

Position Code 1.

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Conservation Officer Spl-SS	10. Division Law Enforcement
5. Working Title (What the agency calls the position) Information Technology Specialist	11. Section Information Technology and Communications
6. Name and Position Code Description of Direct Supervisor PAPINEAU, MARK D; CONSERVATION OFFICER LAW SPV-3	12. Unit Information Technology
7. Name and Position Code Description of Second Level Supervisor WOLF, JENNIFER E; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work / M-F; varied/irregular/minimum 80 hours
14. General Summary of Function/Purpose of Position	
<p>This position serves as the sole state-wide specialist in the areas of law enforcement technology, equipment and training for such. This position functions as the division's expert in conducting research, testing and evaluation of computer software and hardware and other law enforcement technology and equipment. This position develops policies and procedures for the appropriate and efficient use of law enforcement technology; conducting division-wide training in the proper use and benefits of available technology; problem-solving malfunctions or user errors with the equipment, software and hardware. This position functions as the specialist testing and evaluating law enforcement technology, equipment and commercial software programs. This position monitors guidelines and training courses related to the implementation and proper use of technology and equipment. This person is the division's liaison with personnel and external agencies and vendors to independently resolve complex and technical issues related to these functions.</p> <p>The position is essential to the continued success of the division's mission to enhance the availability of quality technological and equipment resources and implement efficient training methodologies to enhance law enforcement officer performance. The purpose is to support the entire division by consolidating expert knowledge, skills and abilities to efficiently meet the division's increasing needs for modern law enforcement technology, equipment and enhanced training methodologies.</p> <p>This position is a DART, firearm carrying position.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Performs research, develops policies and procedures; provides advice on solutions

Individual tasks related to the duty:

- Exercising the knowledge, skills, and abilities developed through training and experiences as a conservation officer, and do all of the following:
- Research available, cost-effective technology and equipment solutions that will enhance the division's ability to operate efficiently and effectively toward the completion of its mission.
- Develop purchasing plans and coordinate with other divisions and departments for the acquisition of new or enhanced technology solutions and equipment.
- Develop plans for the purchase, implementation of training, and maintenance of new or enhanced technology and equipment
- Provides advice to the Information Technology & Communications (ITCS) section supervisor on long-term technology strategies and equipment that would enhance the efficiency and effectiveness of LED operations.
- Develops draft policies, procedures, and training programs regarding newly acquired technology and equipment and enforces policies, procedures, and field directives.
- Implements new programs that use technology and equipment for the enhanced performance of the division, including crime and data analysis and reporting.
- Coordinate with DTMB, other departments, divisions and internally in obtaining, analyzing and reporting division activity data and crime data in support of the division and department.
- Monitor programs and the use of technology, software, and equipment for potential problems and render solutions with respect to LED law enforcement functions.
- Acts as the Division's lead contact for officers and staff having difficulty accessing or using assigned technology and equipment; coordinates with other divisions and departments or vendors to render solutions when necessary.
- Establish and coordinate ad-hoc testing groups that will test and evaluate new technology equipment.

Duty 2

General Summary:

Percentage: 20

Manages the division's crime analysis and administrative data needs.

Individual tasks related to the duty:

- Coordinates with others in the division to ensure quality data is obtained from the various division's software resources and problem-solves for errors.
- Directs the compilation and analysis of statistical data for later use in investigations and for administrative reporting needs.
- Directs routine statistical data reporting for the benefit of the division's field operations, Special Investigations Unit, LED administration, and department administration when requested.
- Uses available department software and GIS programs to record, display, and analyze crime reporting and trends.
- Assists officers, management, and WRPS in large scale data investigations for prosecution.
- Data mines social media sites and platforms for investigative purposes.
- Maps trends, hotspots, and activity analytics for both workload allocation and crime predication.

Duty 3

General Summary:

Percentage: 20

Law enforcement technology program manager.

Individual tasks related to the duty:

- Represents the division in meetings regarding the division's technology and equipment needs and use and provides requested data and data analysis as appropriate.
- Prepares correspondence and maintains records relative to the division's technology, data, and equipment utilization and future needs.
- Facilitates internal LED focus groups on the needs of conservation officers relative to technology and equipment; routinely solicits input from internal stakeholders.
- Performs enforcement duties as a Conservation Officer enforcing the general criminal statutes.
- Performs other duties as assigned.

Duty 4

General Summary:

Percentage: 15

Technology training manager.

