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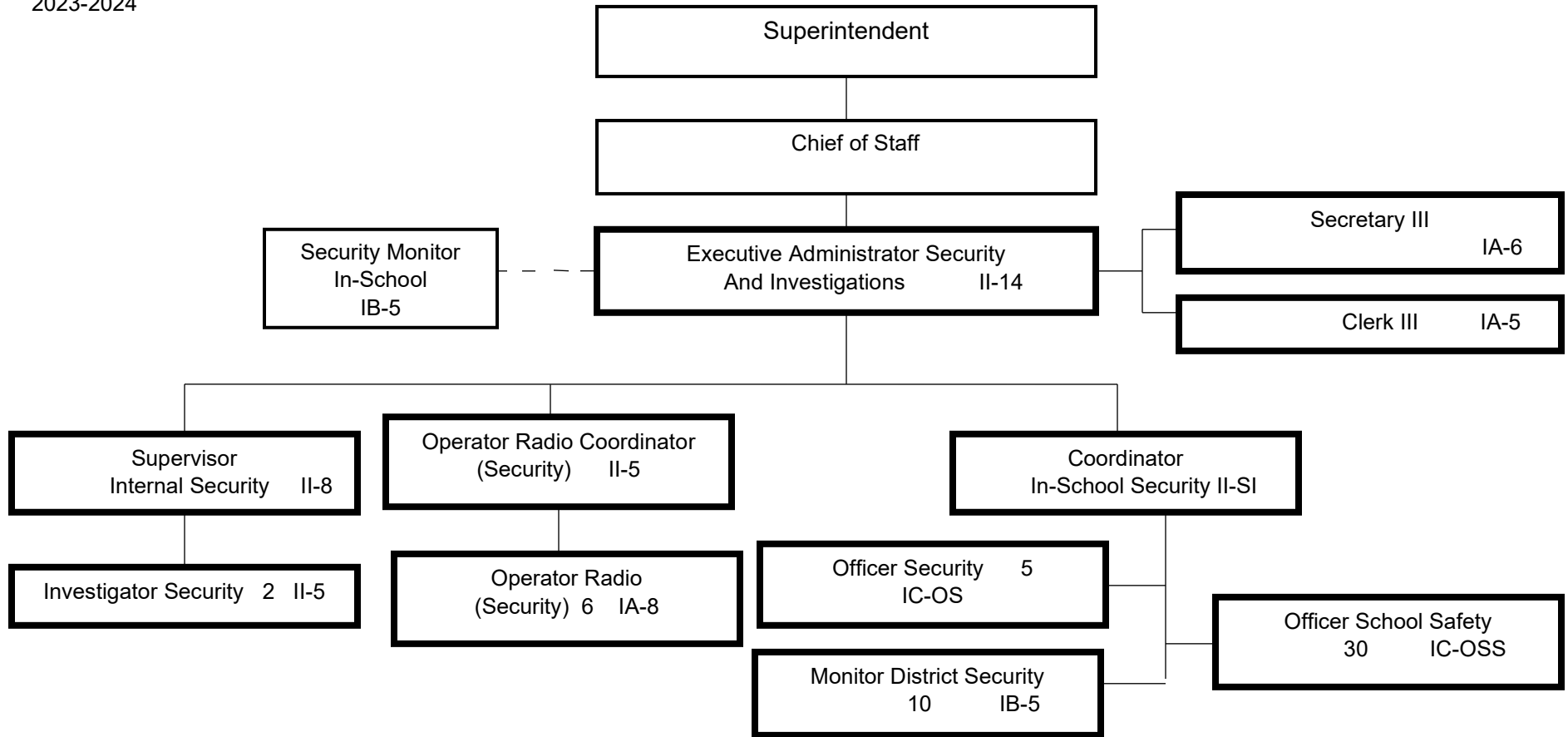
2.

3.

1. Delete on Investigator Security position
2. Add one Operator Radio Coordinator
3. Reclassify Operator Radio positions to grade 8 and update job description.

Summary:

General Fund Positions: 59  
 Categorical Fund Positions: 0



Summary:

General Fund Positions: 59  
 Categorical Fund Positions: 0

B-3

Submitted: 11/14/2023  
 Effective: 11/15/2023



NEW: Submitted:  
11/15/2023 11/14/2023

JOB TITLE:	COORDINATOR, DISTRICT SAFETY DISPATCH (SECURITY)
DIVISION:	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

