DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-140-1985-002	**Date:**
Class: Security Guard (Part-Time)	**Name:**

Under the direction of the Supervisor II of the Northern California Veterans Cemetery, the Security Guard ensures the safety and security of the cemetery, staff and members of the public. Duties include but are not limited to the following:

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Unlock and/or lock the cemetery main gates, restrooms and other designated areas during work shift. Make rounds of inspection at fixed intervals and report in by telephone or other communication devices; turn out lights; check outside lighting, 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 II or Grounds Keeper Supervisor.
30%	Investigate unusual conditions. Write incident reports. Maintain shift log noting any significant information and communicating it to relief staff and management. Make appropriate and timely notification to applicable authorities, law enforcement, or Supervisor II or Grounds Keeper Supervisor of unusual events or occurrences. Prevent damage to State property and enforce all applicable CalVet policies, rules, and procedures.
30%	Greet families and/or visitors, provide direction to appropriate service or grave site location; provide general information regarding the cemetery, and memorial activities. Occasionally answer and direct incoming telephone calls to appropriate extensions, taking messages when appropriate. Provide escort services to first responders. Must be willing to work any assigned shift; must be willing to work outdoors in inclement weather. Working on weekends and state holidays is a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 830-140-1985-002	Date:
Class: Security Guard (Part-Time)	Name:

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 round of inspection; view computer screen; prepare various forms and proofread documents.					X
HEARING: Answering telephone/radio transmitter; communicate with staff, residents, visitors. Provide verbal information.					X
SPEAKING: Communicate to staff residents and the public in person and via telephones/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 OCCASSIONALLY:			X		
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:		X			
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:		X			
FINGERING: Pushing telephone buttons; calculator keys; security system; alarm system and computer keyboard					X
REACHING: Answer telephone; use mouse; retrieve documents from printer.			X		
CARRYING: Distribute documents.		X			
CLIMBING: During Patrol Stairs.		X			
BENDING AT WAIST: Use copier; during patrol		X			
KNEELING: Access low file drawers; during patrol		X			
PUSHING OR PULLING: open and close file drawers		X			
HANDLING: Sort paperwork					X
DRIVING: Electric Cart Special Events			X		
OPERATING EQUIPMENT: Computer; telephone; radio; 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 accommodations.

Employee signature_____ Date _____

Supervisor signature _____ Date _____

Human Resources _____ Date _____