



# City of Los Angeles

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City of Los Angeles Personnel Department

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## DIRECTOR OF SECURITY SERVICES

**Class Code: 3208**

**Open Date: 05-16-14**

### **ANNUAL SALARY**

\$97,676 to \$121,354

### **DUTIES**

A Director of Security Services plans, organizes, directs and coordinates the work of employees engaged in security and investigations at Department facilities located inside and/or outside of the City of Los Angeles; may be required to develop and implement security procedures for a wide variety of buildings, facilities, conduct vulnerability assessments of critical facilities; ensure compliance with North American Electric Reliability Corporation (NERC) and Federal Energy Regulatory Commission (FERC) regulations, liaise with local, state, federal law enforcement and other government agencies, provide training related to terrorism and criminal activity; applies supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **NOTE:**

Positions in this class require irregular working schedules and being on call for emergencies.

### **REQUIREMENTS**

1. Four years of full-time paid experience in a position at least at the level of Principal Security Officer with the City of Los Angeles, which provides experience in directing security protection activities through subordinate supervisors, including reviewing or conducting investigations; **or**
2. Four years of full-time paid experience as a watch commander or higher in supervising, through subordinate supervisors, patrol or felony investigation operations in a police or sheriff's department serving a population of at least 25,000 (2010 census), or as a 2<sup>nd</sup> level supervisor of felony investigations in a state or Federal law enforcement agency.

### **NOTES:**

1. Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement has been completed.
2. A valid California driver's license and a good driving record are required prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
3. In addition to the regular City application form, each applicant is required to complete the Director of Security Services Qualifications Questionnaire at the time of filing. The Director of Security Services Qualifications Questionnaire is located within the Supplemental Question Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
4. A Bachelor's Degree from a recognized college or university is desired. A recognized college or university is one that has been accredited by an approved accrediting agency. A list of approved accrediting agencies can be found at [http://per.lacity.org/Accredited Institutions 08-21-08.pdf](http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf).

### **WHERE TO APPLY**

Applications and the Director of Security Services Application Supplement will **ONLY** be accepted **ON-LINE**. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

## **APPLICATION DEADLINE**

Applications and the Director of Security Services Application Supplements must be received by **THURSDAY, MAY 29, 2014**. If six or fewer candidates file for this examination, the examination will consist entirely of a review of the candidates' City employment application and Supplement by Personnel Department staff to ensure that the minimum requirements are met.

## **SELECTION PROCESS**

**Examination Weight: Interview .....100%**

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis will be placed on the adequacy of the candidate's background, experience, training, and personal qualifications as they provide the administrative and technical knowledges and abilities to manage, direct, and coordinate a comprehensive security program including laws and regulations and current technological developments in the security field, interior/exterior electronic security systems, and computer applications; supervision including personnel, employee relations, and Equal Employment Opportunity issues; interpersonal effectiveness; communication skills; and other related knowledge, skills, and abilities. In addition, the interview panel will consider the information provided in the Application Supplement.

Candidates will be notified later of the exact date, time, and location of their interview, which will be held in Los Angeles.

## **APPOINTMENT:**

Appointment to this position is subject to a one-year probationary period as provided by Section 1011(a) of the Los Angeles City Charter.

## **NOTES:**

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 days of the submittal of the City application. The disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. This examination is based on a content validation study.
4. In conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
5. Added to the score of each promotional candidate will be seniority credits computed at the rate of 0.25 of a point for each year of continuous service in a City class which provides qualifying experience for this examination.
6. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit as indicated above, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
7. A final average score of 70% is required to be placed on the eligible list.

## **NOTICE:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

## **THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.