AUBURN
Human Resources

Security Operations Center Specialist

Job Description

JOB INFORMATION

Job Code	NA42
Job Description Title	Security Operations Center Specialist
Pay Grade	CP06
Range Minimum	$39,110
33rd %	$45,630
Range Midpoint	$48,890
67th %	$52,140
Range Maximum	$58,660
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/18/2023

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

The Security Operations Center Specialist provides and supports security camera monitoring, intrusion, and duress alarm monitoring, and contacting emergency services when needed. Conducts video reviews for campus partners and first responders, opening severe weather shelters, works with AU Airport on after-hours flight notifications, among other security monitoring and response tasks.

RESPONSIBILITIES

- Monitors closed-circuit television (CCTV) cameras for criminal activities, assesses control alarms, and ensures all CCTV cameras and monitoring systems are operational. Performs visual assessments of areas with a high concentration on foot traffic and reports breaches in security, emergency conditions such as fire, safety hazards, leaking pipes, and disturbances. Assesses If there are any issues with cameras and alarm monitoring equipment and reports those issues. Reports alarm activations to the police department and documents those alarm activations.
- Provides assistance with visual coverage or investigation for emergency personnel, bookmarking and archiving important footage for future use.
- Handles the after-hours flight notifications from the AU Airport program.(Receives the list of after-hours flights from AU Airport and follow procedures for flights that do not call in.)
- Opens severe weather shelters as needed.
- Reports emergency conditions such as fire, safety hazards, leaking pipes, disturbances, criminal activity, or breaches of security to supervisor, police department, fire department or other appropriate emergency response team or entity. Assists first responders by relaying emergency information.
- Runs reports in the Lenel OnGuard system to identify card swipe information for investigations and situations needed from campus partners, police department fire department or other appropriate emergency response team or entity.
- Notifies appropriate personnel on security related incidents and documents them.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	2 years of	Experience monitoring security cameras and intrusion/duress alarms and contacting emergency services in response to those alarms. Experience in security enforcement or services, law enforcement, military service, or other related field.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of security services and operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.