

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. CNSVOFREA

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) Resource Management
4. Civil Service Position Code Description CONSERVATION OFFICER-E	10. Division Natural Resources
5. Working Title (What the agency calls the position) Conservation Officer-E	11. Section
6. Name and Position Code Description of Direct Supervisor ; CONSERVATION OFFICER LAW SPV-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; CONSERVATION OFFICER LAW SPV-3	13. Work Location (City and Address)/Hours of Work 80 HOUR PAY PERIOD, HOLIDAYS AND WEEKENDS

14. General Summary of Function/Purpose of Position

Enforce the laws, rules and orders relating to natural resources and environmental protection. Check licenses, permits and species of fish and wildlife. Investigate complaints. Issue citations and make arrest for natural resource and criminal violations. Contact prosecutors and judges, serve warrants, appear and testify in court. Complete and submit reports. Maintain records and files. Respond to public inquiries. Operate and maintain snowmobiles, boats, ATV and patrol vehicle in working condition. Attend meetings, take part in programs. Ensure availability of recreation classes in a given area. Provide assistance to other law enforcement agencies and divisions. Enforce numerous statutes and regulations that relate directly to the public safety.

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: 60

Enforce laws, rules and order pertaining to natural resources, recreational safety and environmental protection.

Individual tasks related to the duty:

- Enforce laws, rules and orders pertaining to natural resources, recreational safety and environmental protection. Enforce general criminal laws of the state, provide security at department functions.
- Respond to citizen complaints and assist other law enforcement agencies.
- Investigate complaints and violations.
- Gather data to assist in hearings and/or prosecutions.
- Issue summons, write reports and case histories in criminal cases, take statements, complete affidavits, seek search warrants and proceedings for the condemnation and confiscation of illegally used property.
- Perform charter boat inspections.
- Maintain files.
- Testify in court and complete reports relating to same.
- Duties are performed during day and/or night hours as conditions and circumstances warrant and as directed by supervisor.

Duty 2

General Summary:

Percentage: 20

Knowledge of current laws, rules, policies and orders dealing with resource management and environmental protection.

Individual tasks related to the duty:

- Review changes and be knowledgeable of current laws, rules, policy and orders relating to resource management and environmental protection. Suggest changes to the above.
- Collect and evaluate information for all special use permits and permits related to fisheries and wildlife.
- Investigate license agent applications.
- Maintain records and files.
- Investigate and make recommendations for issuance of special use permits for snowmobile, marine and ORV events.

Duty 3

General Summary:

Percentage: 10

Training and meetings.

Individual tasks related to the duty:

- Attend district meetings, in-service training and review distributed materials to update and maintain knowledge of general criminal law procedures, law changes, legal and liability issues, court decisions, rules and orders of the Department, and Department and Division policies and procedures.
- Attend other specialized training to maintain personal skills in the use of firearms, defensive tactics, first aid, CPR, defensive driving, etc.
- Provide instruction in the areas of hunter education, boating, snowmobile and ORV safety as necessary.
- Assist in training new conservation officers and volunteer conservation officers.

Duty 4

General Summary:

Percentage: 5

Represent the Department to the public.

Individual tasks related to the duty:

- Provide public service as a representative of the Department of Natural Resources.
- Respond to the news media and information requests in a prompt and efficient manner.
- Attend meetings and participate in programs and inform civic and community organizations of Department and Division programs and goals.

Duty 5

General Summary:

Percentage: 5

Maintenance.

Individual tasks related to the duty:

- Maintain state owned vehicles and equipment in working order.
- Maintain equipment logs and inventory records.
- Properly care for and maintain uniform complement.

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

All arrest situations require a high degree of judgment and independent decision making when clear guidelines and instructions are not available.

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

Clarification of enforcement policy, interpretation of rules, orders and laws. Enforcement priorities.

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.

Hazards include offshore boat operation; exposure to extreme weather and sea conditions; and boarding vessels in rough waters; operating snowmobiles on open ice far from shore; occasional hostile enforcement contacts which may include verbal or physical abuse. Officer works irregular hours, often in excess of eight hours, including surveillance and night work. Heavy physical effort is necessary to maintain equipment lift nets, remove fish from twine, and handle fish boxes and other gear. Commission Law Enforcement personnel are MCOLES certified peace officers, they 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):

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

Effectively and efficiently enforce statutes, rules and orders relating to the use of the state's natural resources. Provide information to the public and assist other agencies and divisions, as circumstances dictate. Thorough knowledge of court procedures, enforcement techniques, legal issues and technical factors involved in resources protection.

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?

Enforce laws, rules and orders relating to natural resources, recreation, safety, and the environment. Requires knowledge and expertise in investigation, apprehension, and prosecution of those in conflict with such law, rule, or order. Provide information and service to the public at large, representing the Department. Care for and maintain state equipment. Provide recreational safety training.

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:

One year of experience equivalent to a Conservation Officer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of organizational and division goals, able to contribute to work plan development, identify work priorities and initiate and direct enforcement efforts in conjunction with immediate supervisor. Officer must display initiative and desire to provide a public service.
- Willingness to submit to a thorough background investigation designed to measure the applicant's suitability for law enforcement work.
- Absence of any physical limitation which would impair efficient performance as a Conservation Officer.
- Must be a United States citizen and a resident of the State of Michigan for at least one year immediately prior to the background investigation.
- Must be at least 21 years of age.
- Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.
- Possession of a valid Michigan driver's license.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

MCOLES/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