



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSOCIATE SECURITY SPECIALIST

Group-Section: Chief Administrator Office	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 49 Job Code #: WC02
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JOB SUMMARY

This is the journey level performing Security Specialist job duties. Responsible for ensuring the protection of Metropolitan assets, employees, and visitors. Positions in this classification perform functions related to physical security, investigations, and loss prevention; and to lead regular, temporary, and contract security workers at various facilities.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, and Executive Management. Performs investigations under the approval, support and control of General Counsel.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Carries out security programs to ensure the protection of Metropolitan assets, employees, and visitors.
2. Provides Guard Contract Manager with observations and suggestions to improve guard force effectiveness.
3. Conducts a variety of security and incident investigations involving Metropolitan assets and employees, which may consist of security breaches, misconduct, accidents or other investigations in accordance with applicable Metropolitan policies and procedures.
4. Trains and assists Metropolitan employees within assigned geographical areas on protection issues, including workplace violence, personal security, incident reporting, and other security matters.
5. Serves as the security focal point within assigned geographical area; resolves and addresses sensitive and controversial issues; serves as an incident commander during emergencies until

relieved by higher-level personnel. Also serves as Special Agent on Duty (standby position to respond to security incidents after business hours) on a rotating basis.

6. Assists in the preparation of security related plans and other documents to ensure that activities in areas of responsibility support organizational mission, goals, and objectives.
7. Assists in the development of programs, strategies, and solutions for security problems and issues to ensure effective planning for accomplishments of organizational objectives and compliance with all applicable policies, rules, regulations, and laws.
8. Conducts ongoing and periodic inspections of facilities to identify and resolve security problems and needs. Assists with the development of security modifications; coordinates the communication of new and revised policies and procedures to employees to ensure a secure workplace.
9. Interprets and implements laws, codes, and ordinances related to security policies and procedures; implements modifications to policies and procedures to ensure compliance.
10. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or certificate of high school equivalency and nine years of relevant experience; or an associate's degree from an accredited college or university in a related field and seven years of relevant experience; or a bachelor's degree from an accredited college or university in a related field and five years of relevant experience.

Required Knowledge of: Applicable Federal, State and local laws, regulations, and practices related to security operations; budgetary concepts and procedures; security concepts and procedures; emergency response policies and procedures; contract administration; and standard investigative techniques.

Required Skills and Abilities to: Investigate complex and sensitive security problems; prepare a variety of administrative, investigative, and technical documents and reports using standard office applications for an audience that includes upper management and attorneys; coordinate investigations with external law enforcement agencies; travel to various and remote sites within Metropolitan's service area; communicate clearly and concisely, both verbally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Job Title: Associate Security Specialist

Job Code: WC02

Adopted: 08/28/19

Effective Date: 06/30/19

Revised:

Supersedes:

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Desirable Qualifications

- State licensing as a Private Investigator
- Valid Certified Protection Professional (CPP)

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.