

# Job Title: Asset Protection Officer II

**Minimum Pay Rate:** \$29.08

**Maximum Pay Rate:** \$35.45

**Apply by Date:** 03/23/2023

**Posting Type:** Open

The intent of this job posting is to fill a current Part -Time position and establish an eligibility list which may be used to fill current and future, permanent and limited-term, vacancies for up to two (2) years. You must clearly demonstrate, on your resume, that you possess the knowledge, skills and experience required in the minimum qualifications listed in this posting. The most qualified candidates who meet the minimum qualifications will be invited to the written examination.

## Written Exam Details:

- The examination is tentatively scheduled to be held the week of **April 3, 2023**.
- Exams are strictly PASS/FAIL, results will be sent to each applicant approximately two weeks from the exam date.

**Please Note: All communications regarding this hiring process will be via email. SMUD is not responsible for mail that is directed to your junk mail inbox so please be sure to add SMUD to your safe senders list.**

**Please reach out directly to [SMUDrecruiter@smud.org](mailto:SMUDrecruiter@smud.org) if a reasonable accommodation is required. All requests must be received at least three (3) business days prior to the examination date.**

## Purpose

Under the direction of Security Operations Supervisors and Manager, incumbent provides security coverage ensuring that adequate protection is provided for the safety of staff, customers and visitors. Safeguards the assets of the organization, as well as those of its guests and team members. Promotes a friendly customer-oriented demeanor at all times.

## Nature and Scope

This classification is comprised of two levels: Level I is the entry-level where incumbents are provided formal training and/or certification for progression to the journey-level of the classification. The incumbent is promoted/progressed to the journey level II upon successful completion of all training and/or certification requirements for the classification. Incumbents hired at the entry-level are required to successfully progress to the journey-level within 18 to 60 months, depending on the length of the training and/or certification program. If an employee is unsuccessful with progressing to the journey-level they will return to last class held or separate from SMUD.

## Duties and Responsibilities

- Assess alarms, investigate and report suspicious activities, and/or circumstances and make necessary notifications to SMUD management, local law enforcement agencies, and emergency services in the event of any emergency or criminal activity.
- Observe, assess and intervene by the use of force to the degree of force which is objectively reasonable under the circumstances.
- Patrols and inspects SMUD facilities, buildings, and grounds, by vehicle, bicycle or on foot.
- Responds to alarms and investigates and reports suspicious persons, activities and/or circumstances; responds to physically protect against intruders.
- Controls access of persons and vehicles into SMUD facilities.
- Operate, test and monitor security alarms, closed circuit television and programming CCTV zones for effectiveness, SMUD radios, fire alarms and trouble alarms for SMUD facilities.
- Observes and reports potential safety and/or fire hazards; prepare written reports, security citations.
- Provide security detail for SMUD Board members, executives, and elected officials, when and where necessary.
- Performs First Aid/CPR/AED as required.
- Maintain proper documentation of all related actions transpiring during assigned shift computer-based logs and or manual logs.
- Report failed/defective equipment to Security Operations Supervisor for repair and generate any corrective actions to replace the faulty equipment.

- Monitor phone and communication equipment and communicate instructions to the relieving shifts as necessary to ensure compliance with SMUD Security Operations procedures.
- Maintain accountability of temporary access badges .
- Other related duties as assigned.

## **Additional Duties and Responsibilities**

### **Required Education**

High school graduate or equivalent.

**Please note:** Minimum age 21 years; Pre-appointment Background Check: Background investigation, psychological assessment, and initial drug screening. Criminal history checks to include DMV, FBI, DOJ, or others are required. Maintain all training and qualifications requirements for the job classification.

### **Required Experience Qualifications**

Experience Equivalent to completion of sufficient formal and/or informal education to provide the necessary knowledge and skills. Typically, the knowledge and skills listed above are attained by prior work experience in the military, law enforcement, security officer work or through formal law enforcement/security education programs.

### **Knowledge Of**

Knowledge Of Basic methods, practices, and techniques of public safety and security; firearm safety and safe usage, security procedures including vehicle patrol, crime prevention, investigations, and access and traffic controls; applicable laws and regulations that apply to SMUD security including facility security plans; operation of personal computers and other specified computer applications; First Aid/CPR/AED; use and care of special equipment; techniques of preparing a variety of written materials.

