



# State of Colorado Security I at Otero College

<b>SALARY</b>	\$2,866.00 - \$3,440.00 Monthly	<b>LOCATION</b>	La Junta, CO
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	GJH-000021 02/24
<b>DEPARTMENT</b>	Otero College	<b>OPENING DATE</b>	03/06/2024
<b>CLOSING DATE</b>	3/15/2024 5:00 PM Mountain	<b>FLSA</b>	Non-Exempt
<b>PRIMARY ADDRESS</b>	1802 Colorado Ave, La Junta, CO 81050, USA	<b>HIRING PAY RATE</b>	\$2,866 - \$3,440 Monthly
<b>FLSA STATUS</b>	Non-Exempt; position is eligible for overtime compensation.		

## Department Information



### GJH-000021 03/24; Physical Plant Department

Founded in 1941, Otero College is a Hispanic Serving Institution and is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado.

CCCS recognizes the importance of a workforce that is reflective of our diverse student community which consists of 22.1 % Hispanic; 6.2% Black/African American; 3. 7% Asian/Pacific Islander: 0.9% American Indian/Alaskan Native; and 60.5% White. As such, we are interested in selecting the best candidate from a diverse pool.

**EMAIL ADDRESS:** All correspondence regarding your status in the selection/examination process will be conducted via e-mail. Please include your current e-mail address on your application and set up your e-mail to accept messages from 'cccs.edu' addresses or info@governmentjobs.com. If you do not have an email address, then you will receive correspondence via US mail.

**NOTE:** This position primarily shift will be required to work afternoon/evenings to early morning on following day. For example, from 3:30 p.m. to 1:30 a.m. Position must be willing to work weekend hours.

The Colorado Community College System (CCCS) and its colleges is the statewide pathway to individual achievement and

economic vitality. We provide an accessible, responsive learning environment that facilitates the achievement of educational, professional and personal goals by our students and other members of our communities, and we foster an atmosphere that embraces academic excellence, diversity and innovation.

You will admire the friendly culture of our colleges and be inspired by our team environment and dedicated employees. Additionally, we offer:

- Generous annual and sick leave benefits; our employees stay because of the work/life balance they are able to obtain here.
- Attractive health, dental, vision, life, and flexible savings options; we will also help you build your retirement savings via our defined benefit or defined contribution plans.
- An opportunity to become a lifelong-learner and enjoy considerable savings for the college education of your dependents through our tuition reimbursement program.

## Description of Job

**JOB DUTIES:** *Your application must provide a detailed description of your relevant work experience in relation to the following duties:* This full-time position provides security support for Otero College and is located at the Physical Plant Department

This position is responsible for making routine "Rounds" to all areas of the campus including buildings, grounds, mechanical areas and perimeters. Position ensure all areas are secure and safe within the main campus perimeter as well as South Site during the positions scheduled hours. Position reports any/all findings daily on the Security Log so that any issues/irregularities found are reported to addressed. This position responds to all calls for service directed by telephone and/or supervisory, management, and emergency management personnel. Position will notify the security supervisor and management personnel in a proper and timely manner of breaches of security occurring on college properties or of information received that may create a security risk for College properties. Contact appropriate personnel (police) when there is an incident that may be criminal in nature and presents an immediate threat to the safety or security of students or staff. Position assist with crowd controls and with on campus package delivery as needed.

This position provides initial response to emergencies and incidents on campus and completes accurate and timely reports to daily findings during rounds on campus. Duties include, daily Security Log and any supplemental JOT forms when/as needed for special "incidents" that require formal reporting and issuing work orders when maintenance issues are found. Position works with law enforcement to preserve evidence in incidents that may be criminal in nature.

This position assist campus residents/faculty/staff who may require help/services when there is no one else available from Student Service Support. This includes; lockouts, automobile jump starts, general campus info, escort to/from buildings and general information about security policies/procedures to students/faculty/staff. Position works with La Junta first responders (Fire/Police Dept), Off hour vendors/inspectors and community/school events during off hours/weekends. Making sure those involved are contacted/informed as needed or when requested.

## Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

### **Residency Requirement:**

This posting is only open to residents of the State of Colorado at the time of submitting your application.

### **Class Code & Classification Description:**

D8H1XX [SECURITY I](#)

### **MINIMUM QUALIFICATIONS:**

No specific education or experience is required.

**CONDITIONS OF EMPLOYMENT:**

**Must submit to and successfully complete a pre-employment background check, and a Motor Vehicle Driving Record check as conditions of hire.** Must possess and maintain a valid State of Colorado Driver's License. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide Otero's Office of Human Resources with an official disposition of the charges

This position requires a pre-employment physical examination, may be required to handle or be exposed to hazardous materials, and a willingness to work nights as scheduled.

This position requires the individual to exert or lift in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. It also requires seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.

