



IN REPLY REFER TO

## United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Office of Indian Education Programs  
Human Resources Office  
P.O. Box 769  
Albuquerque, New Mexico 87103

JUL 27 2004

Memorandum

To: All Education Line Officers  
Principals  
Program Managers/Supervisors  
Business Managers/Technicians

From: Acting OIEP Human Resources Officer *Doris Willie*

Subject: Revised Excepted Qualification/Job Category Standards

Attached for your immediate use are the following revised Excepted Qualification Standards: (1) 57-02, Security Guard, Category 085; and (2) 36-02, School Janitor, Category 3566.

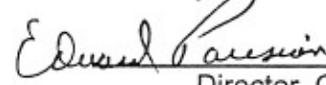
These standards cancel and replace the existing Excepted Qualification Standards accordingly: (1) Standard 57-01, Security Guard, Category 085, approved March 2004. (2) Standard 36-01, School Janitor, Category 3566, approved March 2004.

Experience required for Level 01 is being modified from 1 year to 0 for both job category standards.

If you have any questions or need additional assistance, please call Ms. Doris Willie, Classification Officer, at (505) 248-6963, or email her at [dwillie@bia.edu](mailto:dwillie@bia.edu).

Attachments

Job Category: 085  
Excepted Qual. Standard: 57-02  
Approved: July 2004  
Authority: P.L. 95-561

  
Director, OIEP

## SECURITY GUARD

### CATEGORICAL PAY LEVEL:

Pay Level: 01

### DESCRIPTION OF WORK:

Patrols school complex; checks doors, windows, etc., to ensure that all are secure; maintains surveillance to detect and prevent fires, accidents, vandalism, trespass and hazards. Takes immediate action to personally handle, request assistance or report such incidents, depending on the nature of the situation. Intercepts and questions all individuals in suspect situations to determine if they are authorized or unauthorized. Warns or removes unauthorized individuals from complex by persuasion when possible; escorts to or detains for proper authorities those individuals violating the rules of the complex. Gathers information, descriptions, license numbers, etc., for use by authorities when detention is impossible or unsafe. Engages in physical contact only when absolutely necessary to safeguard property, the individual or persons in the immediate area. Alone or with requested assistance, subdues disorders, misbehavior and unacceptable acts involving students, staff, or staff dependents residing on the complex. Constantly monitors the students and others on campus concerning vandalism, illegal entry, presence or use of intoxicants, drugs or other contraband. When possible, lawfully confiscates contraband and submits to proper authorities.

### LEVEL OF RESPONSIBILITY:

Carries out these and similar security related activities to protect students' lives and property as well as government property.

### POSITION TITLE:

Official title is *Security Guard*. Add the parenthetical title of Leader or Supervisor to the official title for position that is assigned this responsibility.

### BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level: 01  
Education: High School or GED Diploma  
Experience: 0

#### CONDITION OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, since the position requires operation of a motor vehicle in performance of work. The work requires driving throughout the school compound, transport of detainees and/or travel to meet with law enforcement officials. A valid State Driver's license must be maintained as a condition of employment; failure to do so will result in removal from the position.

In accordance with Department of Interior/Bureau of Indian Affairs' Drug-Free Workplace Program all positions categorized to this job category are "Testing Designated Positions". Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing.

#### PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. The ability to hear the conversational voice, with or without a hearing aid, is required.

The position requires regular and recurring physical exertion such as long periods of standing, walking, driving, and similar activities. Incumbents engage in such exertions when responding to alarms, pursuing suspects, or participating in weapons or other kinds of training activities, or walking foot patrols in and around large school campus. Some positions may involve lifting and carrying heavy objects. The positions require common physical characteristics and abilities in agility and dexterity and the strength to pursue, apprehend, and detain uncooperative suspects, or defending oneself or others against physical attack. In addition, the applicant must possess emotional and mental stability.