### **Skills To**

Skill To accurately and quickly analyze a situation and determine an effective course of action; react calmly and maintain control under pressure; conduct investigations; administer First Aid/CPR/AED; Follow verbal and written directives; write reports and speak clearly and concisely; use of a Mobile Data Computer, work in a corporate and field environment with customers and employees; deal courteously and effectively with employees and the public to identify and analyze unusual circumstances and/or emergency conditions and respond accordingly; learn applicable SMUD policies and procedures; ability to operate a Security Computer System and to coordinate activities during an emergency.

### **Desirable Education**

- A.S. Degree in Criminal Justice or related
- College course work in Criminal Justice.

### **Desirable Qualifications**

- POST PC832 Arrest, Search and Seizure, POST PC832 Firearms Familiarization. POST Certified/Licensed Firearms Instructor, POST Certified Defensive Tactic Instructor, POST Certified Chemical Agent Instructor, POST Certified Bicycle Patrol, Concealed Weapon Permit CCW.
- Executive Protection Training

### **Required Licenses/Certificates**

- Must possess and maintain a valid California Drivers License CDL and a satisfactory driving record not more than two moving violations in the last two years
- Applicants must possess a valid Department of Consumer Affairs BSIS Guard Card, Department of Consumer Affairs BSIS Firearms Card, Mace/Pepper Spray Certificate, First Aid/CPR/AED Certification, Basic First Aid, CPR, and AED. Within 12 months of appointment, successfully attend and pass POST PC832 Arrest, Search and Seizure and POST PC832 Firearms Familiarization.
- Complete POST certified training assigned; Active Shooter Response Training, Advanced Firearms Training, Scenario Based Use of Force Simulator Training, Building Search Training, Gang Awareness, Crisis Intervention and Mental Health Training, Weaponless Defense Training POST / KOGA, POST Emergency Vehicle Operations EVOC Training, and Safe Vehicle Approach Training.

## **Physical Requirements**

Applicants must be able to perform the essential job functions with or without a reasonable accommodation.

## **Who We Are**

As the nation's sixth-largest community-owned electric service provider, we're proud of our reputation as one of the best places to work in Sacramento. Our employees tell us in our engagement surveys they're "Happy, satisfied and engaged" which helps create a workplace that best serves our customers.

Sacramento was named as the 2nd happiest place to work in America by Forbes Magazine. Lake Tahoe, San Francisco and the world-renowned Napa Valley are within easy driving distance of our locations.

## **Our Commitment to Diversity & Inclusion**

SMUD celebrates diversity, and inspires an inclusive culture based on trust and respect to create belonging and connection among our employees, customers, and communities. By working together, we are powering positive, equitable opportunities for all. We aspire to be a workplace where you can be yourself, achieve your best, and thrive together.

An example of our commitment to Diversity, Equity, Inclusion, and Belonging is when SMUD signed the California Equal Pay Pledge in 2020. This requires equal pay for employees who perform "substantially similar work," when viewed as a composite of skill, effort, and responsibility at the time those employees started within that classification. As such, initial hiring salary range is not subject to negotiation and salaries will vary over time based on performance.

SMUD is proud to be an equal opportunity employer. We do not discriminate in employment decisions on the basis of race, color, religion, gender (including pregnancy), national origin, political affiliation, sexual orientation, gender identity or expression, marital status, disability, genetic information, age, veteran status, or any other applicable legally protected characteristic. All employment decisions are made on the basis of individual qualifications, merit, and business needs and interests.

## **Why Sacramento, California?**

The capitol of California, Sacramento is the state's sixth-largest city, and the 35th largest in the U.S. Local universities include California State University, University of the Pacific's McGeorge School of Law, and the University of California, Davis and several competitive community colleges. The UC Davis Medical Center, a world-renowned research hospital, is one of more than a dozen hospitals and shared services centers in the Sacramento region. Part of the agriculturally-rich Central Valley, Sacramento is at the forefront of the farm-to-fork food movement. Northern California is home to some of the country's top technology companies, including Google and LinkedIn, and a multitude of startups in many industries. Sacramento is home to the NBA Kings, the River Cats (AAA baseball), the Republic FC (soccer) and the San Francisco Giants, NBA Warriors and NFL 49er's aren't far away. Sacramento offers an affluent liberal arts community with Broadway, Mondavi Center, Crocker Museum and summer musical theater to name a few.