**PREFERRED REQUIREMENTS:** *Please provide a detailed description on your application of your relevant work experience and document examples of your work in relation to the following:* Be at least 18 years of age and have a high school diploma or GED. Strong communication skills. Experience and ability to work with diverse groups of people. Understand and determine appropriate rules and regulations from various sources. Attention to detail. Knowledgeable in the use of a personal computer and application programs. Previous security or law enforcement experience.

**Appeal Rights: (Updated)**

An applicant who has been removed from an employment list or removed from consideration during the selection process may request a review by the State Personnel Director.

As an applicant directly affected by the results of the selection or comparative analysis process, you may file a written appeal with the State Personnel Director.

Review of the completed, signed and submitted appeal will be timely on the basis of written material submitted by you, using the official appeal form signed by you or your representative. This form must be completed and delivered to the State Personnel Board by email at [dpa\\_state.personnelboard@state.co.us](mailto:dpa_state.personnelboard@state.co.us) within ten (10) calendar days from your receipt of notice or acknowledgement of the Department's action.

For further information on the Board Rules, you can refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at [spb.colorado.gov/board-rules](https://spb.colorado.gov/board-rules).

**Supplemental Information**

This posting may be used to fill one or more similar positions in the future.

**Comparative Analysis Process:** Your employment application will be used to rate your training and experience and to determine your rank among the candidates for this position. Other forms of testing may include eSkill, oral board, written, etc. subject to change based on number of qualified applicants. It is, therefore, very important to fill out the application completely and to give a detailed description of your education and work experience. Your application and attachments should address the described duties, minimum, and preferred qualifications. Be sure your application specifically addresses the requirements as listed in the Minimum Requirements section and that all required documents are included in the application packet (e.g. application, transcripts, licensure, supplemental questionnaire, etc.). Failure to include the required information by the application deadline will result in your rejection from consideration of the position.

**IMPORTANT NOTE TO APPLICANTS:** Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this information on your completed application.

*For information regarding Pikes Peak State College Security, including crime statistics for the Centennial, Downtown Rampart Range and CHES campuses and surrounding area, please see the PPSC Police Department's website at: <http://www.12.ikes12.eak.edu/cam12.us-12.olice>.*

**Equal Opportunity Employer:** *The Colorado Community College System does not discriminate on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identify, or sexual orientation in its activities, programs, or employment practices as required by Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of the Rehabilitation Act of 1973; Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; and the Americans with Disabilities Act (ADA) of 1990.*

### **Americans with Disabilities Act (ADA) Accommodations**

Otero College is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to Human Resources, Kelsey Barbee, at [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu) or call 719-384-6824.

If you are an individual who wishes to request reasonable accommodations for an exam, refer to the contact information on the exam scheduling notice or on the specific job announcement.

### **Pregnancy Related Accommodations, Colorado Anti-Discrimination Act (CADA)**

The Colorado Anti-Discrimination Act (CADA), allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth.

If you are an individual who wishes to request reasonable accommodations for an exam, you must do so at least three days prior to the administration of the exam. Please refer to the contact information on the exam scheduling notice or on the specific job announcement.

### **Benefits**

The State of Colorado offers permanent employees a variety of benefits including medical, dental, life and disability insurance, as well as a comprehensive leave program. Please click the following link for detailed information: [www.colorado.gov/pacific/dhr/benefits](http://www.colorado.gov/pacific/dhr/benefits)

Please note that each agency's contact information is different; therefore, we encourage all applicants to **view the full, official job announcement** which includes contact information and class title. Select the job you wish to view, then click

on the "Print" icon.

**Agency**

State of Colorado

**Address**

See the full announcement by clicking the "Printer" icon located above the job title  
Location varies by announcement, Colorado, --

**Website**

<https://careers.colorado.gov/>

**Security I at Otero College Supplemental Questionnaire**

**\*QUESTION 1**

**Do you have a valid Colorado Driver's License?**

- Yes
- No

**\*QUESTION 2**

**Please describe your security and/or law enforcement experience.**

**\*QUESTION 3**

**Do you have a high school diploma or GED equivalent?**

**\*QUESTION 4**

**As a condition of employment, are you willing to submit to a pre-employment background check and a driving record check?**

- Yes
- No

**\*QUESTION 5**

**As a condition of employment, are you willing to submit to a pre-employment background check and a driving record check?**

- Yes
- No

**\*QUESTION 6**

**Are you physically and constantly able to perform frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking, hearing, depth perception and controlling of others throughout a ten hour work shift with authorized breaks and perform these essential functions on a regular basis with no physical after effects?**

- Yes
- No

**\*QUESTION 7**

**Are you willing and able to exert up to 50 lbs. of force occasionally, up to 20 lbs. of force frequently, and up to 10 lbs. of force constantly to move objects?**

Yes

No

\* Required Question