Personnel Order 2024-01

March 1, 2024

Amendment to Classification Plan

The City University of New York plans to promulgate the following changes to the classification plan of the Classified Service:

Revision of the following specification of an existing Competitive title:

Campus Security Assistant   Title Code 04841

This title was last issued on October 25, 2000.

This position is accredited to The International Brotherhood of Teamsters, Local 237.

Pay scales and contractual representation have not changed as a result of these revisions.

This Personnel Order must be posted conspicuously for a 30-day period.

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Doriane K. Gloria
Senior Vice Chancellor, University Human Resources

ERRATA SHEET

Qualification Requirements

From:

1. Must meet one of the following qualification requirements:

    a. a total of one (1) year full-time work experience **OR**

    b. one (1) year of U.S. Military service **OR**

    c. ~~6~~0 college credits ~~(with a minimum GPA of 2.0)~~ from a regionally accredited or New York State registered four year college or university **OR**

    d. An associate's degree from a regionally accredited or New York State registered college or university,

    AND

2. English Proficiency: candidates must be able to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for job tasks, **AND**

3. ~~United States Citizenship or Permanent Resident status, **AND**~~

4. High School Diploma or GED, **AND**

5. Valid New York State Security Guard License.

NOTE: Candidates who receive conditional appointment must also meet requirements A and B. Candidates may also be required to meet requirement C where applicable.

A. Candidates must meet physical, medical, and psychological requirements as defined in University examination standards. Candidates must pass a screen for drug usage. They may be required to demonstrate physical readiness for performing job tasks.

B. Candidates must also undergo a background check, including fingerprint screening.

C. For certain positions, a Driver's License valid in the State of New York may be required.

To:

1. A valid New York State Security Guard License; **and**

2. A high school diploma or its educational equivalent from an accredited institution; **and**

    a. One (1) year of satisfactory, full-time work experience; **or**

    b. One (1) year of U.S. Military service; **or**

    c. Thirty (30) semester credits from an accredited college or university.

English Language Proficiency: All candidates must be able to speak, read, write & understand English well enough to perform the duties of the position; proficiency will be evaluated at the time of interview.

Note: Candidates who receive conditional appointment must also meet requirements A and B. Candidates may also be required to meet requirement C where applicable.

A. Candidates must meet physical, medical, and psychological requirements as defined in University examination standards. Candidates must pass a screen for drug usage. They may be required to demonstrate physical readiness for performing job tasks.

B. Candidates must also undergo a background check, including fingerprint screening.

C. For certain positions, a Driver's License valid in the State of New York may be required.

Note: **For some assignments, the possession of a Certificate of Fitness (F-89) issued by the New York City Fire Department will be required.**

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THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

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Title   Campus Security Assistant

Title Code   04841

FLSA Status Non-Exempt

Date Issued July 6, 2011

Date Revised November 22, 2019; March 1, 2024

General Duties and Responsibilities

In accordance with the policies of The City University of New York and individual colleges/units, and under supervision, incumbents perform duties supporting campus/location public safety and security.

Campus Security Assistants work closely with Campus Peace Officers. The major distinction between a Campus Peace Officer and a Campus Security Assistant is that Campus Security Assistants do not receive Peace Officer status.

Qualification Requirements

1. A valid New York State Security Guard License; **and**

2. A high school diploma or its educational equivalent from an accredited institution; **and**

   a. One (1) year of satisfactory, full-time work experience; **or**

   b. One (1) year of U.S. Military service; **or**

   c. Thirty (30) semester credits from an accredited college or university.

English Language Proficiency: All candidates must be able to speak, read, write & understand English well enough to perform the duties of the position; proficiency will be evaluated at the time of interview.

Note: Candidates who receive conditional appointment must also meet requirements A and B. Candidates may also be required to meet requirement C where applicable.

   A. Candidates must meet physical, medical, and psychological requirements as defined in University examination standards. Candidates must pass a screen for drug usage. They may be required to demonstrate physical readiness for performing job tasks.

   B. Candidates must also undergo a background check, including fingerprint screening.

   C. For certain positions, a Driver's License valid in the State of New York may be required.

<u>Note</u>: For some assignments, the possession of a Certificate of Fitness (F-89) issued by the New York City Fire Department will be required.

Requirements for Continued Employment

Employees are expected to continue to meet the Qualification Requirements as a condition of continued employment. Any required certification is considered to be a form of licensure and must also be maintained.

