

SECURITY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for ensuring the implementation, provision and maintenance of security and safety services for all property, buildings, equipment, personnel and visitors at the Medical Center according to standards set forth by the Director of Security. Supervision is exercised over a large number of contracted personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and supervises electronic access control and CCTV surveillance systems;

Conducts unscheduled tours of the Medical Center to assure that appropriate safety and security measures are maintained during all shifts;

Maintains a comprehensive employee photo identification system;

Maintains key and locking system controls, including processing work orders pertaining to hardware installation and the recorded distribution of keys;

Coordinates property loss counter measures and related theft control systems, both internally and externally;

Provides orientation and in-service education programs for security personnel and Medical Center staff members;

Submits security reports as required in addition to maintaining record keeping systems;

Assists the Safety Officer/Fire Inspector in the implementation of fire safety policies and procedures pertaining to alarm response, investigation, and dissemination of information to local fire departments;

Assists the Safety Office/Fire Inspector with fire safety inspections of hospital facilities to detect and report fire safety hazards;

Assists in the development of contingency plans to deal with various types of emergency situations such as: disaster recovery, radiation contamination, fire emergency, hazardous materials, bomb threat, child abduction, media/visitor access control, patient crisis intervention, civil disturbance, snow emergency, etc.;

Coordinates and oversees visitation control, security escort, and constant observation of patients as required by Medical Center and related agencies, including social services, child protection and law enforcement;

Remains available on a twenty-four hour basis, seven-days-a-week, to implement corrective action plans in response to potential emergency situations;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates the safeguarding of patient belongings and valuables;

Oversees security participation in special events and media interests scheduled by the Medical Center;

Attends meetings, training conferences and similar seminars pertaining to public safety, as requested;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and techniques employed in establishing and maintaining safety and security in a health care environment; good knowledge of the techniques and methods of safety and security analysis; good knowledge of safety and security laws, rules and regulations; ability to implement, maintain and supervise a multi-scale safety and security program; ability to plan, direct, and evaluate the performance of assigned personnel; ability to establish effective working relationships with management personnel, associates, subordinates and the general public; ability to identify staff training needs and to obtain those necessary resources in order to satisfy those needs; ability to maintain records and make reports; initiative; resourcefulness; dependability; flexibility; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of experience in safety/security work, two years of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years of the general experience in safety/security work.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.