State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. CONOSPV2A01N

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** ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description CONSERVATION OFFICER LAW SPV-2	**10. Division** LAW ENFORCEMENT
5. Working Title (What the agency calls the position) 2/LT.	**11. Section** ENVIRONMENTAL
6. Name and Position Code Description of Direct Supervisor LUCE, ELTON, E; CONSERVATION OFFICER LAW SPV-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor KIEFT, BRANDON,S; STATE BUREAU ADMINISTRATOR 18	**13. Work Location (City and Address)/Hours of Work** TBD - EGLE DISTRICT OFFICE LOCATION / 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

Supervisor is responsible for planning, coordinating, and directing the activities of 4 to 10 Conservation Officer 12 level investigators within a designated administrative unit to meet routine environmental investigation and special enforcement needs. Monitors investigations and department initiatives, assuring that priorities are met in line with department objectives. Handles administrative duties, oversees safety and training within the unit, acts as liaison with other agencies (i.e., local, state, federal, and international) as well as with the general public. Conducts other similar duties as assigned or directed by management. Unusual demands required by this position include long hours, after work hour calls, extensive travel and overnight stays without advance notice, preemption of scheduled vacation time, and the preparation of detailed written reports for immediate briefings.

This position is designated as security-sensitive and therefore requires a criminal history background check.

This position is MCOLES certified and required to carry a firearm. The position needs to be in the DART, gun carrying designation.

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: 65**

Plans, organizes, directs, and staffs an enforcement program to accomplish department and office objectives based upon strategic, business, and work plans. Manages the availability, distribution, maintenance, and use of safety, investigative, and technical equipment. Makes investigator case assignments and reviews case management, priorities, progress and direction, both informally and during formal case audits. Organizes manpower, equipment, and other resources for special enforcement efforts and investigations that may include other division and department personnel. Reviews Pollution Emergency Alerting System (PEAS) complaints and makes appropriate assignments for investigator follow up. Reviews and authorizes travel expense vouchers, state vehicle usage reports, leave authorizations, overtime, time and attendance reports, investigator activity logs, case update reports, investigation reports, and equipment logs. Prepares quarterly update report of investigator activity within unit of responsibility. Makes staffing recommendations and participates in the investigator candidate selection process.

Individual tasks related to the duty:

- Conducts on-going work product reviews to ensure timely case movement.
- Develops and implements a detailed unit work plan based upon the division's strategic plan.
- Remains knowledgeable of all criminal laws, environmental laws, search and seizure issues, and their application.
- Maintains a case tracking system for the unit.
- Prepares quarterly reports of all case activity within the unit.
- Maintains information in a database that tracks all equipment within the unit.
- Authorizes overtime for project completion within budgetary constraints, as approved by management,
- Assigns cases and other details to investigators
- Reviews DARs and TEV's
- Approves time sheets for investigators
- May conduct preliminary investigations

Duty 2

General Summary: **Percentage: 20**

Meets with investigators and develops individualized performance objectives and implementation plans to accomplish department and office objectives in line with the division strategic plan. Works with First Lieutenant, staff and district environmental protection supervisory staff in the development and implementation of work plans. Assists First Lieutenant in the development of plans for special enforcement/surveillance/patrol efforts using investigators, other departmental and other agency partners. Serves on special committees representing the division. Staffs training programs as directed by the First Lieutenant. Provides training for investigators, other departmental and other agency partners. Remains current on all issues affecting environmental law enforcement and the general criminal law statutes, with emphasis on general criminal law violations that coincide with criminal environmental violations.

Individual tasks related to the duty:

- Establishes performance measurements for investigators within the unit in line with department objectives.
- Ensures investigator understanding of and compliance with the division strategic plan and how it relates to department objectives.
- Works in collaboration with the First Lieutenant to achieve division objectives.
- Seeks out available training programs that positively enhance investigator performance.
- Remains knowledgeable of ever-changing environmental laws, both on the state and the federal level.
- Remains knowledgeable of the general criminal laws, penal code violations, and their appropriate application.
- Establishes quarterly unit meetings for updating unit staff.

Duty 3

General Summary: **Percentage: 10**

Prepares probationary service ratings, performance objectives, performance evaluations, and composite position descriptions in line with department and division objectives. Develops, monitors, and approves changes in investigator work schedules in accordance with the most current applicable labor agreement. Responsible for random drug and alcohol testing of investigators. Responsible for counseling of investigators. Intercedes in disputes between investigators and the public, other departmental, and/or other agency partners regarding case priority, direction, progress, and management in alignment with division policies and general orders. Conducts investigations into complaints regarding investigator behavior that may lead to disciplinary action.

Individual tasks related to the duty:

- Remains knowledgeable of department and division policies, procedures, and operational methods.

- Remains knowledgeable of the applicable management and union labor agreement.
- Determines labor agreement impacts on program performance.
- Monitors and documents investigator performance and counsels as needed.
- Immediately notifies First Lieutenant and accurately logs complaints filed against investigator regarding behavior.
- Conducts immediate and thorough unbiased investigations into complaints of investigator behavior.

Duty 4

General Summary: **Percentage: 5**

Relating to specific cases or environmental enforcement topics, coordinates public relations activities with departmental press spokesperson to determine what information is to be released. May direct investigators to present/draft news releases in conjunction with departmental press spokesperson. Promotes public relations by giving talks, interviews, and presentations on environmental topics and law to the media and various other organizations, with the advance approval of the First Lieutenant and in accordance with departmental policies. Responds to requests for advice/interpretation of statutory, administrative, and case law. Conducts environmental investigations and program review investigations as assigned by First Lieutenant, or investigates self-initiated cases compatible with other job demands. Enforces other violations of state law when encountered during daily activities. May be called to participate in federal enforcement actions. Directs the drafting of administrative search warrants for other divisions, when requested, for the purpose of gaining access to investigate suspected environmental problems. Acts as a liaison with courts, prosecutors, and other law enforcement partners and acquaints them with environmental laws that are unfamiliar to them.

