



STATE OF COLORADO
invites applications for the position of:

Security Guard I

This position is open only to Colorado state residents.

CLASS TITLE: SECURITY I

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway Denver, CO 80203

SALARY: \$2,630.00 Monthly

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 12/17/21

CLOSING DATE: 01/31/22 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, thus we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan](#) or [PERA Defined Contribution Plan](#) plus 401K and 457 plans
[Medical and dental health plans](#)
Employer supplemented [Health Savings Account](#)

Paid life insurance
Short- and long-term disability coverage
10 paid holidays per year plus 8 hours of vacation and 6.66 hours of sick leave a month
BenefitHub state employee discount program
CafeWell employee wellness program
Excellent work-life programs, such as flexible schedules and more.

DESCRIPTION OF JOB:

This Security Guard position is a member of History Colorado's security team, with responsibility for the protection of staff, visitors, and museum property. This position has a high level of customer contact with individuals of all ages and backgrounds.

Work schedule is Tuesday - Saturday and regularly includes schedule changes to work evening events. Occasionally requires working on scheduled days off, as needed.

The duties of this position include:

- Ensuring the protection of the assigned post by patrolling the post during public hours.
- Monitoring any insider and outside of the building activity via Closed Circuit (CC) television for several hours a day.
- Keeping the collections of History Colorado safe and secure by preventing unauthorized persons from touching, handling, defacing, or otherwise tampering with the collections.
- Helping keep staff, visitors and students safe by reporting potential safety violations immediately.
- Keeping the museum, the collections, and persons safe by immediately reporting critical incidents or unusual activity.
- Investigation – Respond to any alerts of suspicious activity.
- Interacting with visitors by providing general information and way finding information in a pleasant and responsive way.
- Works with volunteers and interns.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Preferred Qualifications:

- A year or two of experience as a security guard in a role that required a high level of customer contact and service.
- Security experience in a museum or other cultural institution.

Necessary Special Requirements

- Must become certified in First Aid, CPR, and receive AED training, if hired.
- Must be able to lift and move up to 25 pounds.

Required Competencies:

Reasoning Ability:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Language Skills:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence,
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees in the organizations.

Computer Skills:

- To check e-mail and perform other simple tasks.

Physical demands:

- While performing this job, the employee is regularly required to stand and walk up for several hours a day and also spend a lot of time doing video surveillance.
- Must be able to observe what is taking place while on post.
- Must be able to lift and move up to 25 pounds.

Interpersonal Skills:

- Requires excellent interpersonal skills to interact with members of the public, guests to the History Colorado Center, staff, Board Members, and other individuals, at times in sensitive situations. Often serves as the first point of contact for people entering the facility.

SUPPLEMENTAL INFORMATION:

Effective September 1, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or, submit to twice-weekly serial testing. Upon Hire, new employees will have three (3) business days to provide an attestation to their status with proof of vaccination or begin twice-weekly serial testing for COVID-19.

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this announcement, but if you need assistance

please contact Dany.mccoy@state.co.us.

DEPARTMENT CONTACT INFORMATION:

Dany.McCoy@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.coloradohistory.org>

Position #GCA_0152_12.21

SECURITY GUARD I

DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Security Guard I Supplemental Questionnaire

- * 1. History Colorado staff has been working together in response to the events that happened in 2020 to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

* Required Question