

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: District Conservation Officer Supervisor

Class Code: 90341

Pay Grade: GJ

A. Purpose:

Supervises Conservation Officers, and performs other administrative functions to assist the Regional Conservation Officer Supervisors in operation and management of the diverse programs and functions within a Division of Wildlife Region.

B. Distinguishing Feature:

District Conservation Officer Supervisors supervise Conservation Officers assigned to a geographical district.

Regional Conservation Officer Supervisors supervise District Conservation Officer Supervisors assigned to a geographical region and Conservation Officer Specialists within specified programs.

Conservation Officers manage wildlife, fisheries, water, and land resources; enforce wildlife, criminal, and water laws; and implement department programs in assigned districts.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises Conservation Officers to ensure the goals and objectives of the unit are met.
 - a. Participates on district interview teams and recommends selection.
 - b. Provides training and work direction.
 - c. Prioritizes and delegates work assignments.
 - d. Addresses employees' work problems and initiates corrective actions, work development plans, work improvement plans, or disciplinary actions.
 - e. Reviews employees' work performance and conducts performance appraisals.
 - f. Conducts investigations of citizen complaints against assigned district officers at the direction of the Regional Conservation Officer Supervisor.
 - g. Coordinates among regional program managers and other staff as necessary for input on allocation of Conservation Officers and delegation of work assignments.
 - h. Routinely accompanies Conservation Officers on patrol and participates in daily district activities and assignments.
 - i. Supervises Conservation Officer interns.
2. Performs various administrative functions to assist the Regional Conservation Officer Supervisor in management of regional operations, facilities, programs, and projects.
 - a. Provides recommendations for budget expenditures to Regional Conservation Officer Supervisor.
 - b. Implements policies and procedures.
 - c. Oversees the regional inventory.
 - d. Participates on various department committees.
 - e. Conducts inspections of district projects.
 - f. Assumes additional daily work assignments associated with duty station vacancies that occur within assigned district.

3. Conducts law enforcement compliance checks of hunters, anglers, and boaters to support the department's law enforcement program.
 - a. Schedules and assists Conservation Officers with compliance checks.
 - b. Coordinates with the Regional Conservation Officer Supervisor to develop work projects, and assign district staff completion of special law enforcement details.
 - c. Responds to public inquiries regarding fish, wildlife, and boating laws and regulations.

4. Acts as a liaison between the department and the public to resolve conflicts and enhance and maintain a positive public image.
 - a. Meets with members of the community in a variety of situations to relay information about the department; collect public opinion, input, and requests; and establish a network of communication.
 - b. Responds to public complaints, inquiries, and statements.
 - c. Presents department information to the public via the media by writing news articles and participating in radio and television shows, sport shows, and fairs.
 - d. Prepares and presents informational programs for civic organizations, sportsmen's groups, and schools.
 - e. Facilitates educational programs in the schools.
 - f. Coordinates and recommends permits for special events or requests involving department-controlled recreational facilities or areas.
 - g. Facilitates and organizes outdoor events e.g. Step Outside events.

5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Conservation Officer Regional Manager. Supervises Conservation Officers.

E. Challenges and Problems:

Challenged to prioritize, delegate, and monitor work of several Conservation Officers throughout a geographical region. This is challenging because it requires coordination with regional program managers and other staff who have competing interests, there is limited time available for work, budget constraints cause limitations, and diverse public opinions may dictate different priorities. Further challenged to provide staff coverage during hunting, fishing, and boating seasons because of existing work responsibilities and conflicting priorities.

Problems encountered include maintaining employee morale and supervisory contact over distances; projecting appropriate allocations of time to accomplish tasks; providing adequate employee coverage to ensure public service considering geographical distances among work districts; assisting in the development of budgets that meet resource management needs and fall within revenue projections; and resolutions to problems regarding interpretation of policies, procedures, regulations, or standards of operation.

F. Decision-making Authority:

Decisions include the priority of work projects for assigned employees; assignment and allocation of staff to projects; recommendations for budget items; recommendations for regulations, policies, and procedures for various fish and wildlife management issues; and

recommendations for personnel issues such as work development or improvement plans and disciplinary actions.

Decisions referred include final approval of regional budget priorities and amendments or changes to policies, procedures, and regulations; scheduling or other conflicts among regional staff; and final authorization for specialized training or work assignments.

G. Contact with Others:

Monthly contact with regional program managers in fisheries, wildlife, and habitat to discuss work priorities; and with other Conservation Officer Supervisors to discuss policy, budget, and personnel issues; daily/weekly contact with the Conservation Officer Regional Managers to discuss statewide policy or procedures and personnel issues; and monthly contact with department statewide program managers and administrators regarding program policies and procedures.

H. Working Conditions:

Works in a typical office environment and outdoors in all weather conditions; conducts law enforcement patrols and apprehends and cites violators carrying weapons; and is exposed to hazardous materials and diseases.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- public administration as it applies to conservation and preservation of the natural resources of the state;
- ecological and socio-economic factors affecting habitat and populations;
- state and federal laws and regulations as they apply to wildlife and fisheries management;
- interaction among the public, resource management agencies, and wildlife and fisheries resources;
- principles and techniques of effective public relations and external communications;
- principles of conservation law and law enforcement;
- personnel management sufficient to supervise employees at various skill levels.

Ability to:

- effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines, both long- and short-term;
- develop policies and procedures and define standards for specific situations;
- develop procedures and work schedules; and determine the logical flow of work;
- develop standards of performance, evaluate employee performance, and give feedback to employees;
- respond appropriately to requests from the state legislature and gubernatorial staff;
- evaluate program effectiveness and initiate needed changes;
- communicate information clearly and concisely;
- favorably present and promote departmental priorities, services, and actions.

J. Licenses and Certifications: Valid driver license; successful completion of the South Dakota Law Enforcement Officers Standards Training Course and the Game, Fish, and Parks Conservation Officer Field Training Program; semi-annual qualification and training with department-issued firearms and semi-annual qualification in defensive tactics and other required

law enforcement training.