



**Position Description:** **Title:** Deputy University Security Director

**Code:** 04978 Exempt

**Date:** R January 30, 1996

This position is in the CUNY Managerial Pay Plan and is designated Confidential.

**Job Specifications:** Reporting to the University Security Director, the incumbent operates with wide latitude in overseeing the security of the University and in providing technical guidance and professional assistance in the implementation and discharge of the security function of the colleges. Serves for the University Security Director in his/her absence.

**Typical Tasks:**

- 1 Directs the conduct of background investigations of all University security personnel, including background investigations of College Security Directors on a new hire basis or as deemed necessary by college or university officials; prepares recommendations as to appropriate dispositions.
- 2 Develops unified design and purchase procedures of security surveillance and alarm systems for participating colleges.
- 3 Coordinates and guides similar security equipment purchases in order to provide cost-sharing benefits to participating colleges.
- 4 Oversees the implementation of post-employment drug testing and investigations; provides recommendations as to appropriate dispositions.
- 5 Plans, develops, and administers security employee recognition programs in accordance with personnel policy.
- 6 Assists the University Security Director in preparing and promulgating a University-wide Security Patrol Guide.
- 7 Conducts internal investigations of integrity and alleged misconduct by security officers when requested by College Personnel Directors and with approval of University Security Director.
- 8 Serves as systems consultant to the colleges in matters of operational irregularity; provides guidance and consultative assistance so that perceived service deficiencies may be cured; conducts occasional field inspections. This is similar to other central audit and control functions of the University.

**Deputy University Security Director**

04978

**Minimum Qualifications:**

Such requirements as determined by the Chancellor, and

A valid New York State driver license, New York State residency, and United States citizenship in order to satisfy the New York State Peace Officer statute

**Note:** This position is subject to a satisfactory background investigation, which may include but is not limited to criminal history review, drug tests, credit checks, driving record review, work history verification, reference checks, etc. This position is subject to random drug testing as well as refingerprinting and reinvestigation every five years.

**Further Note:** Within one year of appointment to this title, or sooner based on the availability and satisfactory completion of mandated University training, a person appointed to this position must qualify for Peace Officer status in accordance with the requirements of the Division of Criminal Justice Services, Bureau of Municipal Police Standards of New York State. Persons appointed to this position must, within one year of appointment to this title, receive New York State D.C.J.S. certified firearms training in accordance with New York State P.L. Article 35 and be eligible to carry firearms.

**Promotion To:** None

**Promotion From:** None