**Class Summary**

The responsibilities of this classification include developing, implementing, and maintaining security programs and policies to ensure compliance with local, state, and federal requirements, mitigate the potential of loss and risk to transit resources, and promote a safe and secure environment for employees and customers.

**Distinguishing Characteristics**

This is a single-level classification. It is a fully proficient security professional, and work is performed independently. It is distinguished from the Transportation Safety Administrator in that incumbents within the Transportation Safety Administrator classification specifically focus on safety programs required for regulatory compliance, identifying safety hazards, and investigating and preventing accidents.

**Examples of Duties**

1. Develop and administer security and emergency management programs, policies, and/or procedures.
2. Conduct security and preparedness audits, investigations, and analyses.
3. Oversee security meetings and identify and resolve security problems for the division.
4. Ensure that security and emergency management processes comply with local, state, and federal laws, regulations, and standards.
5. Monitor worksites for security concerns, identify and assist in developing mitigations, and recommend changes to maintain a low incident rate.
6. Perform security and emergency management training.
7. Evaluate and take appropriate action when a threat or security incident is identified. Conduct after-action reviews and write improvement plans.
8. Represent the division on committees involving safety, security, and emergency management issues and participate in resultant committee activities such as emergency responder drills.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of local, state and federal industrial security and Emergency Management standards, best practices, and regulations

Skill in effective verbal and written communication

Skill in accomplishing objectives through coordination, facilitation, and negotiation while recognizing and managing conflict

Ability to coordinate and monitor the work of outside agencies, contractors, and vendors to ensure compliance with established processes, protocols, and policies

Ability to prepare technical reports and data analyses

Ability to effectively handle multiple competing priorities

Ability to be discerning and adroit in handling sensitive and confidential matters

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

|  |  |
| --- | --- |
| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 05/2024 - Created |