



## Alameda Contra Costa Transit District Classification Specification

Exhibit-A

### Director of Safety, Security, and Training- **DRAFT**

Class Code	FLSA Status	EEO-CAT	Represented Status	Salary Grade	Effective Date	Resolution #
TBD	Exempt	EEO4-Officials & Managers	Unrepresented	14	02/08/2023	23-009

**DEFINITION:** Under administrative direction, oversees through subordinate managers/supervisors, all functions and activities within the Safety, Security and Operations Training departments; formulates departmental policies, goals, and directives; coordinates assigned activities with other District departments; provides highly responsible and complex professional consultation and guidance to executive management and District staff in the area(s) of expertise. The incumbent is responsible for all facets of safety and security activities, programs, and staff including transit operations, environmental, construction, and industrial safety; safety training, emergency preparedness, disaster response, accident investigation, and operations training; oversight of contracted sworn law enforcement staff. Incumbents in the role coordinate the activities of the department with those of other District departments/divisions, and outside entities; accomplish departmental planning, operational goals, and strategic objectives; furthers the District's goals, and objectives within general policy guidelines

This classification is differentiated from the departmental management level classifications in that the Director is responsible for short and long-term direction and planning of multiple services and operational units within the Safety and Security department. This is an at-will, unrepresented classification.

#### **REPRESENTATIVE FUNCTIONS include, but are not limited to:**

- Provides leadership to the assigned department; selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability, and conformance with department standards; conducts performance evaluations; works with employees on performance issues provides constructive feedback on performance and behaviors; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops, directs, and oversees the implementation of strategies, goals, objectives, policies, procedures and work standards for the department.
- Through subordinate levels of supervision, develops, directs, and coordinates the overall work plan of the department; contributes to the department's service quality through the development and implementation of policies and procedures to meet legal requirements, District needs, and strategic objectives; continuously monitors and evaluates the efficiency, and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages, develops, and administers the department annual budget; directs the forecast of additional funds needed for initiatives, projects, staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs and implements adjustments, as needed.
- Works closely with District management staff regarding the development and implementation of long- and short-term strategies for the delivery of effective safety, security, and operations training programs District-wide.
- Oversees the District's safety and security compliance and identifies opportunities for improvements and/or efficiencies; develops and implements change initiatives.
- Provides oversight for the Operations Training Department; works closely with Operations to plan, forecast, and develop training strategy to address staffing needs for operational staff.
- Ensures that District staff complies with laws, standards, and regulations required by governmental agencies including OSHA, EPA, FTA, DOT, and CPUC.
- Directs the development and implementation of effective safety and security, training and education programs for all employees, contractors, and the general public.
- Develops and oversees the development and implementation of employee training programs drills for emergency preparedness, operations, and disaster response.



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- Oversees the District's contracted law enforcement services and staff; maintains cooperative and collaborative relationships with local, state, and federal law enforcement agencies.
- Represents department programs and activities with the Board of Directors, other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations as needed.
- Prepares and delivers presentations to diverse audiences, including the public, the Board of Directors, other elected officials, and local and state agencies.
- Oversees the accident investigation process; ensures proper accident investigation procedures are followed.
- Coordinates the activities of the department with those of other District departments/divisions, and outside entities to ensure compliance with federal, state, and local laws, regulations and District policies and procedures.
- Provides consultation and expertise to executive management and District staff.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives, and recommendations; provides periodic reporting on safety and security metrics.
- Stays abreast of changing laws, regulations, procedures, innovations, and emerging technologies pertaining to safety and security, applicable to the transit industry and public sector agencies; communicates business implications, and potential impact to all key stakeholders including the Board of Directors, executive management, other District staff, and various public and private entities.
- Performs related duties as required.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Principles and practices of project management and administration at an advanced level of expertise; principles of staff supervision, team building, and motivation; safety practices and procedures; threat and vulnerability assessment methodologies and hazard analyses; emergency planning, preparedness, response, and recovery. applicable federal, state, and local laws, regulations and requirements; current software programs, word processing, spreadsheets, presentation, and databases at the advanced level of proficiency; principles and practices of policy development and implementation; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/supervisors; principles and practices of budget preparation; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

**Ability to:** Effectively direct, develop and monitor goals, objectives, policies, procedures and work standards for assigned programs and the department; provide for the hiring, professional development, work review, and evaluation of staff; develop and administer budgets; communicate clearly both orally and in writing; effectively represent the District in negotiations with contractors, consultants, and representatives of District jurisdictions; communicate ideas and concepts accurately, concisely, and in a compelling manner to all stakeholders; respond rapidly and effectively to unanticipated events and emergencies; respond to emergency situations on a 24/7 basis; quickly learn and proficiently use current and newly developed software and databases as required by the demands of the job; use initiative, discretion and sound independent judgment within general policy guidelines; establish and maintain effective working relationships using principles of excellent customer service.

**Education:** Equivalent to a bachelor's degree from an accredited college or university.

**Experience:** Eight (8) years of recent and verifiable experience in safety program management, security program management, or training program management, including four (4) years of supervisory/management experience.

**License and Certification(s):** None.



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**Physical Requirements:** Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.

**Special Requirements:** Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District facilities.

Established Date: 02/08/2023 (Res. # 23-009)

Revision Date: (Res. No. )