

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MILITARY AFFAIRS SECURITY OFFICER
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions within the Department of Military Affairs that provide armed security protection for property and personnel at a military installation and/or building. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed 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 class 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions within the Department of Military Affairs that provide armed security services to protect property and persons from sabotage, fire, espionage, theft, vandalism, and other hazards and control entry and exit of all personnel, vehicles and other equipment at entry points to a military installation or building.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that for a majority of the time perform duties which are more appropriately classified as Security Officer.
2. Positions that meet the statutory definitions(s) of supervisor, management, and/or professional, in s. 111.81(19), (13), and (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

3. Law enforcement positions whose principle responsibilities include enforcement of State laws, rules and regulations. Such positions have duties and responsibilities such that it requires certification as a law enforcement officer. Such positions are allocated to one of the law enforcement classification series such as Policy Officer, State Patrol Trooper or Inspector, Conservation Warden, Excise Tax Agent or Special Agent.
4. Positions which are not located within the Department of Military Affairs and performing armed patrol.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter both levels of this classification series by competition. Progression to the Senior level will be by competition.

II. DEFINITIONS

MILITARY AFFAIRS SECURITY OFFICER

This is entry progressing to objective-level work related to the armed security services at a military installation or building. Positions perform extensive armed patrol to protect property and persons from sabotage, fire, espionage, theft, vandalism, and other hazards; control entry and exit of all personnel, vehicles and other equipment at entry points to the installation or building, preventing entrance of unauthorized personnel; apprehend/detain suspects within jurisdictional limitations; assist and direct visitors; enforce base traffic and/or parking regulations; ensure compliance with all applicable regulations, rules, and laws; respond to and take appropriate measures to control emergency situations; prepare and maintain reports, records and documents; monitor base or building alarm systems; perform security enforcement desk operator functions; participate in on-the-job training and attend formal training and safety classes; provide some on-the-job training to new security personnel; clean, lubricate and ensure assigned weapon(s) is functional; ensure compliance with regulations for arming, clearing and securing weapons; ensure inventory and availability of weapons, ammunition, radios, and other assigned gear. Work is performed under general supervision of the Military Affairs Security Officer Supervisor or assigned Active Guard/Reserve shift supervisor.

MILITARY AFFAIRS SECURITY OFFICER - SENIOR

This is advanced level work for positions functioning as permanent leadworkers. Positions perform all functions of the Military Affairs Security Officer and are also responsible for the following duties a majority of the time: serve as shift lead officer coordinating the work of positions on a given shift; assist in assigning shift post and patrol duties; monitoring and documenting attendance and ensuring proper shift manning; ensuring adherence to proper unscheduled overtime assignment procedures; training new officers in post, patrol and emergency procedures. Work is performed under general supervision of the Military Affairs Security Officer Supervisor or assigned Active Guard/Reserve shift supervisor.

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. **NOTE:** The following are minimum requirements (as required in the Master Cooperative Agreement between DMA and the National Guard Bureau covering the Air National Guard Security Cooperative Agreement): must be at least 18-years old, possess a high school diploma or equivalent, a valid state driver's license upon appointment, and qualify for a military driver's license; successfully meet criminal background check and security clearance investigation requirements and qualify to carry firearms (no felony or domestic abuse convictions); and meet fitness for duty standards in accordance with applicable regulations and security industry standards.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 18, 2003 and announced in Bulletin MRS-SC-151 as a result of the collective bargaining process. This specification was modified to change the classification series title effective April 4, 2004 and announced in Bulletin OSER-0021-MRS-SC.

This classification series was updated effective February 7, 2015 and announced in bulletin DPM-0417-CC/SC to abolish the entry level, update the exclusions and to update the definition language in the remaining two levels and the qualification language. The objective level was retitled from Military Affairs Security Officer – Objective to Military Affairs Security Officer.

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