

DEPARTMENT OF JUSTICE
Division of Law Enforcement
AG / Facilities Protective Services
419-058-8524-001

JOB TITLE: Special Agent Supervisor (SAS)

STATEMENT OF DUTIES: Under the general direction of the Special Agent in Charge (SAC), the SAS is responsible for planning and directing the activities of the Division's Facility Protection Unit (FPU). Program responsibilities include the centralization of building security for the I Street and Broadway facilities, which includes supervision of the uniformed officers at those facilities, and responding to complaints or concerns of employees that involve parking violations or building related security issues. The SAS reviews all building clearances for DGS, DOJ, and Vendor personnel. The SAS plans, directs and coordinates the implementation of security standards for DLE facilities and guides and directs Regional Office Training Coordinators in implementing these standards.

SUPERVISION RECEIVED: Reports directly to the Office of the Chief SAC for FPU, DPU, and TAG.

SUPERVISION EXERCISED: Supervises Security Officers (SO) IIs, an Analyst I, and is second line supervisor over the SO Is and the Retired Annuitants (RA) SO Is.

TYPICAL PHYSICAL DEMANDS: Assists in arrests of subjects at the I Street and Broadway facilities; lifts boxes and equipment - not to exceed 25 pounds.

TYPICAL WORKING CONDITIONS: Inspects remote DLE locations, which involves state-wide travel. Supervises the FPU, which involves 24-hour responsibilities and call outs for three shifts at four Sacramento facilities.

ESSENTIAL FUNCTIONS:

- 40% Provides direct supervision to the FPU SOs. Plans, directs and supervises daily activities, reviews Incident Reports, daily logs, time sheets and training requests. Coordinates, guides and directs the allocation of resources within the unit for the purchase of equipment, allocation of training funds and the expenditure of funds for the maintenance and upgrade of the existing security systems at the Sacramento DLE facilities. Evaluates the performance of the SO IIs and clerical support and conducts internal investigations into possible misconduct of FPU personnel. Keeps apprised of the current Bargaining Unit agreements, reviews grievances and provides written responses to the grievances by coordinating with the departmental Labor Relations Coordinator. Develops and counsels subordinates. Prepares, plans and implements training for the unit.
- 35% Plans, directs and coordinates the implementation of security standards for DOJ facilities and guides and directs Regional Office Training Coordinators in implementing these standards. This involves inspections of alarm systems and requesting repairs or upgrades from security companies, obtaining estimates for repairs, obtaining authorization for funding of the repairs from the bureaus and ensuring quality control of the work completed. In addition, the SAS reviews the Regional Office Alarm Response Protocols and other security related documentation.

- 15% Responds to employee complaints regarding parking and other security related issues occurring at the Sacramento DOJ facilities. Responds to requests from DLE managers for service upgrades or repairs to the existing alarm systems at I Street and Broadway by evaluating requests, obtaining estimates for repairs, obtaining funding authorization from the bureaus and coordinating the repairs with current security companies to ensure quality control of the repairs and upgrades.
- 5% Reviews all building clearances for DGS, DOJ, and Vendor personnel.
- 5% Keeps current in all security related advancements relating to the minimum standards for the DLE facilities by coordinating reviews of security related materials with DAS Facilities Coordinators, DLE Security consultants and DLE management. Researches and prepares in-depth documentation on new security standards or systems for DOJ facilities and obtains Executive Unit approval of the upgrades. Keeps management updated on trends in security and other related information.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date