



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 * Fax - 916-354-2082

PERSONNEL COMMITTEE

(Director Linda Butler)

Regular Meeting

August 14, 2025, at 9:00 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. Call to Order

2. Comments from the Public

If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to Public Comments.

3. *Discussion Item* Introduction of Corey Carskaddon

4. *Discussion Item* Updated Security Patrol Officer Job Description

5. *Discussion Item* Updated Security Gate Officer Job Description

6. Directors & Staff Comments/Suggestions

7. Adjournment

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. This Agenda was posted on August 8, 2025, at the District Office at 4:00 p.m.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY PATROL OFFICER I

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS -~~07/20/05-TBD~~

SUMMARY: This is the entry level position within the Patrol Officer series. This position performs security and crime prevention work by patrolling assigned areas; observe and records (observe and report) incident information; answers calls and complaints; gathers information regarding incidents and complaints; calls on authorized law enforcement agencies when crimes occur; and perform other job-related work as required.

SUPERVISION: Receives direct supervision from the Security Sergeant. Provides functional supervision to Gate Officers I and II.-

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs patrol on an assigned shift; conducts property checks on businesses and homes for burglary and other security problems; request and record information from observers and other persons;
- ~~assists with a variety of emergencies; issues citations for misdemeanors and infractions; assist outside agencies as needed;~~
- ~~prepares reports of incidents and observations; contact victims, witnesses, and suspects for additional information as required; identify suspects or vehicles involved in an incident; secures voluntary statements from those suspected of involvement in incidents;~~
- has responsibility for preserving evidence at the scenes of incidents; appears in court proceedings when summoned; contacts responsible public safety agencies for dealing with potential criminal incidents, booking, and transportation of persons;
- performs traffic control assignments; assists with accident investigations; performs a variety of security and crime prevention assignments;
- substitute for or assist gate control officers as needed;
- enforce homeowner associations non-architectural rules;

- assist in training other Patrol and Gate Officers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

~~Skills in: Use and care of firearms and other special equipment utilized in security and crime prevention activities.~~

Ability to perform a variety of security and crime prevention assignments. Voluntarily secure information from others at the scene of incidents. Demonstrate keen abilities of observation and memory. Think clearly and act quickly in emergency situations. Understand and carry out oral and written directions. Prepare accurate incident and case reports. Use safety dispatch and other records systems. Tactfully and effectively represent the District in a variety of contacts. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

~~One Two~~ years of experience in security, crime prevention patrol activities, preferably including preliminary investigative work and customer service; or

College level coursework in law enforcement, police science, criminology or a closely related field is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

~~Successful completion of the training requirements listed in Section 832 of the California Penal Code.~~

~~May possess a valid California Guard Card and Firearms Card.~~

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY PATROL OFFICER I

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS -TBD

SUMMARY: This is the entry level position within the Patrol Officer series. This positions performs security and crime prevention work by patrolling assigned areas; observe sand records incident information; answers calls and complaints; gathers information regarding incidents and complaints; calls on authorized law enforcement agencies when crimes occur; and perform other job-related work as required.

SUPERVISION: Receives direct supervision from the Security Sergeant. Provides functional supervision to Gate Officers I and II..

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs patrol on an assigned shift; conducts property checks on businesses and homes for burglary and other security problems; request and record information from observers and other persons;
- has responsibility for preserving evidence at the scenes of incidents; appears in court proceedings when summoned; contacts responsible public safety agencies for dealing with potential criminal incidents, booking, and transportation of persons;
- performs traffic control assignments; assists with accident investigations; performs a variety of security and crime prevention assignments;
- substitute for or assist gate control officers as needed;
- enforce homeowner associations non-architectural rules;
- assist in training other Patrol and Gate Officers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required.

Ability to perform a variety of security and crime prevention assignments. Voluntarily secure information from others at the scene of incidents. Demonstrate keen abilities of observation and memory. Think clearly and act quickly in emergency situations. Understand and carry out oral and written directions. Prepare accurate incident and case reports. Use safety dispatch and other records systems. Tactfully and effectively represent the District in a variety of contacts. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Two years of experience in security, crime prevention patrol activities, preferably including preliminary investigative work; *or*

College level coursework in law enforcement, police science, criminology or a closely related field is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral

vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PATROL OFFICER II

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – ~~7/17/2024~~TBD

SUMMARY: This position is the journey level in the Patrol Officer series. The position is responsible for the following: observe and report, participate in and supervise the activities of assigned gate control and patrol personnel; to supervise and participate in traffic control, incident reporting, training, administration, crime prevention, community relations and other assigned programs or functions; and to perform other job-related work as required.