Individual tasks related to the duty:

- Develop new training material relevant to law enforcement operations and technology.
- Coordinate with other divisions and departments to share resources, integrate solutions and stay current with online training resources.
- Facilitates and conducts training, including refreshers, on newly acquired and previously implemented technology and communication equipment.
- Help-desk support for the online training management software including resetting passwords, assigning training based on job classification, rank, or temporary assignment, tracks the progress of mandatory training and implements promotional and career development courses.
- Researches and keeps current on technology issues governing conservation law enforcement and developing training curriculums to capture changes and training needs.

Duty 5

General Summary:

Percentage: 5

General law enforcement duties.

Individual tasks related to the duty:

- Perform general law enforcement duties as assigned.
- Comply with all mandatory training or assigned training.
- Conducts evaluations of law enforcement equipment and technology in actual operational environments to determine effectiveness, reliability, and mission suitability.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

The person in this position has the authority to make decisions in compliance with established law, rules, and policies and procedures to accomplish the duties assigned by supervision. The duties include exercising good judgment based on the person's knowledge, skills and abilities to conduct research and analysis of products; training programs and techniques; policies and procedures; and the analysis of data that are of benefit to Law Enforcement Division personnel. Those affected include staff members who collect and analyze data in various software programs, the Information Technology & Communications Section and divisional instructors, investigators, and administrators who benefit from the selection of appropriate technology, equipment, and data analysis. The decisions made also affect the knowledge base of the division's personnel; the performance of personnel by being equipped with the appropriate technology and equipment, and the data quality obtained and stored by the division.

17. Describe the types of decisions that require the supervisor's review.

Approval of projects, budgets, large expenditures, out of state travel, and assisting with contract negotiation and evaluation.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position is a law enforcement position and is required to meet the physical needs of a sworn conservation officer as well as general office work, working with computers and peripherals (monitors/keyboards, etc.) and software programs. Due to the multitude of tasks, coordination of efforts required with others, and projects expected, the person may experience stress related to workload and deadlines.

Position requires ability to make quick decisions under exigent circumstances. Subject to the same hazards, working conditions and physical effort as the field officers. Officers are required to wear a uniform, carry issued firearms and receive certification training with firearms. They are trained to become proficient in survival tactics (ST) and pass annual ST practical exam, first aid, CPR, operation and maintenance of specialized equipment and patrol vehicles.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The essential functions of this position are to perform the duties of a law enforcement officer as well as assist the supervisor of the Information Technology & Communications Section which is responsible for crime and data analysis, the division's records management system and research into effective training, equipment and technology. The person who holds this position will use their law enforcement training and experience to conduct research into effective training programs, equipment, and technology for use by other personnel within the division. Periodically, the person in this position will be required to perform field duties as a conservation officer and will maintain a working knowledge of the impacts technology and equipment use have on the performance of field officers. The person will also manage the efforts in collecting, analyzing, and reporting data from several sources in the division for the benefit of others involved in law enforcement activities, investigations, and administration.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The section is responsible for the division's law enforcement training needs; policy development, review, and analysis, legislative bill analysis; and the division's data collection, storage, analysis, and reporting. The section manages the research, evaluation, and acquisition of equipment necessary to carry out a law enforcement function and the training of officers who use that equipment. The section is responsible for accurate data collection and data error management; data analysis, and publishing reports for a variety of law enforcement and administrative needs, specifically interacting with the division's records management software (currently SRMS and LED Apps). The person will manage the efforts of researching viable equipment, technology, and training solutions for addressing the division's needs. Additionally, the position will act as the manager for coordinating with others in state government for the acquisition of products and services. The person in this position will lead the section's efforts in crime analysis efforts of the available data to support the field districts and investigative units. The person in this position must also function as a licensed MCOLES law enforcement officer.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Conservation Officer 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles and techniques of administrative management including planning, training, budgeting, and management. Knowledge of laws, rules, policies, and procedures related to the department and division. Able to recognize the operational needs of the division relative to its equipment, training, and technology to safely and successfully accomplish its mission. Knowledge of the software programs used by the division and the ability to access, analyze, and report on the data held by these programs. Must be computer literate. Knowledge of training and learning principles in the field of law enforcement. Must have knowledge and skills in the safe and lawful use of law enforcement equipment including, but not limited to, firearms and less-lethal weapons. Ability to formulate policies and procedures relative to the appropriate use of available technology, safe and legal use of law enforcement equipment, training management, and the proper recording of data in the records management system. Ability to lead and participate with diverse groups of individuals in team efforts to accomplish these tasks. Knowledge of criminal investigation methods and techniques, including those involving data analysis and social media analysis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be MCOLES certified. DART gun carrying designation.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date