

**Public Safety Officer II**  
**Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=231317>

Downloaded On: May. 9, 2024 8:15am

Posted Feb. 23, 2024, set to expire Jul. 1, 2024

**Job Title** Public Safety Officer II  
**Department** Police & Campus Safety  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Feb. 23, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Public Safety

**Apply Online Here** <https://apptrkr.com/5043479>

**Apply By Email**

**Job Description**

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**Public Safety Officer II**

**Position Number:** CM-128-2024

**Department:** Police & Campus Safety

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Sunday-Saturday, Various Hours

**Salary Range:** A-98

**Salary:** A-98Steps 1 - 6: \$6,288 - \$8,025 monthly

**Shift Differential:**

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Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 02/21/2024

**Initial Screening Date:** 03/13/2024

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers

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Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

### **Basic Function/Overview:**

**DEFINITION:** Under general supervision, maintains a safe environment for students, staff, and faculty by performing public safety work within the College campus, including patrolling and securing buildings, grounds, and other College property, enforcing campus rules and regulations, as well as, the State Vehicle and Penal Code, providing information, escort, and other assistance to students, staff, faculty, and campus visitors. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriff's Department, District Attorney's Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary. The Police and Campus Safety Department is a 24/7 operation.

**SUPERVISION RECEIVED & EXERCISED:** Receives general day-to-day supervision from a Police and Campus Safety Sergeant. Incumbents also receive oversight and direction from the Chief or Deputy Chief, Police and Campus Safety. May provide technical and functional direction to student workers or hourly workers, and to administrative support staff, as assigned.

**CLASS CHARACTERISTICS:** This is the second level in the public safety class series that performs public safety work within the College campus, including patrolling and securing buildings, grounds, and other College property, enforcing campus rules and regulations and other duties as described below. Responsibilities require the use of tact, discretion, and independent judgment. This class is distinguished from Public Safety Officer I which is not required to have and maintain current training in the use of firearms and is not required to undergo psychological testing and specialized training as per Penal Code 832 and Education Code 72330.5. It is further distinguished from the Police Officer in that the latter has full peace officer authority throughout the state of California. The Public Safety Officer II may be authorized to use appropriate force as determined by law.

### **Essential Duties/Major Responsibilities:**

1. Patrols the College campus, including buildings, facilities, grounds, and other property to provide security support, deter crime, and maintain a safe environment for students, staff, and faculty.

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2. Safely use authorized tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
3. Responds to a variety of public safety situations, both criminal and non-criminal. Assess and evaluate various medical emergencies according to established procedures; performs CPR/First Aid and operates an Automatic External Defibrillator (AED) as necessary; summons appropriate medical personnel.
4. Performs campus public safety duties; verifies credentials of persons on campus and denies access when appropriate; escorts visitors from campus and other restricted areas; secures buildings, locks doors and gates; provides access control for after hour emergency repair person and staff not having keys; monitors and assists in controlling traffic and crowds as required; assess and respond to situations that may put public safety at risk.
5. Assists in maintaining positive relationships with students, parents, staff, faculty, and administrators; provides information and responds to inquiries from students, staff, and visitors; provides directions to campus locations and information related to College programs and services; responds to staff requests for assistance in the classroom and around campus; works to resolve conflicts, assists students, staff and faculty with locked keys or disabled vehicles; communicates with students and staff regarding ongoing crime related problems.
6. Conducts preliminary investigations, including evidence collection; obtains information regarding thefts, accidents, lost and found property, photographs pertinent aspects of incidents; obtains information to satisfy risk management requirements; provides support to crime victims; and prepares and submits incident reports to appropriate personnel.
7. Picks up and transports currency from various sites and locations, as assigned, to and from the campus vault.
8. Serves as a first responder and liaison to a wide variety of local and federal authorities, including the County Fire Department, FBI, DEA, County Sheriffs Department, District Attorneys Office and others; determines most efficient access route; assists other law enforcement agencies in arresting suspects as necessary; enforces College and state laws, rules, and regulations including the Vehicle and Penal Code; issues citations as necessary.
9. Operates various campus systems, including water valves, electric switches, and related systems during emergency situations; investigates unusual conditions and takes immediate action to reduce danger and possible malfunction of equipment; notifies appropriate agencies or staff of impaired

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equipment.

10. Prepares and processes a variety of reports and records following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.

11. Properly raises and lowers the United States of America, State of California, and Mt. SAC flags around campus.

12. Safely captures stray animals on campus and notifies animal control.

13. Provides general administrative support with recordkeeping, basic level research, collection, and reporting of data to support certifications required in the department; assists in the Police and Campus Safety Office with dispatching, window traffic, and phone calls.

14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.

15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

16. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.

18. Prepares and delivers oral presentations related to assigned areas as required. 19. Performs other related or lower classification duties as assigned.

**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

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2. Principles, practices, and methods of effective campus law enforcement and emergency response and evacuation.
3. Proper use of officer safety tactics, equipment, and techniques up to and including the exertion of appropriate force as determined by law.
4. Campus geography, maps, streets, landmarks, and driving directions.
5. Applicable federal, state, and local laws, regulatory codes, and procedures relevant to College public safety operations.
6. Safety practices and equipment related to the work.
7. Techniques of first aid and CPR.
8. Operating a motor vehicle in a safe manner under patrol conditions.
9. Record keeping and reporting methods, techniques, and procedures.
10. Hazardous materials and related abatement methods.
11. Modern office practices, methods, and computer equipment and applications related to work.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
14. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills and Abilities:**

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and

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accessibility in the recruitment and retention of staff.

3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Learn, interpret, apply, explain, and ensure compliance with Federal, State, and campus policies and procedures, laws, codes, regulations, and ordinances.
5. Properly use authorized tactics, equipment, and techniques including the appropriate use of force.
6. Obtain necessary information from individuals in stressful or emergency situations.
7. Assess and respond to situations that may put public safety at risk.
8. Analyze situations and identify possible problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
9. Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
10. Operate radio communication equipment.
11. Operate a patrol vehicle and patrol emergency equipment in a safe and effective manner.
12. Conduct investigations and interviews concerning crime, traffic, and related incidents.
13. Encourage adherence to safety standards.
14. Perform basic first aid and CPR procedures, including the operation of an Automatic External Defibrillator (AED).
15. Prepare clear, comprehensive, and concise reports and other information related to observed violations.
16. Work confidentially with discretion.
17. Understand scope of authority in making independent decisions.
18. Operate modern office equipment including computer equipment and specialized software applications programs.



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19. Use English effectively to communicate in person, over the telephone, and in writing.
20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

**Minimum Qualifications/Education & Experience:**

1. Equivalent to completion of the twelfth (12th) grade; and 2. Two (2) years of public safety, security, law enforcement, or related experience.

A P.O.S.T Basic Certification will qualify incumbents for an increased pay grade.

A Bachelors degree in Criminal Justice: Law Enforcement or directly related field will qualify incumbents for an increased pay grade.

**Equivalencies:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demands:**

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Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Incumbents in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials, and objects weighing up to 50 pounds.

**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

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**Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

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To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11390>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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