

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CONSERVATION OFFICER - LAW SUPERVISOR

JOB DESCRIPTION

Employees in this job are supervisors of Conservation Officers, ensuring that full law enforcement services are provided, establishing and coordinating work relationships and programs with other law enforcement agencies, and promoting public interest in the use and conservation of natural resources. The employee works within general methods and procedures and exercises independent judgment to select the proper course of action.

There are four classifications in this job.

Position Code Title – Conservation Officer-Law Supervisor-1

Conservation Officer-Law Supervisor 13

The employee serves as a first-line supervisor of subordinate Conservation Officers for an assigned area.

Position Code Title – Conservation Officer-Law Supervisor-2

Conservation Officer-Law Supervisor 14

The employee serves as a first-line supervisor of Conservation Officer 12 positions in a highly complex area. Under administrative supervision, the employee has the responsibility for environmental investigations or special investigations on a statewide basis. These positions are recognized as highly complex due to their statewide responsibility for programs that are of major importance to the Department.

Position Code Title – Conservation Officer-Law Supervisor-3

Conservation Officer-Law Supervisor 15

The employee serves as a district supervisor or as a second-line supervisor of Conservation Officer 12 positions at this level. As a district supervisor, the employee has responsibility for all conservation law enforcement activities in a district of the state. The employee supervises all Conservation Officers in the district through area supervisors. The district supervisor is under the general supervision of a regional supervisor. As a second-line supervisor of Conservation Officer 12 positions, the employee typically supervises officers in specialized areas of law enforcement through subordinate supervisors at the 14 level.

Position Code Title – Conservation Officer-Law Supervisor-4

Conservation Officer-Law Supervisor 16

The employee serves as a regional supervisor. The employee plans, organizes, directs, and supervises the work of subordinate Conservation Officer-Law Supervisors in the region. Working through district supervisors, the employee promotes uniform

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interpretation of laws, rules, and regulations; provides training and direction to field personnel; coordinates law enforcement activities with those of other divisions and agencies; and acts as a speaker/representative for departmental programs.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Answers telephone calls and correspondence from the general public, the news media, and government officials requesting information and assistance on all phases of resource programs.

Receives reports, complaints of law infractions, and request investigations; conveys such reports to field and complaints to conservation officers for appropriate action.

Receives, reviews, and evaluates officer reports of activity, arrests, prosecution, and investigations in order to monitor the quality and quantity of work being performed.

Provides liaison for the Department of Natural Resources to public and private agencies, the legislature, and the public.

Patrols areas of the district with Conservation Officers in order to evaluate their proficiency and methods of operation, and to assist them with unusual or difficult problems.

Directs the implementation of program goals, policies, and procedures.

Directs the activities of a conservation law enforcement program area.

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Prepares estimates of expenditures and costs of various district/regional activities and monitors and controls expenditures to remain within budgeted amounts.

Provides interpretation of laws and policies to Conservation Officers.

Performs conservation law enforcement and public relations activities.

Develops policies, procedures, and goals for the assigned program, and ensures adherence to them.

Cooperates in the activities of other divisions of the Department by appropriate allocation of enforcement resources.

Assigns, inventories, and directs the maintenance of equipment within the district.

Organizes group patrols and group investigations.

Conducts regular meetings of personnel for purposes of training Conservation Officers in methods and procedures of law enforcement and to apprise them of new laws, policies, and procedures which affect their work.

Provides oversight for background investigations of Conservation Officer candidates.

Testifies before various groups and committees regarding the designated programs.

Performs related work as assigned.

Additional Job Duties

Conservation Officer-Law Supervisor 14

Plans long-range goals, policies, and procedures for the statewide program.

Plans long-range goals, policies, and procedures for a designated division branch, such as, Special Programs Enforcement, Field Services Enforcement branch, etc.

Develops and coordinates the printing of manuals pertaining to the designated programs.

Conservation Officer-Law Supervisor 14, 15

Prepares summaries of district safety and recreational activities, including statistical reports on various activities such as wildlife surveys, recreational activities, arrests, and prosecutions.

Conservation Officer-Law Supervisor 16

Prepares regional law enforcement budget requests; monitors and controls the expenditure of funds by districts; requisitions and distributes law enforcement material and equipment for the region.

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Formulates plans for and directs the assignment of Conservation Officers to other divisions of the department when such assistance is requested.

Prepares and supplies news media, clubs, and the general public with information relating to laws, programs, fishing, and hunting conditions and department activities.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 13 and 14 levels, thorough knowledge is required at the 15 level, and extensive knowledge is required at the 16 level.

Knowledge of departmental rules, regulations, and policies related to the work of Conservation Officers.

Knowledge of state and federal laws and regulations pertaining to conservation of the natural resources of the state.

Knowledge of investigation and law enforcement methods, procedures, and policies and the laws governing and prescribing the powers and authorities of a law enforcement officer.

Knowledge of criminal justice procedures employed in the prosecution and adjudication of alleged law violations.

Knowledge of the activities and programs of other divisions of the Department of Natural Resources.

Knowledge of supervisory methods, practices, and techniques.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of office management practices and procedures.

Knowledge of report writing methods and procedures.

Ability to coordinate law enforcement programs.

Ability to identify training needs of subordinates.

Ability to understand, interpret, and apply procedures and directives.

Ability to maintain good relationships with employees and the public.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Conservation Officer-Law Supervisor 13

Ability to assign appropriate priorities to work activities based on organizational goals, policies, and procedures.

Conservation Officer-Law Supervisor 14, 15

Ability to organize and analyze available information and draw sound and reasonable conclusions.

Conservation Officer-Law Supervisor 16

Ability to organize, manage, and supervise field activities throughout a region.

Working Conditions

Conservation Officer positions located in the Department of Natural Resources require employees to maintain a telephone in their residence and a listed telephone number in the area telephone directory.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work any day of the week or any shift.

Physical Requirements

The job duties require an employee to work under stressful conditions.

Absence of any physical limitation which would impair efficient performance as a Conservation Officer.

Education

Education level typically acquired through completion of high school and completion of required Basic Law Enforcement Officer Training Program.

Experience

Conservation Officer-Law Supervisor 13

Four years of experience equivalent to a Conservation Officer, including three years equivalent to a Conservation Officer E11 or one year equivalent to a Conservation Officer 12.

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Conservation Officer-Law Supervisor 14

Five years of experience equivalent to a Conservation Officer, including two years equivalent to a Conservation Officer 12 or one year equivalent to a Conservation Officer -Law Supervisor 13.

Conservation Officer-Law Supervisor 15

Six years of experience equivalent to a Conservation Officer, including two years equivalent to a Conservation Officer-Law Supervisor 13 or one year equivalent to a Conservation Officer-Law Supervisor 14.

Conservation Officer-Law Supervisor 16

Seven years of experience equivalent to a Conservation Officer, including two years equivalent to a Conservation Officer-Law Supervisor 14 or one year equivalent to a Conservation Officer-Law Supervisor 15.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CONOFLSPV

Job Code Description

Conservation Officer-Law Supervisor

Position Title

Conservation Officer-Law Supervisor-1

Conservation Officer-Law Supervisor-2

Conservation Officer-Law Supervisor-3

Conservation Officer-Law Supervisor-4

Position Code

CONOSPV1

CONOSPV2

CONOSPV3

CONOSPV4

Pay Schedule

NERE-123

NERE-124

NERE-125

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ECP Group 3
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TeamLeaders