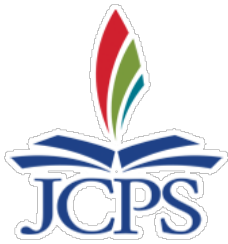
SCOPE OF RESPONSIBILITIES
Coordinates, assigns, reviews, and manages daily activities of the district dispatch center. This includes the overall responsibility for the operations and effective functioning of the center, ensuring work quality and adherence to established policies and procedures. The coordinator provides leadership and direction for the dispatch center as a whole and performs related duties as required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the dispatch center
Oversees scheduling and provides adequate staffing for the dispatch center.
Supervises and directs the work of all employees of the center to ensure proper performance of duties and adherence to rules and regulations.
Develops, administers, implements, and enforces police and procedures.
Conducts correspondence and maintains reports and records relating to the activities of the dispatch center and equipment.
Participates in the selection of assigned staff, provides or coordinates staff training to maintain certification, and works with staff to maintain quality control
Reviews and evaluates radio and other telecommunication transmissions for investigative or training purposes
Prepares a variety of analytical and statistical reports and correspondence on operations and activities
Conducts quality assurance audits of dispatch protocols and systems
Successfully completes Telecommunicator Certification Course and functions as a telecommunicator as needed
Receives all incoming communication for Board of Education during abnormal hours
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Twenty-one (21) years of age
Driver's License
Three years successful radio operations, emergency management, or crisis response experience
Must have success completed or must successfully complete within 6 months of hiring, the State approved Telecommunications Academy
Effective communication skills
Experience in a diverse workplace

DESIRABLE QUALIFICATIONS
Bachelor's degree in Communication, Emergency Management, Law Enforcement Field or work-related experience in the field.
Kentucky Law Enforcement Council Telecommunicator Certification
Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training



JOB TITLE:	OPERATOR RADIO (SECURITY)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE <del>7</del> 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8786
BARGAINING UNIT:	CLAB

**NEW** Submitted:  
 Revised: **07/16/2019**  
**07/17/2019** 11/14/2023  
 11/15/2023

**SCOPE OF RESPONSIBILITIES**

~~Assumes responsibility for the supervision of radio communication and proper dispatching of maintenance and security vehicles.~~ Performs emergency and non-emergency school safety communications. Accurately transmits and receives public safety emergency and informational calls, dispatches school safety units and maintenance vehicles. Monitors computer alarm and energy management system.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Operates a multi-channel, two-way radio ~~base~~ system, public safety radio systems, and other peripheral equipment such as computer-aided dispatch to receive and dispatch coded complaint calls, and service runs to public safety field units
- Verifies situations requiring immediate action
- ~~Dispatches security and maintenance vehicles~~
- Advises responding field units of relevant information regarding public safety and broadcasts all supplemental data necessary to assist field units and communicates changes in conditions and situations which impede departmental response calls
- Records all radio communications, keeps log of ~~various types including all~~ personnel who enter closed schools, and ~~maintains record of~~ all burglar alarms
- ~~Operates Computer Aided Dispatch (CAD) system~~
- Receives ~~emergency and non-emergency~~ calls telephone communication at the C.B. Young Service Center and ~~refers information to proper authorities~~
- Alerts maintenance personnel regarding alarms and emergency call outs
- Monitors computer systems of security and energy management
- Maintains working relationship with Metro Safe and local emergency response agencies
- Determines need for emergency callout of Board employees during abnormal hours
- Receives all incoming communication for Board of Education during abnormal hours
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Twenty-one (21) years of age

Driver's License

Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training

At least one successful year of radio operations experience

Two (2) years of experience in keyboarding and computer skills

Must receive Telecommunicator certification issued by the Department of Criminal Justice Training within six (6) months of employment

Effective communication skills

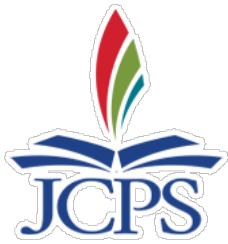
Experience in a diverse workplace

DESIRABLE QUALIFICATIONS

~~One to~~ Three years successful radio operations experience

~~Kentucky Law Enforcement Council Telecommunicator Certification~~ Department of Criminal Justice and Training  
Kentucky Telecommunicator Certificate

Word processing skills



JOB TITLE:	OPERATOR RADIO (SECURITY)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8786
BARGAINING UNIT:	CLAB

Revised: 11/15/2023      Submitted: 11/14/2023

**SCOPE OF RESPONSIBILITIES**

Performs emergency and non-emergency school safety communications. Accurately transmits and receives public safety emergency and informational calls, dispatches school safety units and maintenance vehicles. Monitors computer alarm and energy management system.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Operates a multi-channel, two-way radio system, public safety radio systems, and other peripheral equipment such as computer-aided dispatch to receive and dispatch coded complaint calls, and service runs to public safety field units

Verifies situations requiring immediate action

Advises responding field units of relevant information regarding public safety and broadcasts all supplemental data necessary to assist field units and communicates changes in conditions and situations which impede departmental response calls

Records all radio communications, keeps log of various types including personnel who enter closed schools, and all burglar alarms

Receives emergency and non-emergency calls telephone communication at the C.B. Young Service Center and refers information to proper authorities

Alerts maintenance personnel regarding alarms and emergency call outs

Monitors computer systems of security and energy management

Maintains working relationship with Metro Safe and local emergency response agencies

Determines need for emergency callout of Board employees during abnormal hours

Receives all incoming communication for Board of Education during abnormal hours

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

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Driver's License

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Two (2) years of experience in keyboarding and computer skills
Must receive Telecommunicator certification issued by the Department of Criminal Justice Training within six (6) months of employment
Effective communication skills
Experience in a diverse workplace

<b>DESIRABLE QUALIFICATIONS</b>
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Three years successful radio operations experience
Department of Criminal Justice and Training Kentucky Telecommunicator Certificate
Word processing skills