CAL EXPO | California STATE FAIR

CALIFORNIA EXPOSITION & STATE FAIR

DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE NAME:	EMPLOYEE SIGNATURE:		DATE:
	✍		_____/_____/_____
CLASSIFICATION:	POSITION #:	UNIT #:	CBID:
SFW – Seasonal Security	313-600-5999-901	600	N/A

SUPERVISOR ACKNOWLEDGEMENT

BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR NAME:	CLASSIFICATION:
Craig Walton	Chief of Police

SUPERVISOR SIGNATURE:	DATE:
✍	_____/_____/_____

POSITION INFORMATION

MISSION OF SECTION:

The mission of the Cal Expo Police Department is to work in partnership with the community, to protect life and property, provide a safe environment, and enhance the experience for all who visit and work at Cal Expo. This is accomplished through the fair and prompt enforcement of all laws and regulations established to protect and maintain order at Cal Expo.

CONCEPT OF POSITION:

The non-sworn uniformed seasonal security staff provide for the safety and security of the Cal Expo grounds and its guests through physical security screening, mobile (vehicle) security patrols, and assigned (fixed) security posts.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

- ☐ DESIGNATED UNDER CONFLICT OF INTEREST CODE
- ☐ REQUIRED TO CARRY A BLACKBERRY/IPHONE
- x CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):
- x PARTICIPATION IN DMV PULL NOTICE PROGRAM
- ☐ REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS
- x WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC
- x PERIODIC OVERTIME
- ☐ MAY BE REQUIRED TO RESPOND AFTER WORK HOURS
- x PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND (EXPLAIN)
- ☐ MAY REQUIRE ANNUAL MEDICAL EVALUATION
- ☐ MAY REQUIRE DRUG TESTING
- x BACKGROUND CHECK/FINGERPRINT CLEARANCE
- ☐ OPERATES HEAVY MOTORIZED VEHICLES
- ☐ WORKS AT ELEVATED HEIGHTS
- x PROLONGED PERIODS OF (CHECK ALL THAT APPLY):
  - x SITTING x STANDING x KNEELING x BENDING x LIFTING
- ☐ OTHER (ATTACH EXPLANATION)

SUPERVISION EXERCISED (CHECK ONE):		
x NONE ☐ SUPERVISOR ☐ LEAD PERSON ☐ TEAM LEADER		
FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:		
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:
FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:		
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:

RESPONSIBILITIES OF POSITION

ESSENTIAL FUNCTIONS:

40%	Perform Security screening of visitors entering the State fairgrounds property using walk-through metal detectors, hand-held metal detectors, checking visitors for firearms, weapons, and prohibited items. Verbally direct visitors to proceed through walk-through metal detectors; instruct visitors to empty their pockets, belongings, and containers to physically inspect for weapons and/or prohibited items. This include purses, backpacks and other containers. Interact with the visitors in a friendly customer service manner while ensuring the safety and security of the public. Notify a police officer of non-compliance or discovery of a weapon(s) or prohibited item during the security screening.
35%	Protect and control access at various gates (or fixed posts) to prevent unauthorized entry of the premises by unauthorized persons/vehicles, examine credentials and badges of employees and visitors; ensure Cal Expo building doors/windows are locked and secure at night and then are re-opened in the morning. Notify a police officer of suspicious activity or the need for law enforcement assistance using a hand-held police radio.
20%	During assigned shift, the incumbent will guard and protect all state property; make rounds of inspection at fixed intervals and report in by means of hand-held radio or other devices; ensure all doors/windows are closed and locked and all lights are off; inspect electrical devices and plumbing, heating, and other equipment for proper adjustment; prevent unauthorized entry to the premises of unauthorized persons; investigate unusual conditions, and enforce various regulations. Incumbent may be required to climb stairs to inspect security conditions on rooftops and/or raise and lover flags on rooftops.

MARGINAL FUNCTIONS:

5%	Performs other security related work as assigned.

WORKING CONDITIONS	Incumbent may be exposed to extreme temperatures, vehicle exhaust, airborne dust, fumes, vapors, chemicals, medical waste and blood borne pathogens; prolong periods of sitting, standing, kneeling and bending.

DESIRABLE QUALIFICATIONS

(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)

- Possess strong and effective written and verbal communication skills
- Ability to work in a fast paced environment with changing priorities and be able to multi-task
- Exceptional attendance, punctuality, and dependability
- Outstanding customer service skills, consultative abilities, exhibit tact and diplomacy in verbal and written communications, and possess a strong work ethic
- Ability to work independently or cooperatively in a group setting
- Possess minimal computer skills to allow for the completion of reports and related paperwork
- Ability to work weekends, holidays, and irregular shifts
- Ability to work effectively with minimal supervision

SPECIAL PHYSICAL CHARACTERISTICS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/2 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday

Standing: Constantly – stands for periods of time.
Walking: Constantly – walking throughout the fairgrounds.
Sitting: Varies Between Occasionally and Frequently – at a desk, computer table or in a golf cart or vehicle.
Lifting: Frequently – including heavy objects.
Carrying: Constantly – this activity can be considered to require the same physical demands as lifting.
Stooping/Bending/Kneeling/Crouching: Frequently – this activity can be considered to require the same physical demands as lifting.
Reaching in Front of the Body: Frequently – reaching in front of the body or overhead.
Climbing: Frequently – on stairways, ramps, or graduated surfaces.
Balancing: Frequently, on uneven surfaces.
Pushing/Pulling: Frequently – with or without utilizing equipment.
Fine Finger Dexterity: Frequently – uses fine-finger dexterity to write information onto documents and to type information into the computer.
Hand/Wrist Movement: Constantly – to complete most work tasks.