

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**MILITARY AFFAIRS SECURITY OFFICER SUPERVISOR**

**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, which function as armed Security Officer Supervisors providing armed security protection for property and personnel at a military installation 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 supervisory positions within the Department of Military Affairs that provide armed security services in a military setting for the protection of state and federal-owned property and personnel. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats. The Air National Guard (ANG) is the authority having jurisdiction over operational policy and procedures of these positions.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that 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 that perform non-supervisory or lead Security Officer work for a majority of the time (more than 50%) and are more appropriately classified as Military Affairs Security Officer.

3. Positions that, for a majority of the time (more than 50%), provide protection of state-owned buildings and safeguard state buildings and are more appropriately classified as Security Supervisor.
4. Positions that perform supervisory, certified law enforcement activities for a majority of the time (more than 50%), such as the position classified as Special Agent-In Charge.
5. Positions that do not supervise employees performing armed patrol in a military setting located within the Department of Military Affairs.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

## II. DEFINITION

### MILITARY AFFAIRS SECURITY OFFICER SUPERVISOR

This is supervisory work related to the armed security services at a military installation or building. Positions allocated to this classification supervise Military Affairs Security Officers in providing armed security and resource protection at a military installation or building; train and orientate personnel in the job requirements, procedures, military installation traffic regulations, the proper use of handling firearms, and detention authority; review security logs and investigate accidents and other incidents; requisition and maintain records and accountability for uniforms, weapons and other security items; recommend, establish and/or implement policies, procedures and regulations; may also perform shift work, as required, on a relief basis. Work is performed under general supervision of the federal Chief of Security Forces.

## 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 skills required upon appointment have been acquired. NOTE: Must be at least 18-years old and must possess a high school diploma or equivalent; must have a valid state driver's license upon appointment and must be able to qualify for a military driver's license; must not have any felony conviction records as federal security clearances will be required; must meet minimum Air National Guard physical fitness standards as outlined in ANGI 40-501; pre-employment and periodic medical physical and physical agility tests may be required; must have the ability to qualify to carry firearms (no felony or domestic abuse convictions); considerable knowledge of the proper use and safety procedures relating to firearms; ability to train in the qualification and the handling of authorized firearms in accordance with applicable regulations; ability to react and train subordinates in applying necessary force in stressful situations.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created, effective June 15, 2003, as requested by the Department of Military Affairs in order to describe positions that supervise Military Affairs Security Officers and announced in Bulletin MRS-SC-163. This classification specification was modified effective April 4, 2004 and announced in Bulletin OSER-0021-MRS-SC to reflect a title change.

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