SUPERVISION: Receives general supervision from the Security Sergeant. Provides functional supervision over Patrol Officers I and Gate Officers I and II.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs patrol on an assigned shift, conducts property checks on businesses and homes for burglary and other security problems, and requests and records information from observers and other persons;
- has responsibility for preserving evidence at the scenes of incidents, appears in court proceedings when summoned, and contacts responsible public safety agencies for dealing with potential criminal incidents;
- performs traffic control assignments, uses lidar, assists with accident investigations, and performs a variety of security and crime prevention assignments;
- covers gate officer shifts and/or assists gate control officers as needed;
- enforces homeowner associations non-architectural rules;
- ~~assists with a variety of emergencies, issues citations for misdemeanors and infractions, and assists outside agencies as needed;~~
- ~~prepares reports of incidents and observations, contact victims, witnesses, and suspects for additional information as required, identify suspects or vehicles involved in an incident, and secures voluntary statements from those suspected of involvement in incidents;~~

- disseminates current information to gate and patrol officers for assigned duties, and ensures department rules and policies are followed;
- notifies agencies responsible for law enforcement and public health and safety when required and assists as directed;
- participates in training new officers, assists officers in preparing reports and performs initial review of prepared reports, and maintains contact with law enforcement agencies;
- provides information and assistance to the public;
- participates in departmental training programs, administration, crime prevention, community relations and other assigned programs or functions;
- prepares general reports of field activities, and performs special data gathering assignments;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skills in: ~~Use and care of firearms and other special equipment utilized in security and crime prevention activities.~~

Ability to supervise and participate in traffic control, incident investigation, training, administration, crime prevention, community relations and other assigned programs and functions; indirectly supervise, train and evaluate the work of subordinates; gather, assemble, analyze and evaluate facts and evidence; draw logical conclusions from information and make proper recommendations. Interpret and apply laws and regulations; analyze situations quickly and accurately and take effective courses of action; exercise restraint and judgment in emergency situations; demonstrate keen powers of observation and memory; prepare clear, concise and comprehensive written reports; tactfully and effectively represent the District in public contacts; establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Three years of experience in security and crime prevention activities, ~~preferably~~ including some supervisory or lead worker experience and customer service; or

Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement is desirable.

EQUIPMENT, CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

~~Successful completion of the training requirements listed in Section 832 of the California Penal Code.~~

~~Must possess or successfully obtain the following before completion of probationary period:~~

- ~~• A valid California Guard Card and Exposed Carry Firearms Card~~
- ~~• Oleoresin capsicum ("OC") Card~~
- ~~• Baton Permit~~

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PATROL OFFICER II

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY: This position is the journey level in the Patrol Officer series. The position is responsible for the following: participate in and supervise the activities of assigned gate control and patrol personnel; to supervise and participate in traffic control, incident reporting, training, administration, crime prevention, community relations and other assigned programs or functions; and to perform other job-related work as required.

SUPERVISION: Receives general supervision from the Security Sergeant. Provides functional supervision over Patrol Officers I and Gate Officers I and II.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs patrol on an assigned shift, conducts property checks on businesses and homes for burglary and other security problems, and requests and records information from observers and other persons;
- has responsibility for preserving evidence at the scenes of incidents, appears in court proceedings when summoned, and contacts responsible public safety agencies for dealing with potential criminal incidents;
- performs traffic control assignments, uses lidar, assists with accident investigations, and performs a variety of security and crime prevention assignments;
- covers gate officer shifts and/or assists gate control officers as needed;
- enforces homeowner associations non-architectural rules;
- disseminates current information to gate and patrol officers for assigned duties, and ensures department rules and policies are followed;
- notifies agencies responsible for law enforcement and public health and safety when required and assists as directed;
- participates in training new officers, assists officers in preparing reports and performs initial review of prepared reports, and maintains contact with law enforcement agencies;

- provides information and assistance to the public;
- participates in departmental training programs, administration, crime prevention, community relations and other assigned programs or functions;
- prepares general reports of field activities, and performs special data gathering assignments;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skills in: Use and care of firearms and other special equipment utilized in security and crime prevention activities.

Ability to supervise and participate in traffic control, incident investigation, training, administration, crime prevention, community relations and other assigned programs and functions; indirectly supervise, train and evaluate the work of subordinates; gather, assemble, analyze and evaluate facts and evidence; draw logical conclusions from information and make proper recommendations. Interpret and apply laws and regulations; analyze situations quickly and accurately and take effective courses of action; exercise restraint and judgment in emergency situations; demonstrate keen powers of observation and memory; prepare clear, concise and comprehensive written reports; tactfully and effectively represent the District in public contacts; establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Three years of experience in security and crime prevention activities, preferably including some supervisory or lead worker experience and customer service; *or*

Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement is desirable.

EQUIPMENT, CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle

operation standards are a condition of continuing employment.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY GATE OFFICER I/II

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS -TBD

SUMMARY: To perform a variety of duties related to the control and monitoring of access to gated portions of the District; respond to inquiries and telephone calls; operate telephones and two way radio to communicate with other District personnel; and perform other related work as required.

SUPERVISION: Receives direct supervision from the Security Sergeant and functional supervision from on-duty Patrol Officer I/II.

