

Campus Security Officer-Short Term (SC)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

| | |
|-----------------------------|---|
| Job Title | Campus Security Officer-Short Term (SC) |
| Department | |
| Institution | South Orange County Community College District South Orange County Community College District, California |
| Date Posted | Jul. 1, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Other Administrative Categories |
| Academic Field(s) | Administration - Other |
| Job Website | https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Campus-Security-Officer-Short-Term--SC-REQ12281 |

Apply By Email

Job Description

Title:Campus Security Officer-Short Term (SC)

Job Category:NBU

Job Opening Date:July 01, 2024

Job Closing Date:July 31, 2024

Campus Security Officer-Short Term (SC)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

Locations:Saddleback College

Department:

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Type:Hourly

Hours Per Week:0

Job Description:

Seasonal/temporary positions to assist with parking citations, traffic control, and crowd control during campus events.

\$18.00+/hr

Up to 25 hours per week

Schedule TBD

On-site only

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from an appropriate level manager or supervisor or designee, provides for the physical security of district property and the personal protection of students, faculty, staff, and visitors, by implementing and enforcing district policies, rules and regulations, and crime prevention and awareness strategies.

Campus Security Officer-Short Term (SC) South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

REPRESENTATIVE DUTIES

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

- Perform crowd control for campus venues.
- Issue parking citations in support of parking enforcement operations; conduct traffic control in support of traffic enforcement operations.
- Serve as additional visible security presence particularly to alert college police officers of matters pertaining to campus security issues.
- Perform foot and vehicular patrols of the entire campus before, during, and after business and school hours; offer assistance and aid to any person in need of help.
- Check buildings and grounds regularly for security and safety compliance.
- Coordinate with campus police and external emergency services agencies for assistance when required.
- Inspect for and prevent vandalism, illegal entry, theft, and fire.
- Identify, observe, and question persons on campus grounds when the reasons for their presence or intentions are questionable.
- Receive and respond to requests for help and assistance for ill, injured, or disabled persons; administer basic first aid and CPR according to established guidelines.
- Take non-police incident reports or complaints from students, visitors, faculty, and staff; maintain an accurate daily log of performed duties and relevant observations.
- Observe, report, and preserve evidence of crimes and incidents or problems; communicate with superiors and peers as soon as possible after observing an incident.
- Conduct routine investigations of minor campus incidents.
- Answer questions and direct students and visitors.
- Operate district vehicles in a safe and conscientious manner.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned

Campus Security Officer-Short Term (SC) South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- California criminal law and safety statutes.
- Basic patrol, investigation, and protection procedures.
- Crowd control techniques.
- Common fire and safety hazards and related equipment.
- Techniques and procedures applicable to theft and loss prevention and reporting.
- Traffic and parking control.
- Appropriate safety and security precautions and emergency procedures.
- Radio procedures and equipment.
- Principles of basic first aid and CPR.
- Basic methods and techniques of report preparation and writing.
- Use, care, and storage of equipment, materials, and supplies used in a Police Department.
- Principles and techniques used in providing a high level of customer service and public relations.
- Techniques to facilitate effective interaction with people on an individual or group basis; interpersonal skills using tact, patience, and courtesy.
- Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary.
- Pertinent federal, state, and local laws, codes, and regulations, including FERPA, HIPAA, and the Americans with Disabilities Act; confidentiality requirements when dealing with personal and sensitive student information.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds; institutional and community resources available to assist a diverse student population.
- Principles, practices, requirements, and procedures of records management, including those related to maintaining filing systems.
- Occupational hazards, health, and standard safety policies and procedures applicable to a Police Department, including applicable OSHA rules and regulations.

Ability to:

- Triage situations and differentiate between emergency and non-emergency situations.
- Conduct investigations and security patrol.
- Learn and correctly interpret district and college rules, regulations, and policies.
- Exercise sound judgment.
- Write clear, concise, and comprehensive reports.
- Remember details such as faces, license plate numbers, names and incidents.

Campus Security Officer-Short Term (SC) South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

- Gather, collect, and preserve evidence.
- Remain calm and appropriately respond to emergency situations; administer First Aid, CPR, and AED.
- Effectively use and maintain issued equipment.
- Operate a vehicle observing legal and defensive driving practices.
- Prepare clear and concise reports and routine correspondence.
- Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.
- Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; respond appropriately to their needs, requests, and inquiries
- Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.
- Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.
- Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, interpret, explain, and apply policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.
- Assess situations, analyze problems, identify alternative solutions, project consequences of proposed actions, and adopt effective courses of action.
- Maintain the cleanliness, sanitation, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
- Effectively utilize technology and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems.
- Report to work on a regular and consistent basis, as scheduled, to assigned job.
- Work evening/weekend shifts.



Campus Security Officer-Short Term (SC) South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training:

Equivalent to the completion of the twelfth grade.

Experience:

Prior successful experience in the security or law enforcement fields is desirable.

