

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-272-1985-902	Date:
Class: Security Guard (Permanent – Intermittent)	Name:
Under the direction of the Assistant Administrator, the Security Guard ensures the safety and security of the Veterans Home of California – Lancaster, residents, staff, and members of the public. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Make rounds of inspection at fixed intervals and report in by means of two-way radio, telephone or other communication devices; turn out lights; verify that doors and windows are properly secured and locked. Report any damage or malfunction of electrical devices and plumbing, heating and other equipment to supervisor. Monitor security camera system and maintain recordings. Respond to all alarms and provide escort services to the first responders.
25%	Greet visitors and issue passes, directing them to appropriate functions/unit; provide general information regarding the Home, general admission requirements, and availability of tours or other activities. Answer and direct incoming telephone calls to appropriate extensions and neighborhoods, taking messages when appropriate. Prevent the admittance to the premises of unauthorized persons, and maintain the front desk sign in and sign out sheets.
15%	Investigate unusual conditions. Write incident reports. Maintain shift log noting any significant information and communicating it to relief staff and management. Issue parking permits and maintain permit log book. Make appropriate and timely notification to applicable authorities, law enforcement, or Home Administrator of unusual events or occurrences.
10%	Respond appropriately in an emergency situation; use a fire extinguisher; evacuate residents in accordance with established protocols. Attend group meetings and in-service training as scheduled.
10%	Prevent damage to State property and enforce all applicable Federal, State and local laws, codes and ordinances as well as all applicable CalVet policies, rules and procedures. Must be willing to work any assigned shift; must be willing to work outdoors in inclement weather.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned. Regular and consistent attendance is critical to the successful performance of this position

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Monitor persons entering the building; make rounds of inspection; view computer screen; prepare various forms and proofread documents.					X
HEARING: Answer telephone/radio transmitter; communicate with staff; residents; visitors; provide verbal information.					X
SPEAKING: Communicate to staff residents and the public in person and via telephone /radio transmitter; interact in meetings.					X
WALKING: Within the home to various units; make rounds of building.				X	
SITTING: Workstation; meetings; trainings.				X	
STANDING: Copy documents.			X		
BALANCING: Move materials.		X			
CONCENTRATING: Assess unusual incidents; complete forms; answer multiple telephone lines.					X
COMPREHENSION: Recognition of unusual incidents; understand laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:			X		
LIFTING 10 TO 25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons; calculator keys; security system; alarm system and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.			X		
CARRYING: Distribute documents.		X			
CLIMBING: During patrols; stairs.		X			
BENDING AT WAIST: Use copier; during patrols.		X			
KNEELING: Access low file drawers; during patrols.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork.					X
DRIVING: Electric carts; special events.			X		
OPERATING EQUIPMENT: Computer; telephone; radio transmitter; copy machine; fax; printer; security system; alarm system.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Conduct patrols.				X	
WORKING IN CONFINED SPACE: File, supply, storage rooms etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____