CLASS CHARACTERISTICS:

This is a series in which incumbents may be assigned to any level, provided they possess the required education and experience and successfully demonstrate proficiency which meets the qualifications for the class to which they are to be assigned.

SECURITY GATE OFFICER I is the entry level class in this series. Initially under close supervision in the Security department, incumbents perform the more routine, entry level duties while learning District policies and procedures and specific techniques related the role of a Gate Officer within the RMCS D Security Department. As experience is gained, assignments become more diversified and are performed under more general supervision.

SECURITY GATE OFFICER II is the journey level class in the series, fully competent to perform more responsible and complex duties. This position is under general supervision. Incumbents are expected to exercise independent judgment and making sound recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Controls and monitors access to and from gated portions within the District; provides information to District residents and visitors;
- maintains a variety of records and statistics on vehicles and persons entering and leaving District; prepares daily reports of activities; answers telephone; provides telephone support for District as needed;

- responds to phone inquiries, and routes caller to appropriate person;
- operates radio dispatch equipment to communicate with other District personnel; monitors alarm systems;
- issues and maintains keys and other control devices for a variety of buildings and facilities;
- notifies District security personnel, law enforcement, rescue, and fire agencies of emergency situations, including suspect and vehicle identification; assists other department personnel in a variety of basic custodial and maintenance tasks;
- prepare documents and maintain basic records and information files;
- assist in training other Gate Officers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to learn and follow policies, rules and regulations relating to security and crime prevention programs; Learn to record basic data and prepare basic reports; Learn how to effectively operate a variety of telephone and radio communication equipment; deal courteously and effectively with the public; Establish and maintain cooperative working relationships; Speak, read and write at a level required for effective job performance; Understand and carry out oral and written instructions. Operate computer and related gate support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Security Gate Officer I:

Minimum Education: High School diploma and/or equivalent.

~~Six months of~~ two years of experience requiring extensive public contact involving security and crime prevention functions is highly desirable

Security Gate Officer II:

Minimum Education: High School diploma and/or equivalent.

Two years of experience requiring extensive public contact involving security and crime prevention functions is highly desirable.

OR

Possession of an Associates Degree in Criminal Justice, Public Administration, or related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

May possess a valid California Guard Card and Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment may vary due to vehicle noise at the gate.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY GATE OFFICER I/II

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS -TBD

SUMMARY: To perform a variety of duties related to the control and monitoring of access to gated portions of the District; respond to inquiries and telephone calls; operate telephones and two way radio to communicate with other District personnel; and perform other related work as required.

SUPERVISION: Receives direct supervision from the Security Sergeant and functional supervision from on-duty Patrol Officer I/II.

CLASS CHARACTERISTICS:

This is a series in which incumbents may be assigned to any level, provided they possess the required education and experience and successfully demonstrate proficiency which meets the qualifications for the class to which they are to be assigned.

SECURITY GATE OFFICER I is the entry level class in this series. Initially under close supervision in the Security department, incumbents perform the more routine, entry level duties while learning District policies and procedures and specific techniques related the role of a Gate Officer within the RMCS D Security Department. As experience is gained, assignments become more diversified and are performed under more general supervision.

SECURITY GATE OFFICER II is the journey level class in the series, fully competent to perform more responsible and complex duties. This position is under general supervision. Incumbents are expected to exercise independent judgment and making sound recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Controls and monitors access to and from gated portions within the District; provides information to District residents and visitors;
- maintains a variety of records and statistics on vehicles and persons entering and leaving District; prepares daily reports of activities; answers telephone; provides telephone support for District as needed;

- responds to phone inquiries, and routes caller to appropriate person;
- operates radio dispatch equipment to communicate with other District personnel; monitors alarm systems;
- issues and maintains keys and other control devices for a variety of buildings and facilities;
- notifies District security personnel, law enforcement, rescue, and fire agencies of emergency situations, including suspect and vehicle identification; assists other department personnel in a variety of basic custodial and maintenance tasks;
- prepare documents and maintain basic records and information files;
- assist in training other Gate Officers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to learn and follow policies, rules and regulations relating to security and crime prevention programs; Learn to record basic data and prepare basic reports; Learn how to effectively operate a variety of telephone and radio communication equipment; deal courteously and effectively with the public; Establish and maintain cooperative working relationships; Speak, read and write at a level required for effective job performance; Understand and carry out oral and written instructions. Operate computer and related gate support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Security Gate Officer I:

Minimum Education: High School diploma and/or equivalent.

Two years of experience requiring extensive public contact involving security and crime prevention functions is highly desirable

Security Gate Officer II:

Minimum Education: High School diploma and/or equivalent.

Two years of experience requiring extensive public contact involving security and crime prevention functions is highly desirable.

OR

Possession of an Associates Degree in Criminal Justice, Public Administration, or related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

May possess a valid California Guard Card and Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment may vary due to vehicle noise at the gate.