



POSITION DESCRIPTION

JOB TITLE: Safety Operations Supervisor Job Class 2442		
DATE	DEPARTMENT OR SCHOOL Department of Leadership Services	DIVISION School Safety & Security
BARGAINING UNIT:		FLSA STATUS: ___ Exempt ___ Non exempt
Pay Schedule:	Pay Range:	EEO Category:
<p>POSITION SUMMARY: (Describe the general nature and level of work performed by this position.) Manage the development of safety personnel to overtime assignments particularly last minute and emergency deployments; receive and respond to employee notifications of illness and other reasons for employee non-attendance; review call-in reports of serious incidents for accuracy and content and forward them to the superintendent's office and other departments; make recommendation to the Director relative to all personnel actions to include interviewing candidates for vacant positions, employee assignments, and disciplinary actions to include termination; review medical reports and worker's compensation reports for accuracy and timeliness; manage the Division's payroll; lead the technological changes in the Division.</p>		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

The specific duties and responsibilities of this position and the corresponding percentages of time allocated to each major responsibility area are as follows:

1. Assign personnel to meet the daily safety needs of the schools to include the after school activities like PTO's Athletic events, etc., and to address the emergency manpower needs as they arise, i.e., threats of fights, gang activities, etc.
2. Manage and continuously update the daily deployment report for the safety staff and maintain the records relevant to worker's compensation such as medical excuses, and other reasons for employee non-attendance, and ensure all status entries are accurate.
3. Manage the office and the staff of two secretaries to include the processing of the division payroll and other records keeping responsibilities.
4. Receive, review, and process all call-in reports from the safety staff and reports from field supervisors relative to critical incidents, and ensure the director and the superintendent are kept abreast of the status of these matters.
5. Manage the schools' chargeback-buyback accounts and ensure accurate budget records relative to the recovery of funds for purchased safety assistant positions and services.
6. Manage the summer school safety program by assigning safety assistants to participating schools and monitoring attendance.

7. Make recommendations to the director regarding disciplinary actions and work assignments, maintain the schedule of special assignment team (i.e. locker searches, weapons scans, etc.)
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Manage the daily operational activities of the Safety Division by directing the human resources (250 personnel) to include seven supervisory personnel, to the immediate problem areas of the District.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

APPROVALS:

Supervisor _____ Title _____ Date _____

Compensation Services Manager _____ Date _____