

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
DAS Security Services

COUNTY OF EMPLOYMENT
Franklin

This row is for Information
Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

This row is for Program Administra-
tors & Project Managers ONLY

Identify Program or Project
Homeland Security & Anti-Terrorism
Program

Estimated Duration of Project

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
DAS Security Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☒ Essential

Overtime: ☐ Eligible ☒ Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 pm

Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Provides homeland security & anti-terrorism program direction by acting for superior & by relieving superior of most difficult administrative duties: represents Director of Department of Administrative Services (DAS) as security & anti-terrorism consultant on Homeland Security Forum, State of Ohio Security Task Force, Advisory System Response Committee; serves on DAS Internal Security Review Team; serves as liaison to & coordinates efforts with State of Ohio Homeland Security Office; supervises staff; participates in state security strategic planning process; develops & implements agency security policies & procedures; analyzes impact of legislation & laws on building security measures; researches new security systems/technology & prepares recommendations to higher-level management & customer agencies; identifies security legal issues & makes recommendations with regard to privacy, security, procurement & contracting; monitors & analyzes legislation, government budgeting process, proposed rules, administrative rules, state & federal regulations for actions with potential consequences on security of state buildings; required to wear pager &/or carry cell phone; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back.	Knowledge of (1) management practices; (2) budget development & cost accounting; (3) employee training & development; (4) supervision; (5) facility security & assessment methodologies & practices; (6) public relations; (7) security system design & function; (8) homeland security & anti-terrorism methods; (9) agency policies & procedures*; (10) government structure & process*. Skill in (11) use of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook). Ability to (12) apply principles to solve practical, everyday problems; (13) recognize unusual or threatening conditions & take appropriate action; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) prepare meaningful, concise & accurate reports; (16) effectively communicate technical & non-technical information to diverse audiences; (17) respond to systems emergency situations on 24X7 basis; (18) carry cell phone or wear pager. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Enke Jasseraff

1/30/17

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Bargaining Unit 22

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Page 2 of 2

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Consults with state agency representatives to conduct facility assessments: analyzes current security measures, effective use of security staff, adequacy of security equipment & impact on building tenants & visitors; makes recommendations for system & operational improvements; prepares cost estimates for new systems; designs facility security systems for upgrades, facility renovations & new construction (e.g. access control, closed circuit television, safety/security policies/procedures, building specific special needs); guides agencies through process of addressing security weaknesses; prepares capital security budget & monitors expenditures to ensure compliance with fiscal goals.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15, 16
20	Participates in development of Emergency Action Plans for all state-owned & leased buildings under DAS management, in cooperation with tenants & building managers: analyzes security training plans & recommends improvements; develops security training materials for state agencies; works with outside law enforcement agencies when necessary; communicates security concepts to diverse audiences; attends seminars & classes to stay current on security technology & issues.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9*, 10 Skill in 11 Ability to 12, 13, 14, 15 16 <u>Position Specific Minimum Qualifications:</u> 24 mos. exp. or 24 mos. trg. analyzing facility security measures & making written recommendations. 24 mos. exp. or 24 mos. trg. designing facility security systems for upgrades, renovations & new facility construction. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Ernie J. J. J.

1/30/17

POSITION NUMBER
20005694

JOB CODE TITLE
Program Administrator 3

JOB CODE
63124

Apd 1.30.17 (cc)