## IU Classification Level Guide
### Safety & Security

Positions in this job family provide coordination, administration, and/or management in the areas of safety, risk management, and security/police operations. To accurately classify a position, specific supporting examples of a position’s primary duties and responsibilities in terms of scope, impact, and complexity should be provided.

<table>
<thead>
<tr>
<th>Level</th>
<th>SS1</th>
<th>SS2</th>
<th>SS3</th>
<th>SS4</th>
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</thead>
</table>
| **Overview** | N/A | • A professional contributor in the areas of safety or security without full authority to deviate from established protocols.  
• Has good grasp of professional principles and skills.  
• Knows and effectively uses fundamental concepts, practices, and procedures.  
• Work is of limited scope, typically on smaller, less complex projects/assignments or providing support for larger projects/assignments.  
• Assists in fact finding.  
• Errors generally are limited to unit operations.  
• May be first line supervisors, often of support staff. | • Fully competent safety or security professional, working independently on progressively more complex projects/assignments.  
• The work may involve program ownership.  
*This is intended by design to cover an extensive span of professional work.*  
• Responsibilities are of a professional or highly analytical nature.  
• Jobs may have significant technical requirements with a high level of accountability.  
• Errors may have impact beyond operations but normally are caught and/or corrected prior to significant impact.  
• May train and direct work of junior staff on a shift or otherwise. | • Generally responsible for managing a department or major safety or security function within a department with staff responsibility.  
---OR---  
• Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project/process leadership.  
*This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.*  
• Frequently contributes to management strategy.  
• Establishes priorities; assigns functions; maintains quality control.  
• Errors may have significant impact on operations and/or profits within the organization.  
• Provides total management and expert guidance to lower level staff. |

| Decision Making | | | | |
|-----------------|-----------------|-----------------|-----------------|
| Works in compliance with established procedures. Identifies and resolves readily identifiable problems.  
• Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance.  
• Nature of work requires supervision; exercises limited judgment.  
• Work typically involves regular process checks or review of output by a coworker and/or supervisor. | Performs full range of professional level work that typically requires more complex and less clearly-defined issues.  
• Identifies problems then solutions then takes appropriate action to resolve.  
• Nature of work requires significant independence.  
• Receives guidance only on unusual, complex problems/issues.  
• Typically involves periodic review of output by supervisor/manager. | Has latitude to make operational/procedural decisions within broadly defined parameters.  
• Decisions require a high level of judgment.  
• Guidance from higher management limited to expected outcomes.  
• Generally requires higher managerial approval for policy and/or fiscal variances. |

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#### Level SS1
- Generally works in compliance with established procedure / regulation with process review.
- Conducts safety and / or security inspections audits, and training.
- Prepares reports and assists with analysis and recommendations.
- Conducts related drills, exercises, and adjustments.
- May implement / execute program provisions or assist with those.

#### Minimum Education/Experience (or equiv)
- BS/BA in related discipline.
- Combinations of related education and experience will be considered.
- Generally 0-2 years of experience in related field.

#### Level SS2
- Provides broader range (ownership) of a related safety or security program.
- Work frequently involves more complex problems and less clearly defined issues.
- Makes frequent and significant recommendations on programmatic changes and objectives.
- May manage a distinct function and resources in direct support of a larger program.
- May supervise staff in a shift environment.

#### Minimum Education/Experience (or equiv)
- BS/BA in related discipline.
- Combinations of related education and experience will be considered.
- Generally 2-5 years of experience in related field.

#### Level SS3
- Provides full operational management (ownership) of a clearly defined safety and / or security program, unit, or task force.
- The program is typically a larger umbrella program encompassing multiple sections.
- Plans, sets, evaluates and improves all related policies, procedures, and practices.
- Manages inspections, audits, compliance, training, and all related resources.
- Exercises full managerial authority over all dedicated professional and support staff.

#### Minimum Education/Experience (or equiv)
- BS/BA in related discipline.
- Combinations of related education and experience will be considered.
- Generally 5-8 years of experience in related field.
<table>
<thead>
<tr>
<th>Level Overview</th>
<th>SS5</th>
<th>SS6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typically manages multiple departments.</td>
<td>Responsible for a large unit / dept or multiple functions with a mostly strategic focus.</td>
<td>Manages an unusually large university-wide or campus safety or security function.</td>
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<tr>
<td><strong>---OR---</strong></td>
<td></td>
<td><strong>---OR---</strong></td>
</tr>
<tr>
<td>Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.</td>
<td>Determine organizational design.</td>
<td>Oversees a highly specialized unit, which contributes a high level of strategic importance to the university / campus / Responsibility Center.</td>
</tr>
<tr>
<td>Often makes final decisions on major in-sourcing / outsourcing.</td>
<td>Develops and manages strategic long range plans and budgets for functional areas or significant projects.</td>
<td>Unusually heavy impact on financial and business results on a wide scale.</td>
</tr>
<tr>
<td>Analyzes the effectiveness of and establishes future direction for functional policies and programs.</td>
<td>Aligns policies, products, and development efforts with strategies.</td>
<td>Establishes broad plans and formulates policies for functional area for the university, campus, or responsibility center.</td>
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<tr>
<td>Errors may have significant impact on operations and / or profits within the organization.</td>
<td>Decision Making</td>
<td></td>
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<tr>
<td>Decision Making</td>
<td>Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact.</td>
<td>Decision latitude is wide, minimally constrained by university / campus policies.</td>
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<tr>
<td>Has latitude in decision making.</td>
<td>Decision making is based on the analysis of problems with little precedent.</td>
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<tr>
<td>Characteristic Duties</td>
<td>Serves as second in command for a major safety or security organization at the campus or university level</td>
<td>Directs a major safety or security organization at the campus or university level</td>
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<tr>
<td>Manages managers of programs and / or multiple sections of the organization</td>
<td>Exercises all P5 functions but in a larger unit and on a larger scale</td>
<td></td>
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<td>Minimum Education/ Experience (or equivalent)</td>
<td>BS/BA in related discipline.</td>
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<td>Combinations of related education and experience may be considered</td>
<td>Generally 5-8 years of experience in related field including managerial experience.</td>
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<td>Generally 5-8 years of experience in related field including managerial experience.</td>
<td>Masters plus three years related experience including managerial experience.</td>
<td>Generally 8+ years of experience in related field including managerial experience; certification is required in some areas</td>
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<tr>
<td><strong>---OR---</strong></td>
<td><strong>---OR---</strong></td>
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<tr>
<td>Masters plus five years related experience including managerial experience.</td>
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</tbody>
</table>