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## Security Specialist

### **BASIC FUNCTION**

Working independently and as part of a team, the Security Specialist under the direction of the Director of Security and Emergency Services supports PPS safety and security activities including maintaining the programming requirements for the district wide access control program, overseeing the management of volunteer background check applications including conducting background checks and recommendations and provides operational support to the Security Managers and Supervisors.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Maintains and responds to requests for access control including making recommendations for and granting/denying access and printing badges for PPS staff and contractors. *E*
- Responsible for maintaining the schedule for badging and fingerprinting services. *E*
- Supports district wide requests for reviewing, downloading and sending video footage to the requestor. *E*
- Create and maintain workflows and processes for data management, record keeping, and compliance requirements. *E*
- Communicates PPS/Security & Emergency Management requirements and processes in a manner consistent with administrative directives, district policies and procedures. *E*
- Develop and deliver trainings and presentations to a wide range of PPS staff, contractors and volunteers. *E*
- Supports communication between school/program staff and district office staff during emergency situations to ensure efficient and timely communications. *E*
- Is available as needed for 24-7 on-call rotation. *E*
- Supports fingerprinting and background check processes required for new employees, volunteers, and contractors. *E*
- Provides general support to Security Operations Managers and Business Operations Specialists. *E*
- Interpret data, using independent and sound judgment, make recommendations and/or produce reports that support effective decision-making and participate as an active security team member. *E*
- Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the PPS RESJ Framework and Plan, and the PPS RESJ Partnerships Investment Strategy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community.

*Note: At the end of some of the duty statements there is an italicized "E," which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **KNOWLEDGE AND ABILITIES**

*Knowledge of:*

- State and Federal Laws, district policies, procedures, rules, regulations and professional standards for employment related background checks.
- Access Control Management Systems, database, word processing and web-based applications
- Rules regarding confidentiality of employee, student, and law enforcement records and information.

*Ability to:*

- Appropriately apply regulations, laws and accepted practices pertaining to employment, safety, and security in a K-12 setting.
- Interact effectively and collaboratively with individuals and groups, which may require the use of conflict resolution skills and interpersonal communication techniques.
- Independently plan, organize, and carry out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, new or emergency conditions.
- Travel among district facilities and be able to meet district driving standards. (Possess a valid drivers license, has a vehicle and maintains valid vehicle insurance.)

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Security Specialist performs a variety of duties related to the physical security program. The employee must have the ability to interpret data, using independent and sound judgment, make recommendations and/or produce reports that support effective decision-making and participate as an active security team member. The employee must respect confidential information and the privacy of students, staff and parents.

### **EDUCATION AND EXPERIENCE**

Education: High School Diploma or equivalent

Experience: Four (4) or more years of successful related experience; or a combination of training and experience related to the specific responsibilities and competencies of the role.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

### **Special Requirements:**

Work hours may include on- and off-campus evening and weekend activities and meetings and district, school and student functions.

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with frequent interruptions. Work hours may include on- and off-campus evening and weekend activities, meetings and district, school and student functions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

**Remote Work Eligibility:** Not eligible

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FLSA: Non-Exempt

Approval Date: August 2024

Bargaining Unit: PFSP

Salary Grade: PFSP Salary Schedule

Work Year(s): 260

**Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.** *The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).*

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*