Individual tasks related to the duty:

- Remains knowledgeable of department policies and procedures.
- Maintains contact with department press spokesperson during high profile investigations.
- Keeps First Lieutenant current on public relations plans to ensure consistency of overall department message.
- Remains knowledgeable of ever-changing environmental laws, administrative procedures, and case law.
- Maintains familiarity with all federal and state criminal laws.
- Remains knowledgeable about the focus of other law enforcement agencies.
- Serves as a resource for other divisions and other agency partners.
- Continues to develop partnerships with other agencies within the law enforcement community to the benefit of the environment.

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

Investigation, enforcement, surveillance strategies/procedures/priorities. Value and weight of evidence/testimony. Determination of witness and investigation targets. Circumstances requiring work beyond scheduled work hours to protect/preserve evidence, public health, and/or safety of the environment that allow for work time flex. Degree of coordination between various agencies. Use/protection of confidential informant information. Search and seizure situations. Acceptance of plea agreements. Temporary assignments of investigators. Informal counseling of investigators. Routine purchases that are clearly operational in nature pursuant to division policy.

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

Cases with interdivisional, interdepartmental, statewide, national, and/or international implications. Case/workload management options involving overtime. Unusual or non-routine purchases in accordance with division policy. Public relations plans and news releases. Personnel matters, discipline, and formal counseling of investigators. Establishment of binding or perceived non-binding practices between bargaining unit members and division management.

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.

Periodic standing and sitting. Potential exposure to wet, cold, heat, noise, dust, smoke, odors, fumes, fire, chemicals, vegetation, contaminated air, contaminated soil, contaminated water, and occasional exposure to radiation is also possible.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
PENNONI, HOLLY J	CONSERVATION OFFICER SR-A 12	BOWEN, CHRIS A	CONSERVATION OFFICER SR-A 12
BOUDREAUX, JOSHUA	CONSERVATION OFFICER SR-A 12	LEE, DANIEL R	CONSERVATION OFFICER SR-A 12

Additional Subordinates

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

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	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?

- Provides professional leadership in collaboration with the executive lieutenant that enables the investigative unit to achieve the division mission and department objectives.
- Develops/implements unit work plan in alignment with the division strategic plan, utilizing investigators meaningful input.
- Trains and develops unit personnel to reach their full potential, provide improvement, and limit department liability.
- Prepares timely, accurate, and concise professionally written reports.
- Conducts continuous work product reviews to maintain investigator focus and ensure timely case movement. Coordinates multi-divisional and multiple agency investigations into violations of state and federal laws.
- Supervises preparation of major cases for referral to Attorney General or prosecuting officials.
- Negotiates restitution on behalf of the department for damages or expenses in criminal cases.
- Provides immediate assistance to other divisions upon request, ensuring that department objectives are met.
- Establishes/maintains accurate computerized records of unit's equipment and case activities, with timely updates.
- Provides accurate information, such as when responding to administrative, case law, and statute interpretation request.
- Promotes teamwork and partnerships, displays a positive attitude, and facilitates diffusion of innovation.
- Manages time effectively to ensure maximum product output.
- Keeps the first lieutenant informed of unit activities and case movement by providing timely written update reports.
- Performs other related duties as assigned.

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

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

It protects the public health and natural resources in a professional manner, utilizing proactive enforcement methods, teamwork and partnerships, delivering prompt, high quality, and thorough investigations of suspected criminal violations of environmental laws. This position leads the effort in a designated area, approximately half of the state. This position supervises an armed staff of highly trained law enforcement officers who investigate environmental crime for the purpose of criminal prosecutions. It is the responsibility of this position to ensure that timely investigations revolving around suspected criminal violations of environmental laws occur in an ethical and professional manner. It is also the responsibility of this position to ensure, through continuous work product reviews and other means, that the investigations conducted by the investigators in this unit are timely, accurate, thorough, complete, and consistent with department and division policies, procedures, orders, directives, and operations manuals. This requires intimate knowledge of the various environmental laws, criminal and administrative processes and procedures, department policies, and a complete understanding of division's operating procedures. This position is designated as security-sensitive and therefore requires a criminal history background check. This position is MCOLES certified and required to carry a firearm. The position needs to be in the DART, gun carrying designation.

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

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 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 or Conservation Officer Specialist 13.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Substantial knowledge of department and division missions, targets, means, and measurements.
- Substantial knowledge of environmental laws, regulations, and related issues.
- Substantial knowledge of code of criminal procedure, search and seizure issues, and court procedures.
- Substantial knowledge of department and division policies and operating procedures.
- Knowledge of administrative procedures, general criminal laws, and penal codes.
- Skilled in communication, both verbal and written, as well as listening to understand and emphatic listening.
- Skilled in technical aspects of environmental matters.
- Skilled in problem solving and conflict negotiation; skilled in preparedness and organization.
- Skilled in department and division administrative duties and responsibilities.
- Ability to be proactive; to properly follow directions; to achieve maximum productivity of work unit.
- Ability to communicate properly, both written and verbally.
- Ability to accept change as an early adopter and lead others to this acceptance level.
- Ability to train, direct, and coordinate the work of others to maximize efficiency and effectiveness.
- Ability to negotiate with an abundance mentality.
- Ability to work with computers to accomplish division the mission and responsibilities.
- Ability to innovative; ability to accept constructive criticism in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS:

Peace officer certification through the Michigan Commission on Law Enforcement Standards. Required to maintain the ability to carry a firearm on duty. 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**