

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 8715000***

**Laboratory Security Specialist, Grade 20    8715000**  
**Laboratory Security Director, M-2    8716000**

Brief Description of Class Series

Positions in this title series oversee all security functions at the Department of Health's (DOH) Wadsworth Center. Incumbents develop and implement security policies and procedures, supervise and train security personnel, control access to laboratory facilities, and prepare budget requests for laboratory security services.

Distinguishing Characteristics

*Laboratory Security Specialist:* non-competitive; supervisory level; one position class; schedules and supervises laboratory security staff; establishes controls for access and egress to physical spaces; inspects physical security of buildings and grounds; and maintains personnel controls, including badging and identification of laboratory staff.

*Laboratory Security Director:* non-competitive; managerial level; one position class; directs all security functions at the Wadsworth Center.

Related Classes

Chief Security Officer, Regional Security Supervisor, and Supervisor Security Services titles function as managers and supervisors of an agency's security program. Positions supervise security supervisors, Senior Security Officers, and Security Officers.

Illustrative Tasks

*Laboratory Security Specialist*

Schedules and supervises security staff, including the completion of probationary reports and performance reviews, to ensure an appropriate security presence at all facilities.

Provides on-the-job training to security staff in security techniques and practices.

Conducts physical visits of laboratory facilities to inspect the conduct and performance of security staff, and to inspect security operations.

Drafts security assessments and reports for upper level review.

Reviews staff log books and incident reports to ensure sufficiency of documentation, resolves incidents, and advises the Laboratory Security Director of resolutions to issues.

Implements corrective actions in cases of employee misconduct, unsafe conditions, and security risks.

Represents the security department in local health and safety meetings.

Recommends changes to security policies and procedures to the Laboratory Security Director based on review of federal, State, and local laws, rules, and regulations; and based on laboratory inspections.

#### *Laboratory Security Director*

Develops, implements, and monitors security master plans for each laboratory facility based on facility activities and regulatory requirements.

Develops, implements, and monitors security policies and procedures, and security process improvement programs for all laboratory facilities.

Researches new security techniques, practices, and technologies, and implements them into the operation.

Leads, schedules, and plans emergency preparedness drills involving internal and external stakeholders, and maintains emergency preparedness plans for all facilities.

Testifies in court regarding incidents involving DOH staff, visitors, and property, and works with DOH's Bureau of Employee Relations to conduct investigations related to employee misconduct.

Attends state and national security training programs, and disseminates information from those programs to staff to improve security operations, and to ensure compliance with regulatory requirements.

Drafts and reviews written security assessments and reports, analyzes security vulnerabilities, and briefs executive staff on recommended improvements.

Supervises the Laboratory Security Specialist and other security staff, completes probationary reports and performance reviews, and interviews and selects State and contract security staff.

#### Minimum Qualifications

##### *Laboratory Security Specialist*

Non-Competitive: seven years of experience managing security services within a facility operating in a regulatory environment, such as a public health laboratory, energy facility, or military base setting. One year of the experience must have included supervision of security operation staff.

##### *Laboratory Security Director*

Non-Competitive: nine years of experience managing security services within a facility operating in a regulatory environment, such as a public health laboratory, energy facility, or military base setting. Two years of this experience must have included supervision of security operation staff.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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