

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Public Safety Officer II (3 positions)Department: Police ^{and} Campus SafetyTime (FTE): 1.000
3 Term (months/year): 12Work Schedule (Days, Hours): Sunday - Saturday, Various HoursSalary Schedule (Range): A-98

Background and Rationale (use back of form if additional space is needed): Presently, the P&CS Dept. operates with 12 PSOs spread across three shifts, ensuring 24-hour coverage. However, the distribution of officers across shifts often leaves only 3-4 officers available during the College's busiest instructional days and even less as officers take leave or call in sick. Securing at least three additional PSO IIs will result in a more optimal deployment, ensuring 5-8 officers per shift.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-630000-211000-677000-2100 NRA Phase 15 100 % Amount \$ 132,511
Account Number(s): _____ % Amount \$ 397,533

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature	<u>[Signature]</u> Date <u>02/09/2024</u>	4. Human Resources Signature	<u>[Signature]</u> Date <u>2/15/2024</u>
2. Division Vice President Signature	<u>[Signature]</u> Date <u>2/9/24</u>	5. Vice President, Human Resources	<u>[Signature]</u> Date <u>2/15/24</u>
3. Chief Compliance/Budget Officer Signature	<u>[Signature]</u> Date <u>Feb 9, 2024</u>		

☒ Funding available ☐ Funding not available Position Number: CA9182 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

[Signature]
6. Signature of President/CEO Date February 20, 2024

☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

☒ Newly Funded Position Fiscal Year 2023-2024
☐ No Existing Job Description
(Attach Draft of **New** Job Description)
☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: NRA

NRA Phase 15
Summary of Approvals
Cabinet 12.12.23

Division	Department Manager	Description	Justification of Need	One-Time	Ongoing	Comments
Administrative Services	Police & Campus Safety - Deputy Chief Aubrey Kellum	Three additional Public Safety Officers	The current staffing of the Police & Campus Safety Department comprises 12 Public Safety Officers spread across 3 shifts, ensuring 24-hour security and service for the campus community. This total includes an investigator who manages the registration and monitoring of convicted sexual registrants, conducts threat assessments, and handles follow-up investigations for reported incidents and crimes. However, the distribution of the remaining 11 officers across the shifts often leaves only 3-4 officers available during the campus's busiest instructional days. Furthermore, as officers take leave or call in sick, the campus frequently experiences situations where only 2 or even 1 officer is available to maintain the same level of service. Securing at least three additional public safety officers would result in a more optimal deployment, ensuring 5-8 officers are available to the campus from Monday to Friday. This enhanced staffing level is essential for maintaining a consistent and robust security presence. The onboarding cost for each additional officer is estimated at \$5,000, representing a one-time expense of \$15,000 for three officers. This investment is imperative for bolstering campus safety and ensuring uninterrupted security coverage.		\$ 397,533.00	May have a need to recruit prior to July 1, 2024, in order to continue to enhance campus safety

EZ Salary Projection FY 2023-24 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	98
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$132,511 x 3 positions = \$397,533

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 9.28.23 (included 4.11% CSEA 262 and Confidential)

PUBLIC SAFETY OFFICER II

DEFINITION

Under general supervision, maintains a safe environment for students, staff, and faculty by performing public safety work within the College campus, including patrolling and securing buildings, grounds, and other College property, enforcing campus rules and regulations, as well as, the State Vehicle and Penal Code, providing information, escort, and other assistance to students, staff, faculty, and campus visitors. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary. The Police and Campus Safety Department is a 24/7 operation.

SUPERVISION RECEIVED AND EXERCISED

Receives general day-to-day supervision from a Police and Campus Safety Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy Chief, Police and Campus Safety. May provide technical and functional direction to student workers or hourly workers, and to administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is the second level in the public safety class series that performs public safety work within the College campus, including patrolling and securing buildings, grounds, and other College property, enforcing campus rules and regulations and other duties as described below. Responsibilities require the use of tact, discretion, and independent judgment. This class is distinguished from Public Safety Officer I which is not required to have and maintain current training in the use of firearms and is not required to undergo psychological testing and specialized training as per Penal Code 832 and Education Code 72330.5. It is further distinguished from the Police Officer in that the latter has full peace officer authority throughout the state of California. The Public Safety Officer II may be authorized to use appropriate force as determined by law.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Patrols the College campus, including buildings, facilities, grounds, and other property to provide security support, deter crime, and maintain a safe environment for students, staff, and faculty.
2. Safely use authorized tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
3. Responds to a variety of public safety situations, both criminal and non-criminal. Assess and evaluate various medical emergencies according to established procedures; performs CPR/First Aid and operates an Automatic External Defibrillator (AED) as necessary; summons appropriate medical personnel.

