State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED / DATE LAST REVIEWED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
	HOMES DIVISION	SECURITY	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
SECURITY GUARD	SECURITY GUARD	576-272-1985-902

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - LANCASTER	Varies	PERMANENT	INTERMITTENT

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
Vacant	No	2	R15

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:

% 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 logbook. 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%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.

OTHER
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: Monitor people 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; understanding laws, rules, regulations, policies and procedures; content of meetings, training 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			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**