

# Market Range Detail - Security Assistant Division Manager

## Effective Date

February 20, 2012

## Market Range Title Description

Positions in this market range title are responsible for assisting the Security Division Manager in managing, coordinating and directing the operations for a large security department ensuring the security and safety of facilities. The Security Assistant Division Manager provides input and guidance to the Security Division Manager regarding department administrative and operational matters.

Primary responsibilities include: overseeing the division's daily operational, administrative and support functions; evaluating operational and administrative matters and developing recommendations to resolve issues; providing guidance and direction to department staff in areas of performance management, staff development, problem identification and resolution and effective project management methods; evaluating operations and ensuring compliance with all federal, state and local laws and County policies and procedures; developing, implementing and managing a comprehensive training program which includes a basic training program, field training program remedial and refresher training as well as firearms and proficiency qualifications; conducting research and analysis of court and security laws, regulations and policies and making recommendations for improvement; assisting in division strategic planning including developing goals and evaluating results; analyzing operational trends and implementing adjustments to staffing levels or assignments as necessary to maximize performance and service delivery; overseeing the evaluation, screening and selection of new employees; supervising and participating in security investigations; identifying policy and compliance issues and providing recommended solutions to manager.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$26.31	\$32.69	\$39.06

## Likely Minimum Qualifications

- Bachelor's degree in Criminal Justice, Business or Public Administration or an equivalent combination of education and military or law enforcement experience.
- Five years of public safety management, security management or administrative management experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Court Security Major

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.