North Orange County Community College District

EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810     Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu     Website: www.nocccd.edu

CAMPUS SAFETY OFFICER
JOB# FCC742
$2,967 - $3,594 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED:        April 4, 2012
CLOSING DATE:       April 30, 2012
POSITION LOCATION:  Fullerton College - Campus Safety
SCHEDULED SHIFT:    6:00 a.m., to 2:30 p.m., Tuesday - Saturday
                    (Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE:      As soon as possible

TYPICAL DUTIES

This position is responsible for performing a wide range of activities to promote campus safety, to support traffic and parking control, and to ensure the security of buildings and equipment. Patrol campus and parking lots as assigned on foot, bicycle or in vehicle; respond to emergencies and dispatch calls according to District policies and procedures and established guidelines; administer first aid as needed; assist injured individuals. Enforce campus safety, security and traffic/parking rules and regulations, including citation issuance, in accordance with laws, policies and procedures; assure proper signage for parking control, building safety and ensure they comply with established codes; assure installation and maintenance of signs as needed. Monitor buildings, parking lots and grounds for safety hazards and prepare hazard reports; notify appropriate authorities according to established procedures; unlock and secure designated buildings and classrooms, raise and lower flags. Observe report and investigate unauthorized persons or activities on campus, notify appropriate authorities according to established procedures; conduct preliminary investigations and reports. Monitor electronic security systems and emergency telephones; notify appropriate authorities when systems are inoperable. Plan, organize and ensure safe conditions for special activities and events on and off campus, participate in directing traffic flow as necessary; assist visitors, students and staff by providing directions and other assistance as necessary; escort staff from various offices in the delivery of cash receipts to appropriate office. Assist students, staff or visitors with inoperative vehicles by providing lockout or battery assistance; contact appropriate emergency road service agency; check parking control devices for proper operating condition and perform minor repair work as necessary. Prepare, complete and maintain a variety of records and reports including activity log, accident and incident reports; prepare and present oral reports as necessary. Collect and transport monies as directed. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies as necessary to perform duties in an efficient, organized, and timely manner. Respond to campus emergencies or disasters; investigate and report safety incidents. Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Campus Safety Officer may be required to train and provide work direction to assigned personnel.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent AND certification in 832 PC Laws of Arrest or certificate of CA POST Basic Academy AND sufficient related training and experience to demonstrate the knowledge, skills and abilities listed below.

Ability to: Read, learn, understand, explain and apply applicable laws, penal codes, health and safety rules and regulations and other laws, rules, policies and procedures; communicate effectively using two-way radio and telephone and before large groups; operate a vehicle and ride a bicycle; walk and stand for long periods of time; recognize and recall facts, faces, figures, details and discern a wide range of sounds; administer first aid and CPR; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.

Knowledge of: District organization, policies and procedures; law enforcement and security methods; traffic laws and vehicle control procedures; report writing techniques; fire safety equipment; record-keeping techniques.
CAMPUS SAFETY OFFICER - Continued

Licenses and Other Requirements: (1) Certification of Penal Code 832 Course or CA POST Basic Academy. (2) A valid California Driver’s License. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). (3) First Aid and CPR Certification issued by the American Red Cross.

Note: Additional professional training may be required by the district after employment to meet statutory employment requirements.

WORKING RELATIONSHIPS
The Campus Safety Officer maintains frequent contact with District personnel, faculty, students and the public.

WORKING CONDITIONS
Indoor and outdoor environment under various weather conditions; subject to occasional lifting (up to 50 lbs. unassisted) or carrying, running, or climbing stairs, ladders, fences and walls; extended walking and standing; subject to working with individuals displaying antisocial or criminal behavior.

APPLICATION PROCEDURE
Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Copy of Certificate of Completion in 832 PC Laws of Arrest OR CA POST Basic Academy.

3) Copy DMV record (5-year history); Obtain by submitting “Request for Your Own Driver License/Identification Card Information Record” (Form INF 1125) at local DMV office.

4) Copy of valid First Aid Certificate.

5) Copy of valid CPR Certificate.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job # FCC742, Campus Safety Officer, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before April 30, 2012, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu.