

## DRAFT – May 16, 2018

### **PUBLIC SAFETY JOB FAMILY – PUBLIC SAFETY MANAGEMENT**

**JOB FAMILY CONCEPT:** The Public Safety job family is responsible for all aspects of regulatory and legal enforcement and providing a safe campus, institution, and community. Public Safety roles provide environmental health safety and evaluation, emergency preparedness, training and guidance, and protection for students, staff, faculty, general public and environment.

#### **PUBLIC SAFETY MANAGEMENT**

The Public Safety Management role provides leadership, direction, training, and management for public safety operations. The Public Safety Management role sets strategic direction and develops and manages budgets. This role interprets, sets, and develops processes, procedures, policies, initiatives, and identifies alternative methods to accomplish goals while maintaining and ensuring compliance with applicable rules and regulations.

The **Public Safety Management** role is distinguished from other supervisory roles within the Public Safety job family by the primary responsibility for management of the area whereas other roles have the primary responsibility for performing public safety services.

The **Public Safety Management** role is distinguished from other management roles by its primary focus on management of a public safety department.

#### **PUBLIC SAFETY MANAGEMENT 1**

##### **Typical Functions**

- Manages operations and personnel of a specialty area
- Trains, mentors and manages performance of staff
- Enforces policies and procedures, and ensures compliance with applicable laws, rules, and regulations
- Makes recommendations for policy revisions
- Contributes to the development of budgets and long-range plans
- Collaborates with campus partners to implement changes to policies or procedures, or when conducting assessments
- May perform functions in specialty area as necessary

##### **Complexity and Decision Making Authority**

Relies on experience and judgment to plan and accomplish goals. Decisions are largely guided by policies, procedures, laws and standards. Establishes unit policies and procedures.

##### **Knowledge, Skills, and Abilities**

Advanced knowledge of multiple specialty functions related to area of service. Knowledge of applicable regulatory agencies. Knowledge of management concepts, principles and practices. Knowledge of university policies and practices, applicable professional standards, as well as federal rules and regulations. Critical thinking and crisis management skills. Ability to analyze complex problems having broad impact and develop strategies for resolution. Ability to communicate effectively both verbally and in writing with diverse audiences. Ability interpret and implement complex rules and regulations. Ability to gather and evaluate information and make effective recommendations.

##### **Education/Experience**

Bachelor's degree in relevant field and three to five years progressively responsible work experience, or an equivalent combination of education, training, and experience. Supervisory experience required. Relevant certifications may be required.

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## **PUBLIC SAFETY MANAGEMENT 2**

### Typical Functions

- Manages operations, budget, and personnel of multiple units or a large specialty area
- Enforces policies and procedures
- Assesses and ensures compliance with applicable laws, rules, and regulations independently or in partnership with other compliance officers
- Manages policies, and develops policy revisions
- Authorized to solve complex problems and recommend corrective action
- Commits unit to budget obligations
- Interprets information and creates high level reports
- Performs high profile reviews of campus safety matters
- ~~Serves as person in charge during accidents and crises~~
- Serves on committees to represent the unit
- Reviews confidential or sensitive information to determine course of corrective action
- Participates in the development of long-range and strategic plans.
- Interacts with government regulators.

### Complexity and Decision Making Authority

Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is given. Independent discretion is used in determining when to escalate issues or concerns.

### Knowledge, Skills, and Abilities

Expert level knowledge of multiple specialty functions related to area of service. Knowledge of applicable regulatory agencies. Critical thinking and crisis management and leadership skills. Ability interpret, implement, and ensure compliance with complex rules and regulations. Ability to communicate effectively both verbally and in writing with diverse audiences. Ability to gain support among a diverse audience. Ability to analyze complex problems having broad impact and develop strategies for resolution.

### Education/Experience

Bachelor's degree in relevant field and five to seven years progressively responsible work experience, or an equivalent combination of education, training, and experience. Supervisory experience required. Relevant certifications may be required. Advanced degree in relevant field or specialized training preferred.

## **PUBLIC SAFETY MANAGEMENT 3**

### Typical Functions

- Manages operations, budget, and personnel of a large, complex unit with multiple specialty areas
- Ensures goals are met, projects are successfully completed, and progress is made toward strategic initiatives
- Develops, implements, and measures progress of long-range and strategic plans
- Authorized to solve complex problems and recommend corrective action, which may include allowing exceptions to established procedures
- Collaborates with campus partners, and oversees and develops programs or services to meet needs
- Serves in leadership roles on committees to represent the unit or university
- Liaison with community at large.

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*Complexity and Decision Making Authority*

Decisions have far-reaching and possibly campus wide impact. Acts with substantial discretion. Develops innovative solutions for difficult, complex and systematic problems that may have precedent setting implications for the institution.

*Knowledge, Skills, and Abilities*

Expert level knowledge of multiple specialty functions related to area of service. Knowledge of applicable regulatory agencies. Critical thinking and crisis management and leadership skills. Ability interpret, implement, and ensure compliance with complex rules and regulations. Ability to communicate effectively both verbally and in writing with diverse audiences. Ability to gain support among a diverse audience. Ability to analyze complex problems having broad impact and develop strategies for resolution. Ability to develop and implement policies, procedures, goals, and objectives.

*Education/Experience*

Bachelor's degree in relevant field and seven to ten years progressively responsible work experience, or an equivalent combination of education, training, and experience. Supervisory experience required. Relevant certifications may be required. Advanced degree in relevant field or specialized training preferred.