

**PROPOSED**

**CURRENT**

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION		POSITION NUMBER (Agency – Unit – Class – Serial)	
State Special Schools & Service Division		184-810-1985-007	
UNIT		POSITION CONTROL NO.	
California School for the Blind			
INCUMBENT		CLASS TITLE	
		Security Guard	
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</b>			
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.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
60%	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.		
20%	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)		
10%	Prepares routine detailed daily reports on round of inspections noting discrepancies or unusual incidents or occurrences		
5%	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.		
5%	Performs other related duties as assigned by the Supervisor of Residential Programs or his/her representative, including in –service trainings and monthly staff meetings.		

**To be reviewed and signed by the supervisor and employee:**

**Supervisor's statement:**

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



**Employee's statement:**

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File