

NON-INSTRUCTIONAL POSITION REQUEST 2016-2017

Internal Use
#: 2016-02

Range 37

Requester Name: Sean Prather

SECTION 1: SUMMARY INFORMATION

Title of Position Being Requested:

Campus Safety Officer
Security

Indicate if this position or a similar position has been presented to RAC previously and in what years:

Yes - 2015

Position Will Reside in Division/Unit:

Business Services / Campus Safety

A Current or Proposed District Job Description is attached: Yes No

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 2: JUSTIFICATION

Position Description/Function:

Knowledge of security methods and crowd control techniques, techniques of traffic and parking control, pertinent of Federal, State, City and District laws, rules, regulations and policies including laws of removal and/or arrest, legal rights of students and citizens, judicial procedures and rules of evidence, investigating procedures, general modern office procedures, basic legal rights of students and emergency procedures.

Skills in enforcing pertinent policies, rules and regulations, remaining alert and exercising sound judgment while under pressure, interrogating suspects, interviewing complainants and witnesses, patrolling college facilities and recognizing irregularities with regard to people and facilities, following and giving written and oral directions, preparing reports and maintaining records, establishing and maintaining cooperative and effective working relationships with staff; meeting the public with courtesy and tact; and emergency procedures (first aid, CPR, crowd control, etc.).

Indicate To Whom Does this Position Reports:

Sean Prather

List other Personnel in the Unit:

Jeff Burns
 Jeff Nelson
 Joesph Dazhan
 Bruce Brown
 Michael Sugi
 Fankie Danner

Give historical perspective of the changing workload over a 3-5 year period:

Example:

<i>Workload unit 1 = # Bio/Chem lab students/semester</i>	>	<u>2010</u>	=	<u>900</u>
		<u>2015</u>	=	<u>1000</u>
<i>Change over time is:</i>			=	<u>11%</u>

Workload unit 1 = _____	>	_____	=	_____
		_____	=	_____
Change over time is:			=	_____

Workload unit 1 = _____	>	_____	=	_____
		_____	=	_____
Change over time is:			=	_____

Comments:

SECTION 3: LPC MISSION, MASTER PLAN, AND ACCREDITATION

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position will have a positive impact on the LPC's Mission and Planning Priorities:

Campus Safety operates 24 hours a day, 365 days a year. Currently during some parts of the week, there is only one officer on duty at a time. By adding another full time officer position, this will benefit campus safety's ability to aim towards a minimal staffing level of having two officers and a dispatcher on duty during a normal Monday-Friday working week.

Indicate how this position will have a positive impact on LPC's Educational Master Plan:

By adding an adequate level of safety and security to the campus.

Indicate how this position will have a positive impact on Accreditation:

By adding a adequate level of safety and security to the campus.

SECTION 4: PROGRAM REVIEW AND IMPACT

Indicate how this position will have a positive impact on your Program Review:

In addition to the reason above, the Campus Safety Officer will provide the campus community with a higher level of customer service. i.e. unlocking doors, student escorts, etc.

Indicate other alternatives that have been considered in lieu of this position to meet programmatic demands:

None

Indicate the consequence of not funding this position:

Recently an outside security consult was hired to conduct an assessment of the entire college campus. In this report, it was stated that campus safety is under staffed and in the event of an emergency, campus safety would not be able to function adequately. I also share this same opinion and believe that the campus safety staffing is at a dangerous level.

SECTION 5: COSTS*

Estimate Increase/Proposed Annual Salary Cost: \$ 52,075.00

Estimate Benefits Cost: \$ 26,037.50

Total Cost for Position: \$ 78,112.50

NOTE:

Full Time = 20-40 hours per week or 50% - 100%

Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs below, requestor must contact College Administrative Assistant, Sharon Davidson, in the LPC Office of Administrative Services (ext. 1632).*

SECTION 6: REVIEWS

Signatures:


Requester

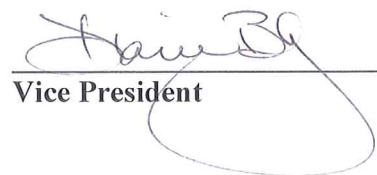
9-12-16
Date

Sharon Davidson
College Administrative Assistant
Office of Administrative Services

