

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.

Level	SS1	SS2	SS3	SS4
Level Overview	N/A	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Fully competent safety or security professional, working independently on progressively more complex projects/assignments. • The work may involve program ownership. <p><i>This is intended by design to cover an <u>extensive</u> span of professional work.</i></p> <ul style="list-style-type: none"> • 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 signification impact. • May train and direct work of junior staff on a shift or otherwise. 	<ul style="list-style-type: none"> • Generally responsible for managing a department or major safety or security function within a department with staff responsibility. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership. <p><i>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.</i></p> <ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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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Characteristic Duties		<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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)		<ul style="list-style-type: none"> • BS/BA in related discipline. • Combinations of related education and experience will be considered. • Generally 0-2 years of experience in related field. 	<ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered. ▪ Generally 2-5 years of experience in related field. 	<ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered. ▪ Generally 5-8 years of experience in related field.

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Level	SS5	SS6
<p>Level Overview</p>	<ul style="list-style-type: none"> • Typically manages multiple departments. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Responsible for a large unit / dept or multiple functions with a mostly strategic focus. <p><i>Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Determine organizational design. • Often makes final decisions on major in-sourcing / outsourcing. • Develops and manages strategic long range plans and budgets for functional areas or significant projects. • Analyzes the effectiveness of and establishes future direction for functional policies and programs. • Aligns policies, products, and development efforts with strategies. • Errors may have significant impact on operations and / or profits within the organization. 	<ul style="list-style-type: none"> • Manages an unusually large university-wide or campus safety or security function. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Oversees a highly specialized unit, which contributes a high level of strategic importance to the university / campus / Responsibility Center. • Unusually heavy impact on financial and business results on a wide scale. • Establishes broad plans and formulates policies for functional area for the university, campus, or responsibility center. • Accountable for long term strategic and budgetary decisions. • Errors have significant impact on future operations of the organization/campus/university.
<p>Decision Making</p>	<ul style="list-style-type: none"> • Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact. • Has latitude in decision making. • Decision making is based on the analysis of problems with little precedent. 	<ul style="list-style-type: none"> • Decision latitude is wide, minimally constrained by university / campus policies.
<p>Characteristic Duties</p>	<ul style="list-style-type: none"> • Serves as second in command for a major safety or security organization at the campus or university level • Manages managers of programs and / or multiple sections of the organization 	<ul style="list-style-type: none"> • Directs a major safety or security organization at the campus or university level • Exercises all P5 functions but in a larger unit and on a larger scale
<p>Minimum Education/ Experience (or equivalent)</p>	<ul style="list-style-type: none"> • BS/BA in related discipline. • Combinations of related education and experience may be considered • Generally 5-8 years of experience in related field including managerial experience. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Masters plus three years related experience including managerial experience. 	<ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered ▪ Generally 8+ years of experience in related field including managerial experience; certification is required in some areas <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Masters plus 5 years related experience including managerial experience.