

## **CLASSIFIED POSITION REPLACEMENT REQUEST**

**Position Title:** Security Guard

**Dept/Program:** Campus Security

**Submitted by:** Steve Brownlie / Joe Bissell

**PT/FTE:** Full Time

**New or Replacement:** Replacement (Neola Barnett)

**Service Category:** 4

**Salary/Benefit Costs:** \$25,476 Salary + \$29,365 (Benefits and H&W)

**Total Costs:** \$54,841 annually

**Funding Source:** Dept 0960 - Parking (included in current budget)

**Are there Salary Savings:** Turnover savings are minimal (\$539) due to length in position.

**Description of duties:** Acts under the general direction of the Director of Security, in areas of traffic control, issuing of parking citations and acts as a reporting entity on behalf of the College when needed. This position works to keep the campus secure, checking doors, windows and maintaining a watch for unsafe or suspicious activities.

**Special Considerations:** None

**Does Position act as an entry point for the college? Should it be bilingual?**  
This position carries the potential as a highly visible one on campus, often involving traffic, parking control and enforcement. Bilingual skills would be as asset but are not absolutely required.

**What would happen if this position weren't approved?**  
This position may be called upon as the first responder during campus emergencies until police or fire personnel arrive. Parking enforcement is carried out primarily due to the practices carried out by this position, which provides oversight and traffic mitigation. Documentation/incident reports generated by this position serve a vital role to in criminal, accident and/or injury investigations.