9/13/16
Date

Dean/Unit Administrator

Date


Vice President

9-29-16
Date

Posting Details

Posting Number:	0600284
Position Title:	Security Officer
Position Code:	3CSE14
Location:	Las Positas College, 3000 Campus Hill Drive, Livermore, CA 94551
Department:	LPC - Campus Security
Work Schedule:	40 hours/week, Tuesday - Saturday, 8:00 a.m. - 4:00 p.m., hours may vary and may include one swing shift in the work week, 12 months/year.
Salary Range:	37
Pay Rate:	\$49,566/annual
FLSA:	Non-Exempt
Position Type:	Classified
Posting Date:	04-02-2015
Closing Date:	04-30-2015
Job Summary:	The Chabot-Las Positas Community College District is seeking a Security Officer for Las Positas College in Livermore, California. This is a protective service occupation. Under general supervision, the employee enforces rules and regulations governing the use of college buildings, grounds and other properties of the College and performs some functions that are clerical in nature. The employee has daily and direct contact with staff and college visitors and works outdoors in all types of weather. Errors in decision could result in injury to the users of District facilities.
Representative Duties and Job Characteristics:	The Security Officer shall: <ol style="list-style-type: none">1. patrol campus grounds either on foot or in a security vehicle; respond to emergencies and various calls for service such as lock-outs, automotive emergencies, etc.; take reports from citizens;2. investigate violations, accidents and incidents occurring on campus;3. enforce rules and regulations governing the use of college buildings and grounds, issuing citations to violators;4. review and makes necessary changes on all incident reports written and distributes reports to proper personnel;5. perform periodic evaluation of student officers; assists the Security Manager in formulation of policies and procedures relating to Security Services;6. assist in the training of officers;7. review daily logs, reviews actions of complaints against student officers and administers disciplinary action;8. review and prepares all student time tickets weekly;9. prohibit the admittance to college premises of unauthorized persons; check night meetings to ensure that facilities are being used by authorized persons and that the meetings are under control;10. investigate reports of vandalism; performs various types of follow-up investigations;

11. assist in traffic control at athletic events and special programs;
12. transport funds from special events; makes reports; keeps the daily log;
13. perform other related tasks as assigned.

Representative Duties and Job Characteristics
Continued:

Minimum Education & Experience: Equivalent to completion of the twelfth grade AND one year of experience in law enforcement, plant protection or security OR an equivalent combination of education and experience which indicates possession of knowledge and skills required.

License/Certificate:

1. Possession of a valid California driver's license.
2. Possession of a valid California Tear Gas Certificate.
3. Possession of, or ability to obtain, the 24-hour school security officer course as required by California Education Code 72330.5

Minimum Qualifications - Knowledge, Skills and Abilities: Knowledge of:

1. security methods and crowd control techniques;
2. techniques of traffic and parking control;
3. pertinent Federal, State, City and District laws, rules, regulations and policies including laws of removal and/or arrest, legal rights of students and citizens, judicial procedures and rules of evidence;
4. investigating procedures;
5. general modern office procedures;
6. basic legal rights of students; and
7. emergency procedures.

Skills in:

1. enforcing pertinent policies, rules and regulations;
2. remaining alert and exercising sound judgment while under pressure;
3. interrogating suspects, interviewing complainants and witnesses;
4. patrolling college facilities and recognizing irregularities with regard to people and facilities;
5. following and giving written and oral directions;
6. preparing reports and maintaining records;
7. establishing and maintaining cooperative and effective working relationships with staff; meeting the public with courtesy and tact; and
8. emergency procedures (first aid, CPR, crowd control, etc.).

Minimum Qualifications - Knowledge, Skills and Abilities (Continued):

Desirable Qualifications:

Physical Activities and Working Environment:

Special Testing:

Special Instructions to Applicants: The purpose of the personal qualifications statement is for you to provide information on how your education and experience relate to the requirements and duties of the position. There is no form to complete. Applicants are requested to provide their personal qualifications statement by uploading a document, the same way as you do for your cover letter.

The Chabot-Las Positas Community College District reserves the right to close or not fill any advertised position.

Required Applicant Documents: Resume
Cover Letter
Personal Qualifications Statement

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