

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MILITARY AFFAIRS SECURITY OFFICER
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions within the Department of Military Affairs that provide armed security protection for property and personnel at a military installation and/or building. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions within the Department of Military Affairs that provide armed security services in a military setting to protect property and persons from sabotage, fire, espionage, theft, vandalism, and other hazards; control entry and exit of all personnel, vehicles and other equipment at entry points to a military installation or building; assist and direct visitors; enforce base traffic and/or parking regulations; ensure compliance with all applicable Air Force, state and local regulations, rules, and laws; prepare and maintain records and documents; monitor base or building alarm systems; participate in on-the-job training; attend training and safety classes; and provide on-the-job training to new security personnel. The Air National Guard (ANG) is the authority having jurisdiction over operational policy and procedures of these positions.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that for a majority of the time perform duties which are more appropriately classified as Security Officer.

2. Positions that meet the statutory definitions(s) of supervisor, management, and/or professional, in s. 111.81(19), (13), and (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Law enforcement positions whose principle responsibilities include enforcement of State laws, rules and regulations. Such positions have duties and responsibilities such that it requires certification as a law enforcement officer. Such positions are allocated to one of the law enforcement classification series such as Policy Officer, State Patrol Trooper or Inspector, Conservation Warden, Excise Tax Agent or Special Agent.
4. Positions which are in a non-military setting.
5. Positions which do not perform armed patrol.
6. Positions which are not located within the Department of Military Affairs.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter this classification series by competitive examination. Progression to the Objective level for specifically identified allocations will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the objective level. Progression to the Senior level will be by competition.

II. DEFINITIONS

MILITARY AFFAIRS SECURITY OFFICER - ENTRY

This is entry-level work, identified at the objective level, related to the armed security services at a military installation or building. Work is performed under close, progressing to limited supervision of the Military Affairs Security Officer Supervisor or assigned Active Guard/Reserve shift supervisor.

MILITARY AFFAIRS SECURITY OFFICER - OBJECTIVE

This is objective-level work related to the armed security services at a military installation or building. Positions allocated to this level perform extensive armed patrol to protect property and persons from sabotage, fire, espionage, theft, vandalism, and other hazards; control entry and exit of all personnel, vehicles and other equipment at entry points to the installation or building, preventing entrance of unauthorized personnel; apprehend/detain suspects within jurisdictional limitations; assist and direct visitors; enforce base traffic and/or parking regulations; ensure compliance with all applicable Air Force, state and local regulations, rules, and laws; respond to and take appropriate measures to control emergency situations; prepare and maintain reports, records and documents; monitor base or building alarm systems; participate in on-the-job training; attend training and safety classes; provide some on-the-job training to new security personnel; clean, lubricate and ensure assigned weapon(s) is functional. Work is performed under general supervision of the Military Affairs Security Officer Supervisor or assigned Active Guard/Reserve shift supervisor.

MILITARY AFFAIRS SECURITY OFFICER - SENIOR

This is lead level work related to the armed security services at a military installation or building. Positions at this level serve as shift lead officer and security enforcement desk operator for a military installation or building, coordinating the work of positions on a given shift, as well as providing extensive armed security protection for property and personnel; and comply with regulations for arming/clearing and securing weapons. Additionally, employees at this level assist the supervisor in assigning shift post and patrol duties; complete and maintain time and leave records, ensuring adherence to proper unscheduled overtime assignment procedures; training new Security Officer personnel in post, patrol and emergency procedures; and instructing and familiarizing new Security Officers in security enforcement desk operations to include radio, telephone and alarm response procedures, as well as proper preparation of forms and documents. Work is performed under general supervision of the Military Affairs Security Officer Supervisor or assigned Active Guard/Reserve shift supervisor.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. **NOTE:** Must be at least 18-years old and must possess a high school diploma or equivalent; must have a valid state driver's license upon appointment and must be able to qualify for a military driver's license; must not have any felony conviction records as federal security clearances will be required; must meet minimum Air National Guard physical fitness standards as outlined in ANGI 40-501; pre-employment and periodic medical physical and physical agility tests may be required; must have the ability to qualify to carry firearms (no felony or domestic abuse convictions).

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 18, 2003 and announced in Bulletin MRS-SC-151 as a result of the collective bargaining process. This specification was modified to change the classification series title effective April 4, 2004 and announced in Bulletin OSER-0021-MRS-SC.

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