



## PERSONNEL COMMISSION

**Class Code: 5188**  
**Salary Range: 35 (S1)**

### SCHOOL SAFETY OPERATIONS SUPERVISOR

#### JOB SUMMARY

Under general supervision, plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; develop and schedule School Safety personnel work shifts; research, analyze and prepare complex reports and records; train and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; assure compliance with applicable laws, codes, rules and regulations. **E**
- Develop and schedule School Safety personnel work shifts to assure adequate coverage; make adjustments to shifts according to staff availability and special activities or events needing extra coverage; authorize and track overtime and requests for time off. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct comprehensive background investigations for School Safety employment candidates in accordance with Police Officers Standard and Training (P.O.S.T) Commission regulations; collect and review P.O.S.T History Statements and other required documents; conduct interviews with candidates, past employers and other references; maintain auditable records and files. **E**
- Serve as primary contact for school sites relating to inappropriate use of social media; research social media websites and request removal of inappropriate accounts and content. **E**
- Participate in the development and preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process budget documents. **E**
- Prepare or direct the maintenance of a variety of complex reports and records; research, analyze and compile necessary information and data; maintain files and databases related to assigned activities. **E**
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. **E**

- Oversee issuance and processing of District identification badges; coordinate the distribution of subpoenas to School Safety personnel. ***E***
- Coordinate District Safety Teams; recruit new members; maintain Safety Team information; activate Safety Teams as directed. ***E***
- Serve on the District's Emergency Operations Center (EOC) team; participate in EOC trainings; participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. ***E***
- Communicate with administrators, school sites, parents, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. ***E***
- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. ***E***
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning School Safety and Emergency Preparedness operations, policies, procedures and services. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a personal or District vehicle to travel to various sites to conduct work. ***E***

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the School Safety Operations Supervisor classification plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness including scheduling of School Safety personnel work shifts and conducting comprehensive background investigations of School Safety employment candidates. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the School Safety and Emergency Preparedness programs and are assigned a variety of special projects.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Research methods and report writing techniques.  
General techniques and methodologies of project management.  
Financial and statistical record-keeping techniques.  
Budget preparation and control of expenditures.  
Oral and written communication skills.  
Public speaking techniques.  
Principles and practices of supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Modern office practices, procedures and equipment.

**Ability to:**

Plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness.  
Train, supervise and evaluate the performance of assigned staff.  
Develop and schedule School Safety personnel work shifts.  
Research, compile and analyze data.  
Prepare comprehensive narrative and statistical reports.  
Prepare and maintain records and files.  
Analyze and review budgetary and financial data.  
Learn, apply and explain applicable laws, codes, rules and regulations related to assigned activities.  
Learn employment selection standards set forth by P.O.S.T.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a computer and assigned software.  
Meet schedules and time lines.  
Maintain confidentiality of sensitive and privileged information.  
Maintain comprehensive records and files.  
Work independently with little direction.  
Plan and organize work.

**Education and Training:**

Associate's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field.

Completion of a P.O.S.T approved Background Investigation Course is desired.

**Experience:**

Two years of experience performing P.O.S.T background investigations or analyzing data and preparing reports and recommendations regarding business processes such as budgets, organizational efficiency, project management, staffing, or records management. Supervisory experience is desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation.

Valid California Class C driver's license and use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.  
Occasional evening or varied hours.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.  
Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.