

# 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.**

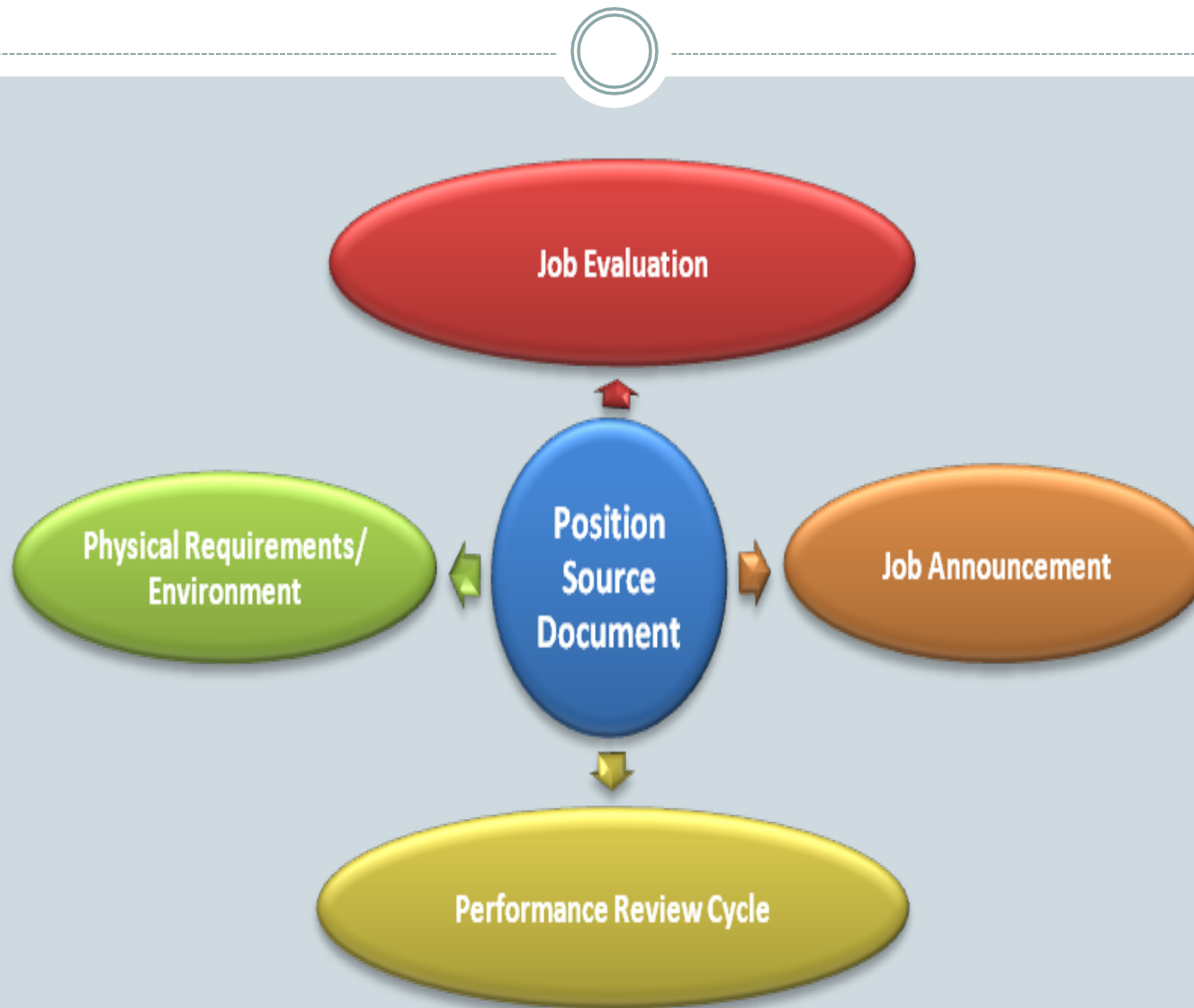
# POSITION SOURCE DOCUMENT



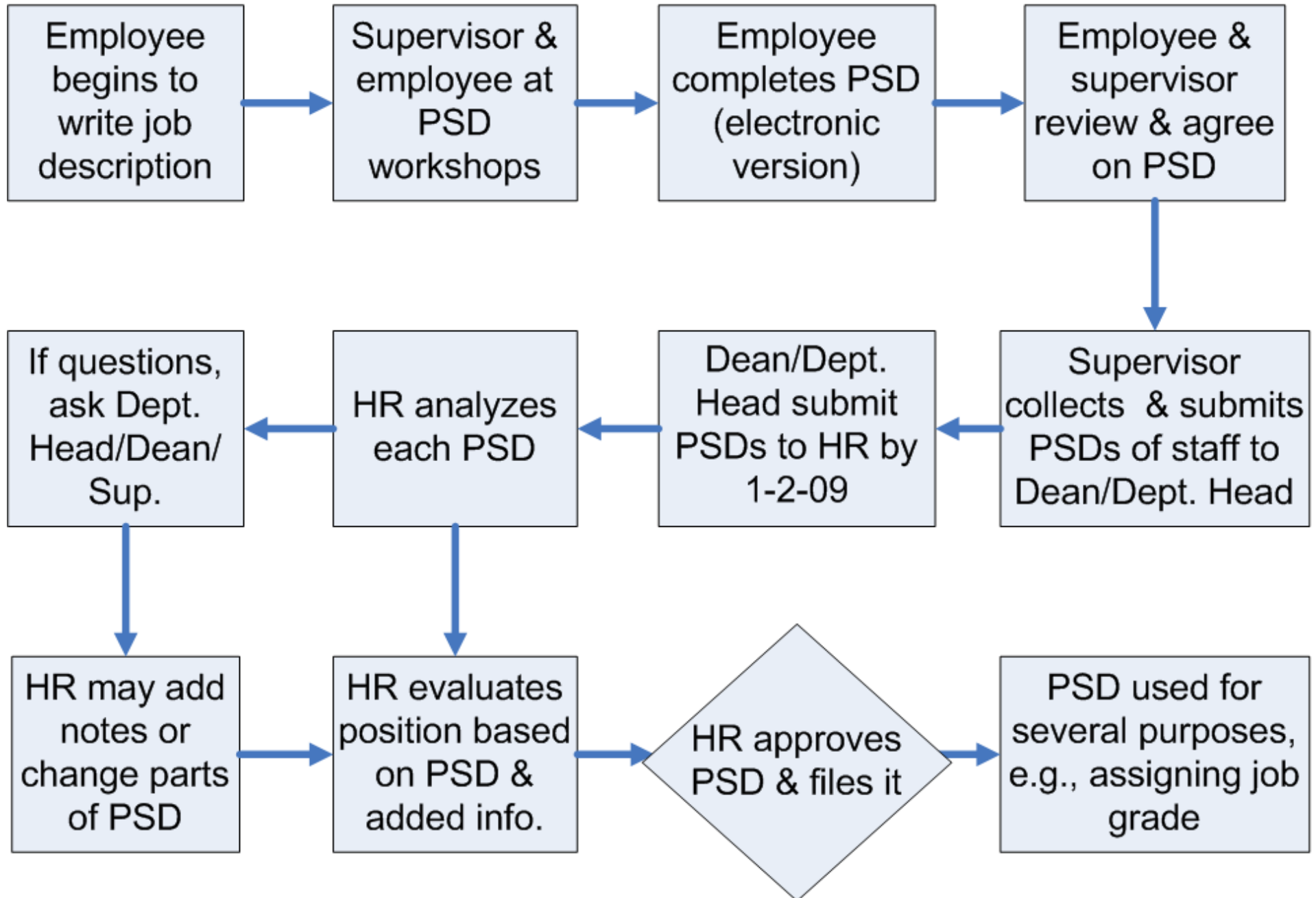
## **WHAT IS IT?**

It is a document that describes each job and position at Saint Mary's College.

# POSITION SOURCE DOCUMENT



## EVOLUTION of POSITION SOURCE DOCUMENT



# RESOURCES



- **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?**

## SAMPLE SUMMARY



- 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.



# ESSENTIAL FUNCTIONS/RESPONSIBILITIES



- 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.

# ACTION WORDS



- Plan
- Organize
- Deliver
- Analyze
- Conduct
- Operate
- Review
- Identify
- Compile

- Administer
- Obtain
- Provide
- Launch
- Monitor
- Advise
- Establish
- Schedule
- Inspect

# ESSENTIAL FUNCTIONS/RESPONSIBILITIES



- 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.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES



- 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

# SAMPLE JOB FACTORS



- **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**

# SAMPLE JOB FACTORS



- **Decision Making**

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



**Routine**

# SAMPLE JOB FACTORS



- **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**

# POSITION SOURCE DOCUMENTS



**DUE IN HUMAN RESOURCES**

**JANUARY 2, 2009**



- **QUESTIONS**
- **EVALUATION**