UNIVERSITY OF SOUTHERN CALIFORNIA

Lieutenant

Job Code: 147031

Grade: QH
OT Eligible: No
Comp Approval: 2/25/2016

JOB SUMMARY:

Serves as the operations manager of security personnel or as the administrator of a staff unit in the Department of Public Safety. Assists in the administration of public safety/security and law enforcement program. Develops, plans and implements operational objectives and goals. Serves as station commander on an assigned watch. Carries firearms and works under the direct supervision of a Captain. Has peace officer “powers of arrest” authority pursuant to a Memorandum of Understanding (MOU) with the LAPD while on-duty.

JOB ACCOUNTABILITIES:

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Directly manages first line supervisors involved in providing protection to the campus community, buildings and facilities. Coordinates job development training. Provides additional instruction as necessary.

Schedules, assigns and prioritizes workloads on a daily basis. Assesses performance and provides feedback. Investigates complaints about department service. Counsels and disciplines as needed. Ensures timely completion of unit’s completion.

Participates in the review and analysis of statistics and other relevant data to identify public safety or crime problems.

Develops objectives and tactical plans for public safety or crime problems. Participates as part of management team in assessing needs.

Provides interpretations of university public safety policies and procedures to community, representatives of local agencies and the general public.

Prepares comprehensive staff reports on subjects as assigned.

Serves as station commander on an assigned watch. Identifies and analyzes security-related problems and emergencies. Acts as official representative of the university as required. Performs as the field supervisor as needed.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY**

**Essential:**
- Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Experience as a USC Sergeant or as a Sergeant or higher rank in a law enforcement agency. Must possess a valid California Class C driver's license. Possess the state of California Patrol Persons and Firearms permits. Knowledge of applicable laws. Successfully passes a comprehensive review of record.

**Preferred Education:**
- Bachelor's degree

**Skills:**
- Analysis
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Customer service
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Staff development
- Statistical analysis
- Teaching/training

**Skills:** **Machine/Equipment**
- Computer network (department or school)
Supervises: Level:

Manages through subordinate supervisors.

Supervises: Nature of Work:

Service/Maintenance

Comments:

This is an armed officer position. Must be eligible for bonding. Must be a United States citizen or a permanent resident alien who is eligible for and has applied for citizenship. Vision in each eye correctable to at least 20/25. Must successfully complete a competitive examination process and/or review of record. Successful completion of medical examination. Must be able to work varied days and shifts: 8 or 10 hours per day, 40 hours per week. Must be able to report for work in case of emergencies. Operates motor vehicles and/or electric carts.

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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