

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

Tentative Classification Standard

Occ. Code 8731800

Supervisor Facilities Security, Grade 23

Brief Description of Class

The Supervisor Facilities Security is responsible for the Division of Juvenile Justice and Opportunities for Youth (DJJOY) fire safety and security programs at the Office of Children and Family Services (OCFS). The incumbent directly supervises Fire & Safety Representative positions; monitors policy and procedures for daily operational needs of DJJOY operated facilities as they relate to the areas of fire safety and security; ensures all facilities are in compliance with codes, rules, laws, and regulations; and makes visits to inspect facilities and discuss needs and issues with facility directors.

Distinguishing Characteristics

Supervisor Facilities Security: single position class; under the general direction of the Deputy Commissioner, oversees DJJOY fire safety and security programs; directly supervises Fire & Safety Representative positions and provides technical and operational support to facility staff.

Illustrative Duties

Ensures that all DJJOY operated facilities follow established security and fire safety plans and regimens.

Studies facility layouts, movements and programs, and inspects facilities to identify potential security and fire safety flaws. Ensures that all facilities are in compliance with applicable laws, codes, ordinances, regulations, and standards.

Inspects the conditions of locks, windows, grills, lighting fixtures, gates, and fences to prevent spaces from unauthorized use.

Ensures adherence to contraband control and search policies, and coordinates searchers across all facilities.

Inspects transport and security protocols and ensures staff use the DJJOY risk assessment. Serves as liaison with the courts for the safe transport of youth.

Works with staff to ensure the functioning of video surveillance equipment and serves as liaison between DJJOY, the Office of General Services, and vendors.

Collaborates with administration to state facility safety protocols and procedures, through policy reviews, training, presentations, post orders, posters and other communication mechanisms.

Performs the full range of supervisory responsibilities.

Minimum Qualifications

Open Competitive: Seven years of professional experience in the oversight of security and client custodial operations in juvenile justice, correctional or mental hygiene facility setting, involving the responsibility of inspecting, monitoring system, electronic entrance detection systems and/or electronic parameter security monitoring systems. An associate degree may substitute for two years of specialized experience, a bachelor's degree may substitute for four years of specialized experience, a master's degree may substitute for five years of specialized experience, a J.D. may substitute for six years of specialized experience, or a Ph.D. may substitute for seven years of specialized experience.

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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