

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
SECURITY SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions which function as Security Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions which provide for the protection of state-owned property and the safeguarding of state buildings. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which perform non-supervisory or lead security work for a majority of the time.
3. Positions which perform supervisory, certified law enforcement activities for a majority of the time, such as positions classified as Specialist Agent-In Charge.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into classification is typically by competitive examination.

II. DEFINITION

SECURITY SUPERVISOR

This is responsible supervisory work related to the provision of building security at a state facility or university campus. Positions allocated to this classification function as (1) a shift supervisor, (2) an assistant to the director of security and protection services, **OR** (3) a director of all security and protection services. Duties and responsibilities include supervising security officers, preparing and maintaining shift work schedules, reviewing and conducting thorough incident investigations, training security staff, and assisting in operational policy development. Work is performed under general supervision.

Representative Positions :

University of Wisconsin-Stevens Point Assistant Security Director: Under general direction of the director of protective services, position functions as assistant director, assisting in all phases of departmental functions and programs. Duties include assisting the director in all phases of the security and protection program, maintaining departmental records, developing security and safety programs, and functioning as chief investigator for the department.

University of Wisconsin Campus, Security Director: Under general direction, position administers the campus' entire security and protective services program. Duties and responsibilities include developing and administering the emergency operations program, processing small claims court cases, administering the campus parking operations program, planning and coordinating staff training,; planning and coordinating employee safety and defensive driver training programs, acting as liaison with city and county law enforcement agencies, and administering the unit's budget.

Department of Military Affairs, Security Supervisor: Under general direction of a federal security superintendent, supervise armed security staff which provide security and resource protection to an Air National Guard base. Duties include training personnel in the job requirements, procedures, base traffic regulations, and use of firearms; assisting in securing military driver's licenses for subordinates and monitoring them to ensure continual qualification for same; investigating accidents and other incidents and making reports; requisitioning and maintaining records for uniforms, weapons, ammunition, and other security items; recommending and implementing policies, procedures, and regulations; recommending changes for the resource protection plan which affects state operations; issuing military/dependent and agency state personnel identification cards; assisting in the conduct of controlled area inspections; and issuing traffic and parking citations.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which supervisor the provision of building security at a state facility or university campus. This classification replaces the Security Supervisor 1, 2, and 3 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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