

SENIOR SECURITY ANALYST

DEFINITION

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized analytical work in judicial branch emergency planning and security; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Emergency Planning and Security Analyst series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects relating to emergency planning and security operations.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Oversees and/or independently conducts complex emergency planning and security-related surveys.
- Compiles, summarizes, and analyzes the results of surveys, prepares recommendations, and makes presentations to management.
- Develops recommendations and implementation plans for complex emergency planning and security programs.
- Drafts reports and other documents relating to emergency planning and security issues, procedures, and programs.
- Conducts surveys, chairs committees with trial court staff to establish emergency planning and security guidelines and best practices.
- Analyzes requirements and formulates plans to meet customer's requirements.
- Produces specialized plans as required including special events and conferences.
- Assist trial and appellate courts in formulating and completing plans as required.
- Conducts training sessions as required.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Will be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Principles and practices of emergency and security plans..
- Principles and techniques of project management.
- Knowledge of natural and man made disaster response providers and plans.
- Principles of plan formatting, printing requirements, and plan maintenance.
- Basic principles of budgeting, cost analysis, fiscal management, and financial analysis.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, presentation, and publishing software.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Analyze, organize, and administer programs and projects.
- Gather data, analyze findings, reason logically, and prepare analytical reports, plans, and recommendations.
- Produce complete disaster and security plans.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, presentation, and publishing software.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in criminal justice or business administration and four years of professional analytical or managerial experience in emergency management facilities, law enforcement or similar role that has

involved program analysis, development, planning, and implementation, including one year of lead experience for those positions identified as lead.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

One year as a Security Analyst with the judicial branch.