

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CONSERVATION OFFICER SPECIALIST

JOB DESCRIPTION

Employees in this job serve as professional law enforcement officers with authority to enforce the general criminal laws of the state in a specialized area of law enforcement designed to protect the state's environment, natural resources, and public safety; or as an administrative assistant to a manager, administrator, or executive. Employees have sole responsibility for a unique program area that has a major significance to the department's mission and that impacts numerous other natural resources or environmental quality program areas and operations that have been identified by the department and accepted by Civil Service. The employee does not supervise.

There are three classifications in this job.

Position Code Title – Conservation Officer Specialist-2

Conservation Officer Specialist 13

The employee will serve as an administrative assistant with essential functions to advise and assist a manager or director of the Department of Natural Resources' Law Enforcement Division or Department of Environmental Quality's Office of Criminal Investigation. The position reports directly to the official in a staff capacity, and is typically involved in budget development, program planning, policy and procedure development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

Position Code Title – Conservation Officer Specialist-3

Conservation Officer Specialist 14

The employee will serve as the legislative specialist for the Law Enforcement Division or Office of Criminal Investigation and have responsibility for coordinating all of the division's legislative activities, drafting proposed legislation, and providing legal opinions and analysis.

Position Code Title – Conservation Officer Specialist-4

Conservation Officer Specialist 15

The employee is responsible for the Marine Safety, Hunter Safety, Field Services or the Safety, Training and Employment Program, or Special Program Operations. In these capacities the employee will represent the division on a statewide basis for all programmatic responsibilities.

Employees in this job are the department's subject matter experts on the respective program areas and are the departmental spokesperson for the subject area; provide consultation to others on the program's operation; and provide significant input into the

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development of policies and procedures for the specialized area. The work requires advanced technical knowledge of the specialized area, gained through on-the-job experience, extensive on-the-job training, or formalized education. Conservation Officer Specialists typically do not have the benefit of receiving technical direction. They report organizationally to a manager or director.

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.

Advises and assists the division manager or director in all areas of the official's responsibilities.

Assists in the development of long term management strategies for the division.

Develops, implements, and enforces policies, procedures, and field directives regarding specific enforcement.

Provides direction and guidance to field staff regarding proper implementation of the program area(s).

Conducts research into the feasibility of revising programs and services to improve customer service and gain greater compliance with laws.

Serves as the department's primary spokesperson relative to the subject area(s) of expertise.

Develops and implements training programs to enhance the knowledge, skills, and abilities of other law enforcement officers.

Supervises and directs the compilation and analysis of statistics regarding the specialized area(s).

Formulates, monitors, and reviews proposed legislation relative to the specific program area(s).

Performs duties of unusual significance to the department.

Monitors all programs to identify potential problems and render solutions with respect to the specialized area of Conservation Officer law enforcement.

Represents the division director in meetings with the public, legislators, federal personnel, departmental executive staff, and other high level officials.

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Interprets complex legal documents and works with representatives of the Attorney General or other state, federal, or tribal agencies to resolve problems.

Maintains records and prepares reports and correspondence related to the work.

Carries out special projects as assigned by the administrator.

Assists in program planning, policy, and procedure development for the division.

Participates in budget development for the division.

Represents the administrator at meetings.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting and management.

Knowledge of the operational and technical problems involved in the administration of a specialized area of law enforcement.

Knowledge of the assigned specialty area.

Knowledge of methods of planning, developing and administering conservation law enforcement programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the programmatic and developmental aspects of the assigned program area(s).

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

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

Knowledge of life saving and first aid methods and techniques.

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Knowledge of the general criminal laws of the state.

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

Knowledge of criminal investigation methods and techniques.

Knowledge of training principles and techniques.

Knowledge of self-defense techniques.

Knowledge of the reporting methods and techniques.

Skill in the use of firearms.

Skill in the use of equipment and vehicles associated with the work.

Ability to plan, direct and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to the specialized areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate and expedite work projects.

Ability to interpret complex laws, rules and regulations.

Ability to operate equipment and vehicles used in the work, such as automobiles, snowmobiles, boats, off-road vehicles, weapons, speed and sound measuring devices, and photographic and communications equipment.

Ability to communicate with others verbally and in writing.

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.

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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.

Experience

Conservation Officer Specialist 13

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

Conservation Officer Specialist 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 13, Conservation Officer Specialist 13, or Conservation Officer-Law Supervisor 13.

Conservation Officer Specialist 15

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

Special Requirements, Licenses, and Certifications

Successful completion of the Conservation Officer Recruit School and Michigan Law Enforcement Officer Training Council basic police school.

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

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CONOFFSPL

Job Code Description

Conservation Officer Specialist

Position Title

Conservation Officer Specialist-2

Conservation Officer Specialist-3

Conservation Officer Specialist-4

Position Code

CONOSPL2

CONOSPL3

CONOSPL4

Pay Schedule

NERE-123

NERE-124

NERE-125

ECP Group 2
Revised 6/1/06
TeamLeaders