



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SECURITY SPECIALIST

<b>Group-Section:</b> Chief Administrator Office	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 51 <b>Job Code #:</b> WC01
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### JOB SUMMARY

This is the advanced journey level performing Security Specialist job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Executive Management. Performs investigations under the approval, support and control of General Counsel.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Carries out security programs to ensure the protection of Metropolitan assets, employees, and visitors.
2. Oversees the establishment and maintenance of effective working relationships with public safety agencies within Metropolitan's service areas to ensure prompt and adequate response during security and emergency situations.
3. Provides oversight of contract security forces for Metropolitan facilities to ensure that adequate, safe, and cost-effective protective services are provided.
4. Conducts a variety of security and incident investigations involving Metropolitan assets and employees, which may consist of security breaches, misconduct, accidents or other investigations in accordance with applicable Metropolitan policies and procedures.
5. Trains and assists Metropolitan employees within assigned geographical areas on protection issues, including workplace violence, personal security, driver training, incident reporting, and other security matters.

6. Serves as the security focal point within assigned geographical area; resolves and addresses sensitive and controversial issues; serves as an incident commander during emergencies until relieved by higher-level personnel. Also serves as Special Agent on Duty (standby position to respond to security incidents after business hours) on a rotating basis.
7. Assists in the preparation of security related plans and other documents to ensure that activities in areas of responsibility support organizational mission, goals, and objectives.
8. Assists in the development of programs, strategies, and solutions for security problems and issues to ensure effective planning for accomplishments of organizational objectives and compliance with all applicable policies, rules, regulations, and laws.
9. Conducts ongoing and periodic inspections of facilities to identify and resolve security problems and needs. Assists with the development of security modifications; coordinates the communication of new and revised policies and procedures to employees to ensure a secure workplace.
10. Interprets and implements laws, codes, and ordinances related to security policies and procedures; implements modifications to policies and procedures to ensure compliance.
11. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or certificate of high school equivalency and ten years of relevant experience; or an associate's degree from an accredited college or university in a related field and eight years of relevant experience; or a bachelor's degree from an accredited college or university in a related field and six years of relevant experience.

**Required Knowledge of:** Leadership concepts and techniques; applicable Federal, State and local laws, regulations, and practices related to security operations; budgetary concepts and procedures; security concepts and procedures; emergency response policies and procedures; contract administration; and standard investigative techniques.

**Required Skills and Abilities to:** Lead a diverse workforce; investigate complex and sensitive security problems; prepare a variety of administrative and technical documents and reports using standard office applications; coordinate investigations with external law enforcement agencies; travel to various and remote sites within Metropolitan's service area; write accurate, professional, analytical reports for an audience that includes upper management and attorneys.

#### **Certificates, Licenses and Registrations Requirements:**

- Valid California Class C Driver License that allows you to drive in the course of your employment.
- Valid Certified Protection Professional (CPP)

Job Title: Security Specialist

Job Code: WC01

Adopted: 10/27/08

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Supersedes: 01/2010

Page: 2

### **Desirable Qualifications**

- State licensing as a Private Investigator

### **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.