



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 5550

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**SECURITY/SAFETY MANAGER**

GRADE L

**SCOPE OF WORK:**

Work involves managing security and safety operations for a secure state residential/correctional campus.

**DUTIES PERFORMED:**

- Plan, direct, and coordinate security activities.
- Develop and ensure compliance with all security policies and procedures.
- Conduct security audits to identify potential problems related to physical security, staff safety, and asset protection and take appropriate action.
- Analyze and evaluate security operations and recommend changes and improvements.
- Conduct security training for all staff.
- Plan, direct, and coordinate safety activities.
- Monitor onsite chemical and tool inventory and ensure compliance with safe use and storage
- Conduct inspections; develop and evaluate safety programs; develop new programs.
- Maintain required safety information.
- Conduct safety training for all staff.
- Schedule and supervise security staff; participate in the employee selection process and performance evaluations.
- Provide orientation to new staff and continuing education to all staff.
- Develop a quality assurance program which reflects all aspects of safety and security to include performance-based standards and the Prison Rape Elimination Act within facility.
- Serve as liaison to the Loss Control and Risk Management Committees.
- Participate as on-call administrator on a rotational basis for weekend and holiday duty.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree and two years of work experience that included administering security operations and supervision of staff in a secure environment. Four

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years of professional level work experience in a secure residential facility may substitute for the degree requirement on a year-for-year basis.

Eff. Date: 07/13