

Campus Safety Officer II
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=256418>

Downloaded On: May. 1, 2025 8:39pm

Posted May 1, 2025, set to expire May 28, 2025

Job Title Campus Safety Officer II
Department Campus Safety
Institution Citrus Community College
Glendora, California

Date Posted May 1, 2025

Application Deadline 05/28/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6185426>

Apply By Email

Job Description

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Recruitment Start Date 04/29/2025

Recruitment End Date 05/28/2025

Open Until Filled

First Consideration Date

Salary Range 27

Pay Rate \$4,217.70 - \$5,652.13 per month / \$24.33 - \$32.61 an hour

FLSA Status Non-Exempt

Benefits

Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [18 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

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General Description/Summary

POSITION SUMMARY

Patrols the District campus to enhance the safety and protection of students, staff, visitors, buildings, grounds, equipment and other property belonging to the District. Patrols parking lots to verify vehicles authorized to park and cite unauthorized vehicles.

Please note that every four months the work schedule rotates from day, swing, and grave yard. There is one on-call weekend per month.

Minimum Qualifications/Education and Experience

MINIMUM QUALIFICATIONS

A high school diploma, or the equivalent, and three years of security experience.

Note: Within six months from the date of employment, the employee must provide proof of completion of School Security Officers Training as required by Education Code Sections 38001.5 and 72330.5 and Penal Code Sections 832 and 832.2 and first aid and CPR certificates.

Preferred Qualifications

- Prior experience or at least two years in a police/campus safety/security capacity specifically in an educational institution.
- Experience with emergency response protocol.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural backgrounds of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Licenses and Certificates

- Requires a valid driver's license.

Note: Upload a copy of your driver's license under Licenses in the "Documents Needed to Apply" section.

- Requires a valid first-aid card and CPR certificate within first three months of employment.

Essential Duties and Responsibilities

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- Patrols campus buildings, grounds and roadways on foot and by vehicle. Guards property against fire, theft, vandalism and illegal entry.
- Protects campus property by inspecting and checking security of doors, windows and gates. Turns lights on and/or off. secure chains in driveways
- Maintains active presence in public areas to enhance the safety of parked vehicles. May escort individuals to parked vehicles. Enforces parking rules and regulations. Issues parking citations.
- Observes, investigates, and reports potentially dangerous conditions and the presence of unauthorized persons on grounds or in buildings. Responds to, assesses, and deals with disturbances according to department policy. Calls for assistance from community-based police services as required. Observes and documents details of occurrences.
- Assists community-based police in the detainment or arrest of violators when necessary.
- Reports detected leaks or malfunctions of electrical, plumbing, heating, or other equipment, notifying appropriate departments of impaired equipment.
- Reports emergency medical situations, summoning the appropriate emergency medical services.
- Responds to complaints and hazardous situations. Conducts investigations of reported injuries and accidents. Responds to incidents putting students, staff, and the general public at risk or harm.
- Detects and reports fire hazards. Extinguishes small blazes and reports fires to the local Fire Department using established emergency communications protocols. Responds to fire and burglar alarms. Summons police and fire department personnel as needed. Directs traffic at fire, special events and other congested situations.
- Assists with security and facilitates movement of pedestrians and vehicles at District and campus functions. Opens and closes buildings and rooms for meetings. Assists with traffic flow and controls parking and safe movement of vehicles in parking areas.
- Enhances day-to-day public relations by providing information and assistance to students, staff, and the public in a way that establishes and maintains rapport with the District community.
- Answers questions from students, staff and the public concerning local and State laws, procedures and activities of the department. Provides information and responds to questions from students, staff, and the public.
- Prepares logs and reports of daily activities including, but not limited to accident and incident reports.
- May transport monies.
- May train and give assignments to other Campus Safety Officers and student help.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

Knowledge and Skills

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- Requires a basic knowledge of the methods and practices and procedures of law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification.
- Requires knowledge of the pertinent laws and ordinances including applicable sections of the California Penal Code, State Education Code, Motor Vehicle Code, health and safety codes, and other laws related to the area of responsibility.
- Requires a basic procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence.
- Requires understanding of and skill at applying vehicle operations and safe driving practices, standard procedures using a police radio system, and crowd, vehicle, and pedestrian control.
- Requires sufficient math skills to record distances, numbers, and times.
- Requires sufficient writing skill to prepare incident reports.
- Requires sufficient human relations skill to resolve confrontation, apply basic interviewing techniques, affect behavior of others, and convey a positive image of the organization.

Abilities

- Requires the ability to perform all of the duties of the position.
 - Must be able to use all of the tools and equipment of the position in a safe and responsible manner.
 - Must be able to analyze situations quickly and objectively and determine and take action.
 - Must be able to use appropriate defense measures to protect self or others in adverse situations.
 - Requires the ability to meet standards of physical stature, endurance and agility established by the District.
 - Must be able to initiate and maintain communication with community-based police, fire and dispatch.
 - Must be able to administer first aid in emergency situations.
 - Requires the ability to work productively with students, staff, and visitors in a multi-ethnic setting.
- Must be able to successfully complete School Security Officers' Training as required by Education Code 72330.5 (or Education code 38001.5) in the first six months of employment. The training can be taken during work time and at the District expense.
- Must be able to successfully complete the requirements of PC 832 or PC 832.2 as applicable during the first six months of employment.

Physical Abilities

- Incumbent must be able to work inside and outdoors engaged in work primarily of an active nature. Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to situations.

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- Maintain cardiovascular fitness in order to walk and run.
- Requires the ability to use near and far visual acuity to observe campus activity and read reports and written instructions.
- Requires the ability to use hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.

Working Condition

Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.

Department Campus Safety

Job Category Classified

Assignment Full-Time

Percentage of Time 100%

Months per Year 12 months

Work Days per Week May include holidays and weekends.

Work Schedule per Day Every four months the work schedule rotates from day, swing, and grave yard. There is one on-call weekend per month.

Work Shift Days, Evenings, Weekends, Rotations

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use

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terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

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Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1210>

Contact Information

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

Contact

Campus Safety
Citrus Community College

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