

JOB INFORMATION

Effective Date	1/17/2023
Job Code:	3291
Job Title:	Supervisor, Police Systems Operations
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Safety & Security
Job Family:	Security
Job Summary	Responsible for maintaining and controlling electronic and mechanical locking systems, CCTV systems, and administration of police software and database systems. Interacts directly with end users to meet their needs. Maintains documentation of all equipment, parts, and tools. Assists in planning the future development of electronic and mechanical access control and CCTV and internal Police Department systems. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Bachelor's degree.	Required	
Bachelor's Degree	Bachelors degree in Computer Science or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Five years of experience with computer and electronic systems including database management and server experience.	Required	
Considerable	Five years of experience with computer and electronic systems including database management and server experience, with some supervisory experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	HIRSCH system certification. Lenel access control experience. Locksmith license.	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to understand and follow oral instructions, departmental and university policy, procedures, rules, and regulations.	Skilled
• Ability to establish and maintain effective working relationships with other employees and the public.	Skilled
• Ability to analyze situations and adopt a quick, effective and reasonable course of action.	Skilled
• Ability to learn new technologies and integration into University infrastructure.	Skilled
• Knowledge and understanding that security outranks convenience.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☒

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Maintain the integrity of the access control and mechanical key systems.	25%
• Manage Police Department software and databases as the Department's System Administrator.	25%
• Research advancements in electronic control and CCTV systems for University application.	10%
• Supervise police services assistant and access control technician operation. Counsel and develop positions as well as develop possible future electronic access positions.	10%
• Maintain an inventory of all equipment, parts and tools.	10%
• Consult with campus personnel in determining their access needs.	10%
• Work with approved vendors to supply access and CCTV services for the university community.	10%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Safety & Security

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting				X		
Carrying				X		
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching				X		
Handling				X		
Grasping				X		
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description