License or Certificate:

Possession of an appropriate, valid California driver's license.

Preferred: Possession of current school security officer training certificate pursuant to California Education Code Section 72330.5 and Business and Profession Code Section 7583.45, as provided by the Bureau of Security and Investigative Services of the California Department of Consumer Affairs, or ability to successfully complete said training within one year after hire.

Preferred: Possession of a valid and current basic first aid and CPR certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met 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 job functions.

Environment:

Reactive emergency and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of

Campus Security Officer-Short Term (SC) South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens and crowds; incumbents required to work various shifts, including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Additional Information:

\$18.00/hr

Up to 25 hours per week

Schedule TBD.

This position is a short-term, temporary, hourly, Non-Bargaining Unit (NBU) assignment, not to exceed 160 days per fiscal year (July 1-June 30). The assignment is on an as needed basis, and may be shortened or extended at any time, due to departmental needs, with little to no notice. This recruitment will remain open until filled or withdrawn. Once you have submitted an application electronically, the current status of your application will be available to view at any time upon signing in under your personal username and password. Please do not call the Human Resources Office regarding the

Campus Security Officer-Short Term (SC) South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

status of your application.

Employment with the South Orange County Community College District is contingent upon successful completion of the Human Resources pre-employment (“onboarding”) process. The Human Resources onboarding process may include, but is not limited to, successful completion of Live Scan fingerprinting (approx.. \$70), I-9 completion, background checks, reference checks, TB testing, as well as completion of the online onboarding process. Failure to successfully complete any portion of the onboarding process will invalidate any conditional job offer received. Falsification of, or omission on, any SOCCCD pre-employment information may result in withdrawal of any conditional job offer or termination of employment. **Short term, non-bargaining unit (NBU) positions may only be used on an intermittent/seasonal basis.** Ed. Code sect. 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. Documentation according to USCIS I-9 guidelines (i.e. ID card and Social Security card) must be presented at the time of hire. Per IRS regulations, a Social Security card must be presented at the time of hire.

Inclusion, Diversity, and Equity:

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.



Campus Security Officer-Short Term (SC) South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

Disability Accommodations: If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

NBU at-will employment: After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the District. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

Worksite: NBU employees are limited to working in a single position in one department/site

Work schedules: Department/Division managers, administrators, and/or supervisors shall determine the work schedule of NBU employees to include the number of days and hours worked per week and the start and stop times.

160-day restriction: NBU employees will not work more than 160 days (in any combination of NBU positions) no matter how many hours per day they work.

Payroll reporting period: The payroll reporting period is from the 15th of the first month to the 14th of the next month. NBU employees are paid on the 10th of the following month. Ex: Pay Period 01/15/22 through 02/14/22 will be paid on March 10th.

California Sick leave: NBU employees are eligible for California Sick leave per AB1522. Information regarding AB1522 is provided to all NBU new hires during the onboarding process.

Retirement information: NBU employees may not work more than 960 hours from July 1st-June 30th.

Campus Security Officer-Short Term (SC) South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees' Retirement System (CalPERS), through payroll deduction of about 7-9%. The District does not intend to employ NBU employees for more than 1,000 hours during any fiscal year.

Sexual Harassment/Discrimination: The District is committed to providing an environment that respects the dignity of individuals and groups; is free of sexual harassment, exploitation, intimidation, violence, and other unlawful discrimination, preferential treatment, and harassment, including that which is based on any legally protected characteristic.

Equal Employment Opportunity: It is the intent of the Board to establish and maintain within the District and all of its programs and activities a policy of equal opportunity in employment for all persons, and to prohibit discrimination, preferential treatment, or harassment based on sex, age, gender identity, gender expression, race, color, ethnic group identification, national origin, ancestry, religion, mental or physical disability, medical condition, genetic information, pregnancy, marital status or sexual orientation or because an individual is perceived as having one or more of the above characteristics.

Confidentiality: Confidentiality of student and staff information is protected under federal law. Any information regarding students or staff that might be accessed in the course of a work assignment through a computer, student file, or other documentation, is to be used strictly to perform my job duties and may only be shared with those who are authorized to have such information.

Mandated reporter: Child Abuse and Neglect Reporting: The South Orange County Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.

Elder and Dependent Adult Abuse Reporting: It is the policy of the South Orange County Community College District to treat reports of violence against elderly persons or dependent adults as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

Campus Crime and Safety Awareness: Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in Human Resources upon request.

Drug-Free Environment: The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action,

**Campus Security Officer-Short Term (SC)
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

Smoke Free District: It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is policy of the South Orange County Community College District to maintain a smoke free environment for all district sites.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

DISABILITY ACCOMMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

**Campus Security Officer-Short Term (SC)
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources (DHR) office upon request.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social



Campus Security Officer-Short Term (SC)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238373>

Downloaded On: Jan. 17, 2025 5:18am

Posted Jul. 1, 2024, set to expire Jan. 28, 2025

justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact