California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☒CURRENT
☐PROPOSED

PR LOG #:

# DUTY STATEMENT

| CIVIL SERVICE CLASSIFICATION | WORKING TITLE |
|---|---|
| Security Guard | Security Guard (CSB, CSDF, DCN) |

| BRANCH |
|---|
| Building Education Success Together |

| DIVISION | OFFICE |
|---|---|
| State Special Schools & Services Division | California School for the Blind (CSB) |

| CBID | WWG | PCN | POSITION NUMBER | SPECIFIC LOCATION |
|---|---|---|---|---|
| R15 | 2 | | 184-810-1985-006 | Fremont, CA |

| PROBATIONARY PERIOD | TENURE | TIME BASE | BILINGUAL POSITION |
|---|---|---|---|
| 6 Months | Permanent | Full-Time | No |

| TELEWORK OPTION | SAFETY SENSITIVE POSITION | CONFLICT OF INTEREST CLASSIFICATION |
|---|---|---|
| In-Office | Yes | No |

## DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Supervisor of Residential Programs, security guards will ensure the three sites on the Fremont campus are patrolled and buildings secured on a daily (24/7) basis. These sites include California School for the Blind (CSB), California School for the Deaf (CSDF) and the Diagnostic Center Northern California (DCN). Duties include: Guard and protect State property; control traffic around the Day bus area both morning and afternoon, assist bus drivers in maintaining safety procedures around students, monitor persons on and around campus' for any suspicious and/or illegal activity, contact California Highway Patrol (CHP) with any problem. Attend trainings, staff meetings and any other duties as assigned.

## CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

## SUPERVISION BY

Supervisor of Residential Programs

## SUPERVISORY RESPONSIBILITIES

None

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Will work nights, weekends, and or holidays. Will to drive a golf cart and be outside. May work in a temperature controlled environment with LED lighting. May predominantly sit in a golf cart and or walk around checking doors during normal working hours performing daily duties, and may be required to lift and carry document boxes weighing up to 25 lbs. This position may be kneeling, squatting, bending, reaching overhead/above shoulder level, sitting.

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

| Relative % of Time Required: | 60% | ☒ Essential Function | ☐ Non-Essential Function |
|---|---|---|---|

Duties Performed

Makes rounds and inspections of Fremont Campus at fixed intervals. Ensure all doors and windows are properly secured; prevents admittance to the premises of unauthorized persons; turns out lights; prevents damage to State property and enforces various school regulations; reports any electrical devices, plumbing and other equipment problems to the maintenance departments and Supervisor as needed. Raises and lowers the flag on school grounds.

| Relative % of Time Required: | 20% | ☒ Essential Function | ☐ Non-Essential Function |
|---|---|---|---|

Duties Performed

Opens and closes facilities used by students, staff, parents and approved outside groups other than normal working hours. (Follows the scheduled us of the “Facilities List” during weekdays and weekends)

| Relative % of Time Required: | 10% | ☒ Essential Function | ☐ Non-Essential Function |
|---|---|---|---|

Duties Performed

Prepares routine detailed daily reports on round of inspections noting discrepancies or unusual incidents or occurrences.

| Relative % of Time Required: 5% | ☒ Essential Function | ☐ Non-Essential Function |
|---|---|---|

Duties Performed

Keeps Supervisor and other school personnel informed and /or advised of concerns, needs and /or problems that occur during the work shift in a timely manner.

| Relative % of Time Required: 5% | ☒ Essential Function | ☐ Non-Essential Function |
|---|---|---|

Duties Performed

Preforms other related duties as assigned by the Supervisor of Residential Programs or his/her representative, including in–service trainings and monthly staff meetings.

| Relative % of Time Required: | ☐ Essential Function | ☐ Non-Essential Function |
|---|---|---|

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Working Conditions continued:
Will be around blind or visually impaired or deaf students. May be required to escort student during fire drills or emergencies. This position is also on an open school campus and may be around service animals. This position is on the campuses of California School for the Blind, California School for the Deaf and Diagnostic Center North.

PERSONAL CONTACTS

The incumbent will have contact with all levels of departmental employees including Division and external staff in conducting unit activities.

## EMPLOYEE ACKNOWLEDGEMENT

*I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)*

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE |
|---|---|---|
| | | |

## MANAGER/SUPERVISOR ACKNOWLEDGEMENT

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.*

| MANAGER/SUPERVISOR NAME | MANAGER/SUPERVISOR SIGNATURE | DATE |
|---|---|---|
| | | |

| HRD C&P ANALYST | HRD APPROVAL DATE | EFFECTIVE DATE | DATE UPLOADED |
|---|---|---|---|
| | | | |

**This form will be kept in the employee's Official Personnel File.**

Original - Classifications & Pay Office

Copies - Employee and Supervisor