Continued employment also depends on completing and successfully passing training courses or programs. Training may be required by the Senior Vice Chancellor for University Human Resources or the University Director of Public Safety. Training may also be required to comply with New York State Security Guard Licensing rules and regulations, and other laws and regulations.

All Campus Security Assistants are subject to random drug screening.

General Work Tasks

Post Duties

The word "post" does not necessarily imply a fixed post at which a Campus Security Assistant is expected to remain for the entire duration of a tour. A roving patrol may be considered a post.

– Act as a First Responder to alarms and calls for service.
– Observe campus activities, reporting suspicious behavior and other incidents to
– Central Dispatch and/or a ranking officer within Public Safety.
– Enforce college rules and regulations as specified in Standard Operating Procedures.
– Check IDs and parking passes/decals (where applicable) of students, faculty, staff, and visitors, in accordance with the College's access policy.
– Answer department telephone lines, including emergency calls.
– Provide travel directions to college and to college campus buildings, offices, and services.
– Accept items to the campus Lost & Found.
– Occasionally driving the college vehicle providing a driving or walking safety escort or to assist the Campus Public Safety Officer during emergency transport off campus and other events on campus as specifically assigned at designated campuses (a valid
– Driver's license is required for this purpose).

Administrative Duties

– Maintain a personal record (memo book) of daily job activities and incidents, as they occur, in the manner determined by the Campus Public Safety Director.
– When assigned, carefully monitor the premises through the campus CCTV system.
– Perform assigned Fire Safety duties, including acting as a Fire Warden or Fire Guard during fire drills, emergencies, and other building evacuations.
– Act as central dispatcher, when assigned.
– When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.
– Maintain radio contact with the Department's Central Dispatch.

Job Characteristics

Knowledge: Incumbents must possess the following knowledge:

Public Safety and Security: relevant equipment, reports, policies, standard operating procedures, and strategies to promote effective campus and University security operations for the protection of students, staff, faculty, and visitors.

Laws, Rules, and Regulations: laws, rules, and regulations that govern the operation of each college and of CUNY.

First Aid/CPR: techniques, procedures, and laws governing the administration of basic First Aid and CPR.

Fire Safety: relevant fire regulations and campus policies to act as Fire Guards and/or Fire Wardens.

Campus Familiarity: major facilities, functions, and persons on campus, being able to provide the location of offices and hours of operation.

Skills: Incumbents must be skilled in:

– Exercising good judgment, knowing what is permitted and impermissible within the laws, rules, and regulations under which Public Safety operates, choosing the most appropriate action, considering the relative costs and benefits.

– Effectively organizing college-issued property, post, paperwork, and all other necessary equipment used to perform routine job tasks.

– Using due caution and obeying all traffic laws when operating department vehicles.

– Transmitting ideas and information, speaking so others will understand.

– Providing service by meeting the needs of students, faculty, staff, visitors, and the surrounding college community, in accordance with College and University polices and practices.

– Listening actively, giving full attention to what other people say, taking time to understand the points being made, asking questions as appropriate without being disruptive to the flow of the information.

– Clearly and concisely transmitting ideas in writing by including appropriate and accurate information, using proper grammar, spelling, syntax, and composition.

Abilities: Incumbents require the ability to:

– Physically respond (e.g., run across campus or upstairs) to calls for service, alarms, and other emergencies; also must be able to stand for extended periods of time (e.g., 8-hour shift with two fifteen-minute breaks and a half-hour meal period.).

– Perform basic self-defense maneuvers.

– Know their location in relation to the environment and know where other objects are in relation to themselves.

– See objects in detail under various conditions (i.e., at night, up-close, far away, and peripherally).

– Read and understand information and ideas presented in writing.

– Lift a 40-pound box (which might contain evidence, papers, receipts, etc.) without assistance.

Other Work Characteristics

– Often Campus Security Assistants face conflict situations and physical injury is possible. Work must often be performed in crowded public areas.

– A significant amount of time is spent standing in this job and frequent running and climbing of stairs is also required.

– There is often exposure to the elements. Tasks must often be performed outdoors or in areas without air conditioning or heat.

– Campus Security Assistants must be exact or accurate in performing work.

Work Values and Interests

People who are drawn to the Campus Security Assistant job typically value:

- Helping people.
- Integrity.
- Displaying discipline and self-control.
- Maintaining a professional appearance.
- Doing a good job.
- Organizations with supportive management.
- Supervisors who train their workers well.
- Career advancement.
- Working with co-workers in a friendly, non-competitive environment.

Direct Lines of Promotion

From: None   To: None