Management System (SEMS), or National Incident Management Systems (NIMS) is highly desirable.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various sites and to investigate accidents, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen and make detailed inspections; color vision to identify materials and structures; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.