
Auburn University Job Description

Job Title:	Coord, Security Programs	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	EH12	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-exempt		

Job Summary

Assists in the development, implementation, and administration of security programs ensuring that they are in compliance with federal and local policies and regulations.

Essential Functions

1. Prepares, initiates, and monitors security investigation requests by employees ensuring accuracy and completeness.
2. Performs background checks for incoming foreign nations and foreign visitors.
3. Processes incoming and outgoing visit requests by utilizing authorized databases to verify clearance levels.
4. Develops and administers a security education program to include initial and refresher briefings and debriefings.
5. Creates and updates records and reports within the DOD personnel clearance and access database by submitting, requesting, receiving, and monitoring clearances.
6. Conducts foreign travel briefings and debriefings and maintains a record of foreign travel for all cleared employees.
7. Serves as the system administrator for authorized security databases used for the accountability and management of numerous security programs and other related information.
8. Creates and maintains security files in accordance with federal operating standards and guidelines.
9. Collects electronic and paper fingerprints of individuals that require a security clearance or working in sensitive control areas and submits to appropriate government agencies.
10. Assists with self inspection of compliance programs and maintains files, documents, and databases for annual inspections performed by government agencies.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position plus 2 years experience.

Level II Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Business Administration, Political Science, Business Law, or related field

Focus of Experience

Experience in Facility Security Officer, Contract and Grants, or paralegal training

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions 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.

Certification or Licensure Requirements:

Applicant must be a U.S. citizen and able to obtain a U.S. Government Security Clearance

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, reaching, and lifting up to 25 pounds.

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

Date: 8/20/2013
