

SECURITY AND EMERGENCY PLANNING SPECIALIST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, coordinates and oversees activities in support of OC San-wide security and emergency planning and response programs including developing, implementing, administering, and evaluating programs, policies, and procedures; oversees the work of consultants and contract security personnel in the implementation and administration of an integrated security and emergency response system; serves as program/project lead; performs a variety of administrative and technical tasks relative to assigned area of responsibility; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification specializes in security and emergency planning response programs and is responsible for performing the most difficult and responsible assignments, projects, analyses, and programs requiring advanced knowledge of the concepts, practices, procedures, and policies of security and emergency planning response. Positions at this level provide technical and functional direction and leadership to consultants, contract security, and assigned staff. Assignments at this level have significant impact on OC San operations. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Principal Safety and Health Specialist in that the latter performs specialized professional-level activities related to a wide variety of safety and health programs, while this position is focused on security and emergency response planning.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Implements and maintains comprehensive security and emergency planning strategies and programs designed to minimize the risks of personal harm, property damage, and loss to OC San assets; oversees consultant and contract security services on a day-to-day or project basis; participates in creating access protocols; evaluates systems and prepares and recommends security measures, policies, and procedures.
- Participates in coordinating the design, installation, and implementation of security site improvements/installations and implementation of security plans and emergency response procedures; reviews and evaluates operational performance to ensure accurate system utilization.

- Develops tabletop emergency preparedness exercises; participates in Emergency Operations Center (EOC) readiness activities; functions as a technical expert.
- Administers mutual-aid and inter-agency coordination agreements, components of major programs and/or projects, and contracts or grants.
- Conducts risk analyses to identify and evaluate deficiencies; recommends and implements systems to ensure best practice security standards.
- Writes planning, program, and policy documents and reports including those concerning new or ongoing programs and program effectiveness; completes and maintains required security and emergency planning documentation and records.
- Develops and maintains an inventory of existing security procedures and security response levels; coordinates with operating departments and local and/or regional law enforcement and security agencies in defining short-term and long-term security needs, priorities, and protocols; recommends type and level of contract security services.
- Participates in developing and coordinating the implementation of training programs related to security and emergency response policies and procedures.
- Prepares and maintains the OC San's Integrated Emergency Response Plan (IERP), including updating changes to reflect regulatory requirements and coordinating training and annual drills; trains employees on the IERP, National Incident Management System (NIMS), and Standardized Emergency Management System (SEMS).
- Conducts multi-site security surveys; prepares building evacuation plans; conducts investigations and prepares reports on security-related issues; responds to calls for assistance.
- Directs, oversees, and conducts post-disaster/drill evaluations; develops post-incident action reports and recommendations to improve response readiness and tactics.
- Reviews and analyzes proposed and existing related legislation; determines impact on assigned operations; prepares comments and recommendations regarding the impact on OC San; assists with the preparation and presentation of program recommendations to the Board for approval.
- Provides leadership and guidance to others on assigned programs and/or projects; as a program and/or project leader, may direct, assign, train, monitor, and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; and develops and implements work improvements.
- Represents OC San with outside agencies and regulatory entities; attends and participates on committees and teams and in professional group meetings and trainings; stays abreast of new trends, developments, and innovations in the field of safety and emergency planning; researches emerging products and enhancements and their applicability to OC San needs, and incorporates new developments as appropriate.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, operations, services, and activities of security and emergency planning, emergency operations, and continuity of operations programs.
- Methods and techniques of developing policies and procedures relating to security, loss prevention, and emergency response and planning.
- Advanced principles and applications of critical thinking and analysis.
- Principles of the use and operation of building access control systems.

- Principles and procedures used in development of security and emergency response and planning measures and programs.
- Basic principles and practices of program management.
- The organization, operation, and services of OC San and of outside agencies as necessary to assume assigned responsibilities.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and procedures of record keeping and reporting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Oversee and administer assigned programs and/or projects and promote the individual professional growth and development of less experienced staff.
- Implements and maintains comprehensive security and emergency planning strategies and programs.
- Monitor and evaluate the effectiveness of security, loss control, and emergency response and planning programs; evaluate and recommend improvements in operations, procedures, policies, or methods.
- Apply critical thinking and analysis to a broad range of situations and in making decisions and problem solving.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Ensure compliance with appropriate security, loss control, and emergency response practices and regulations.
- Provide 24/7 response to emergency situations.
- Assess security, loss control, and emergency response and planning training needs; develop and coordinate training programs in assigned area; monitor and evaluate the effectiveness of programs.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Resolve conflict through workable solutions and alternative approaches.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC San in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration, emergency management, criminal science, or a related field.
2. Five (5) years of work experience in security, loss control, and emergency response and planning.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites, projects, and/or meetings; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders.
- Perform light to medium physical work; lift, carry, push, and pull materials and objects averaging a weight of 51 pounds, with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions and work in progress.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- May be required to work extended hours, including nights, weekends, and holidays when necessary.

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.