4. Performs campus public safety duties; verifies credentials of persons on campus and denies access when appropriate; escorts visitors from campus and other restricted areas; secures buildings, locks doors and gates; provides access control for after hour emergency repair person and staff not having keys; monitors and assists in controlling traffic and crowds as required; assess and respond to situations that may put public safety at risk.
5. Assists in maintaining positive relationships with students, parents, staff, faculty, and administrators; provides information and responds to inquiries from students, staff, and visitors; provides directions to campus locations and information related to College programs and services; responds to staff requests for assistance in the classroom and around campus; works to resolve conflicts, assists students, staff and faculty with locked keys or disabled vehicles; communicates with students and staff regarding ongoing crime related problems.
6. Conducts preliminary investigations, including evidence collection; obtains information regarding thefts, accidents, lost and found property, photographs pertinent aspects of incidents; obtains information to satisfy risk management requirements; provides support to crime victims; and prepares and submits incident reports to appropriate personnel.
7. Picks up and transports currency from various sites and locations, as assigned, to and from the campus vault.
8. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary; enforces College and state laws, rules, and regulations including the Vehicle and Penal Code; issues citations as necessary.
9. Operates various campus systems, including water valves, electric switches, and related systems during emergency situations; investigates unusual conditions and takes immediate action to reduce danger and possible malfunction of equipment; notifies appropriate agencies or staff of impaired equipment.
10. Prepares and processes a variety of reports and records following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
11. Properly raises and lowers the United States of America, State of California, and Mt. SAC flags around campus.
12. Safely captures stray animals on campus and notifies animal control.
13. Provides general administrative support with recordkeeping, basic level research, collection, and reporting of data to support certifications required in the department; assists in the Police and Campus Safety Office with dispatching, window traffic, and phone calls.
14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
18. Prepares and delivers oral presentations related to assigned areas as required.
19. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles, practices, and methods of effective campus law enforcement and emergency response and evacuation.
3. Proper use of officer safety tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
4. Campus geography, maps, streets, landmarks, and driving directions.
5. Applicable federal, state, and local laws, regulatory codes, and procedures relevant to College public safety operations.
6. Safety practices and equipment related to the work.
7. Techniques of first aid and CPR.
8. Operating a motor vehicle in a safe manner under patrol conditions.
9. Record keeping and reporting methods, techniques, and procedures.
10. Hazardous materials and related abatement methods.
11. Modern office practices, methods, and computer equipment and applications related to work.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
14. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Learn, interpret, apply, explain, and ensure compliance with Federal, State, and campus policies and procedures, laws, codes, regulations, and ordinances.
5. Properly use authorized tactics, equipment, and techniques including the appropriate use of force.
6. Obtain necessary information from individuals in stressful or emergency situations.

7. Assess and respond to situations that may put public safety at risk.
8. Analyze situations and identify possible problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
9. Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
10. Operate radio communication equipment.
11. Operate a patrol vehicle and patrol emergency equipment in a safe and effective manner.
12. Conduct investigations and interviews concerning crime, traffic, and related incidents.
13. Encourage adherence to safety standards.
14. Perform basic first aid and CPR procedures, including the operation of an Automatic External Defibrillator (AED).
15. Prepare clear, comprehensive, and concise reports and other information related to observed violations.
16. Work confidentially with discretion.
17. Understand scope of authority in making independent decisions.
18. Operate modern office equipment including computer equipment and specialized software applications programs.
19. Use English effectively to communicate in person, over the telephone, and in writing.
20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to completion of the twelfth (12th) grade; and
2. Two (2) years of public safety, security, law enforcement, or related experience.

A P.O.S.T Basic Certification will qualify incumbents for an increased pay grade.

A Bachelor's degree in Criminal Justice: Law Enforcement or directly related field will qualify incumbents for an increased pay grade.

Preferred Qualifications:

1. Equivalent to an Associate's degree from a regionally accredited college in criminal justice, security management, law enforcement, or a related field.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution

such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR

2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses, Certifications and Requirements:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Must pass a P.O.S.T. background investigation, which includes fingerprint and criminal history check of local, state, and national files; background investigation to ensure good moral character [per GC§1031(e)]; and medical and psychological suitability examinations [per GC§1031(f)].
3. Possession of, or ability to obtain, Penal Code 832 Laws of Arrest and Firearms Certificates.
4. Possession of, or ability to obtain, Pepper Spray certification.
5. Complete and pass a State certified Tactical Telescoping Baton course.
6. Possession of, or ability to obtain, College Security Officer Training certification, per Education Code Section 72330.5(b).
7. Possession of, or ability to obtain, American Red Cross First Aid and CPR certification.
8. Complete and pass an Automatic External Defibrillator course.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Incumbents in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials, and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.