

AGENCY SECURITY DIRECTOR

General Statement of Duties and Responsibilities

This is a management class of positions. Under executive direction, with broad latitude for independent and unreviewed judgment, action and decision making, is responsible for directing and managing the security and peace keeping functions of a city agency, as the agency director, deputy agency director or director of a security sensitive division of an agency, in accordance with applicable laws and regulations.

Examples of Typical Responsibilities

Oversees the agency/division security program, protecting persons and property. Has primary responsibility for ensuring the security of persons on agency premises, including responding to disruptions caused by the public, visitors and employees.

Directs the formulation of agency/division security policies, procedures, strategies and programs. Develops disaster/emergency response plans and authorizes ongoing modifications to such plans. Is responsible for ensuring staff security and safety training and for the implementation and maintenance of agency/division security procedures, methods and response plans. Responsible for managing law enforcement procedures and staff.

Determines the need for, provides and evaluates security systems, equipment, and measures to secure persons, properties, equipment, vehicles and supplies.

Manages security staff, including peace officer employees and contracted private security services.

Provides consultation and advice regarding safety and security to agency managers.

Oversees the maintenance of database systems which include critical employee emergency contact information.

AGENCY SECURITY DIRECTOR (continued)

Examples of Typical Responsibilities (continued)

Confers with and maintains effective relationships with other City agencies, including emergency service agencies such as NYPD, FDNY and OEM, to coordinate security procedures, plans and activities. Coordinates security functions and efforts with the activities of other city agencies during emergency situations. Coordinates security and law enforcement staff, including responding to civil disturbances within agency facilities.

May be responsible for managing internal agency investigations, including employee or contractor background checks. Serves as liaison to DOI for such investigations.

May oversee and/or participate in the preparation of budget requests, bid solicitations and procurement for agency security programs, including security service contracts and security equipment.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time progressively responsible experience in: (a) the creation, maintenance, operation and enhancement of the comprehensive physical security operation of a large organization; and/or (b) planning and supervising law enforcement operations, including at least 18 months of experience in a supervisory, administrative, managerial or executive capacity; or
2. An associate degree or 60 semester credits from an accredited college and six years of satisfactory full-time experience as described in "1" above; or

ALL CITY AGENCIES (999)

AGENCY SECURITY DIRECTOR (continued)Qualification Requirements (continued)

3. A four-year high school diploma or its educational equivalent and eight years of satisfactory full-time experience as described in "1" above.

A Master of Arts degree in Security Studies or Master of Public Administration degree may be substituted for one year of the experience described in "1" above. However, all candidates under "1", "2" and "3" above must have at least eighteen months of experience in a supervisory, administrative, managerial or executive capacity.

Note: A motor vehicle drive license valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of the assignment.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.

EMPLOYEE ASSISTANCE PROGRAM SPECIALIST

General Statement of Duties and Responsibilities

Under general supervision, with latitude for the exercise of independent initiative and judgment, provides referrals, short-term counseling and other support services to employees as part of an agency's employee assistance program; performs related work.

Examples of Typical Tasks

Provides employee counseling regarding physical, social, emotional and job performance problems, including alcoholism and drug addiction.

Identifies employees in need of assistance; performs initial intake interviews; helps to develop medical and psycho-social history of employee; participates in meetings to develop treatment plans and evaluate progress; provides information about and makes referrals to treatment programs; follows-up on cases.

Provides orientation and training to agency staff concerning the role of the employee assistance program and the procedures to seek help or to make referrals to the program; serves as advisor to agency staff; makes recommendations concerning program policies and procedures.

Identifies public and private sources for treatment and coordinates utilization of the various programs available; supervises attendance of employees in programs; may accompany employees to treatment facilities.

Acts as liaison with union representatives and treatment sources to coordinate identification and treatment programs.

Creates and maintains confidential case records and files.

EMPLOYEE ASSISTANCE PROGRAM SPECIALIST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college with a major in social work, psychology, counseling or a related field plus two years of full-time experience in counseling, substance abuse counseling, casework or employee assistance; or
2. A four year high school diploma or its educational equivalent plus three years of full-time experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least a four year high school diploma or its educational equivalent and one year of counseling experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive class.

DIRECTOR (EMPLOYEE ASSISTANCE PROGRAM)

Duties and Responsibilities

This is a management class of positions. Incumbents perform related work.

Under direction, with wide latitude for the exercise of independent initiative and judgment, directs and supervises a large-scale employee assistance program involving direct counseling by staff and referral services for a variety of employee problems; provides information, referrals and other support services to staff regarding physical, social, emotional and job performance problems.

Develops, directs and evaluates programs and policies to prevent and treat employee problems caused by stress, alcohol and drug addiction, marital and family problems, financial difficulties, etc.

Identifies employees in need of assistance; develops treatment plans; provides counseling on a short-term basis; reviews and evaluates effectiveness of treatment.

Develops orientation and training programs for all employees and supervisory personnel concerning the role of employee assistance programs, and acts as advisor to staff.

Establishes and maintains special services such as a telephone "hotline", emergency referrals, etc.; may provide direct services to employees.

Identifies outside resources for treatment and training and monitors their effectiveness; develops cooperative relationships with labor unions and other interested groups participating in employee assistance programs.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time experience in counseling, casework, social work, employee assistance, or a related field, eighteen months of which must have been in an administrative, managerial, executive or consultative capacity; or

DIRECTOR (EMPLOYEE ASSISTANCE PROGRAM) (continued)

Qualification Requirements (continued)

2. A four year high school diploma or its educational equivalent and six years of full-time experience as described above, eighteen months of which must have been in an administrative, managerial, executive or consultative capacity; or
3. Education and/or experience equivalent to "1" or "2" above. Graduate study in a relevant field may be accepted for experience on a year-for-year basis up to a maximum of two years. However, all candidates must have the eighteen months of administrative, managerial, executive or consultative experience as described above.

Direct Lines of Promotion

None. This class of position is classified in the Non-Competitive class.

HIGH SCHOOL STUDENT AIDE

General Statement of Duties and Responsibilities

Under supervision, assists high school students and high school employees in school functions and activities; performs variety of simple duties in non-school settings; performs related work.

Examples of Typical Tasks

In School Settings:

Tutors students in reading, mathematics, social studies, art, creative writing, or any other academic area.

Assists in the conduct of recreational activities.

Assists students with homework, and in the development of good work habits and study skills.

Assists counselors in guidance programs by acting as role models to students.

Performs supportive functions in libraries, book supply rooms and other school facilities.

Assists school employees in the performance of clerical duties.

In Non-School Settings, performs tasks such as the following:

Performs simple clerical duties.

Works in park clean-up crews.

Assists in giving puppet shows.

Works on museum exhibits.

HIGH SCHOOL STUDENT AIDE (continued)

Qualification Requirements

Employment in this title is restricted to students enrolled in and attending high school. Employment is conditioned upon continuance as a high school student. No student shall be employed for more than 20 hours in any week that school is in session. Students may be employed full-time during their vacation periods.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive class.