

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Safety Officer	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9826	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Office of Safe Schools	<b>SALARY:</b>	Range 13 Salary Schedule G2
<b>REPORTS TO:</b>	Director, Safe Schools	<b>HR APPROVAL:</b>	4-5-2022
		<b>CABINET APPROVAL:</b>	3-8-2022

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**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct resources at district sites; requiring independent judgment and analysis; assure the safety and security of district personnel and students. Follow-up and investigate incidents and crimes; assure protective services are provided to district sites. Oversee and coordinate the responsibilities of staff and safety team members according to the intervention/prevention strategy to address safety concerns. Develop and foster positive working relationships with local law enforcement and stakeholders.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated**

Inspection and monitoring of school campuses; develop and implement security solutions; conduct routine inspections of physical security equipment to ensure correct function (i.e., security cameras, alarms, and doors). **E**

Advise the Director of Safe Schools on all matters related to district safety and security including, but not limited to, emergency operations and response, assess needs and make data informed recommendations, or any other identified trend or problem requiring corrective action. **E**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Successfully pass an employee entrance evaluation (lifting test). Acquire and maintain a valid 0015T3681c004c531 742.44 32.61f 11.044.3

