Completing the Position Source Document

SAINT MARY’S COLLEGE OF CALIFORNIA

HUMAN RESOURCES
OCTOBER 2008
Agenda

• What is a Position Source Document (PSD)?

• What is the purpose of a PSD?

• What is the process of the PSD?

• How to complete a PSD.
WHAT IS IT?

It is a document that describes each job and position at Saint Mary’s College.
Employee begins to write job description

Supervisor & employee at PSD workshops

Employee completes PSD (electronic version)

Employee & supervisor review & agree on PSD

If questions, ask Dept. Head/Dean/Sup.

HR analyzes each PSD

Dean/Dept. Head submit PSDs to HR by 1-2-09

Supervisor collects & submits PSDs of staff to Dean/Dept. Head

HR may add notes or change parts of PSD

HR evaluates position based on PSD & added info.

HR approves PSD & files it

PSD used for several purposes, e.g., assigning job grade
GUIDE TO WRITING A POSITION SOURCE DOCUMENT
HOW TO COMPLETE A PSD

• SUMMARY

• Briefly (in 3-4 sentences) describe the overall nature & scope of the position.
  Why does it exist?
  What is it intended to accomplish?
  How does it contribute?
Reporting to an assigned Sergeant, the Public Safety Officer is a non-sworn educational security officer position in compliance with Public Law 101 – 542 providing a safe environment for the campus community including building security, patrol of campus and response to emergency and non-emergency calls.
• Write down as many tasks that you do in the course of your job.
Radio communication, campus patrol, parking enforcement, fire and crime prevention, building security, answer phones, give directions, write reports, conduct investigations, lock & unlock buildings, dispatch, issue citations, alarm systems, emergency phone checks, public assistance, emergency response.
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• Take those tasks and group them
ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- **Patrol Responsibilities**: Proactive patrol & observation; foot, bike & vehicle patrol; check for light outages, emergency phone checks, hazardous conditions, parking enforcement, fire and crime prevention, heavy public relations and public assistance.
ESSENTIAL FUNCTIONS/RESPONSIBILITIES

• **Response to Calls & Enforcement:** Respond to calls for service, switchboard and radio communications and other areas of safety/security as required on assigned shift; monitor radio at all time; respond in a timely manner; look for violations of rules/regulations or safety & issue citations or warnings when appropriate.
ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Demonstrated Knowledge of alarm systems, campus locations & regulations: burglar & fire alarms, office & facilities locations, SMC rules & regulations, Student Handbook, key SMC personnel, ability to access computer data bases.
• **Building Security & Gate Duty:** Lock and unlock buildings, check on scheduled classroom use, open necessary rooms; answer phones, dispatch via radio, provide directions & information, issue parking permits; screen incoming vehicles.
ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Take those groupings and estimate how frequently they are performed. Daily, monthly, quarterly or yearly.

- Then estimate what percentage of time is spent doing those functions.
JOB FACTORS

- Problem Solving/Analysis
- Decision Making
- Impact of those decisions
- Budgetary Responsibility
- Communication & Contacts
- Independence
- Supervision
• Problem Solving/Analysis:

Must be able to respond to emergency and non-emergency situations which involve using standard procedures but can escalate to hazardous situations. Know when to contact Shift Sergeant, Moraga PD or other emergency responders.

Uncommon variations
• Decision Making

• Most decisions are made based on standard practice, but can involve variations that usually impact others.

✓ Routine
Impact of Decisions

Decisions made in an emergency situation usually involve those outside the work unit and could have a major impact on the security of the students, staff, faculty and the community.

Important
• QUESTIONS

• EVALUATION