

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CONSERVATION WARDEN CAPTAIN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wisc. Admin. Code, for making classification decisions relative to management positions in law enforcement positions at the Department of Natural Resources (DNR) who are, or supervise, manage, and oversee, a portion of the department's sworn law enforcement program. Positions in this classification are sworn law enforcement personnel responsible for securing the enforcement of all laws for which DNR is required to administer in accordance s. 23.10, Wis. Stats. This classification specification is not intended to identify every duty which may be assigned to this position but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information.

B. Inclusions

This classification encompasses region/section law enforcement managers which supervise a portion of a law enforcement program. Positions in this classification supervise multiple subordinate supervisors classified as Natural Resources Law Enforcement Supervisors and have responsibilities for a specific subset and/or a portion of the DNR's law enforcement program. Positions must meet the definition of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are not in the Department of Natural Resources, Division of Public Safety and Resource Protection.

3. Positions that are more appropriately classified as a Conservation Warden Major serving as the director of a bureau within the division or Natural Resources Law Enforcement Supervisor serving as first line supervisor to a team of wardens.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into Classification

Employees enter positions in this classification by competition.

**II. DEFINITION**

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Positions in this classification function as a region/section law enforcement manager responsible for the implementation and administration of a portion of the law enforcement program and providing law enforcement services concurrent with the established bureau and division strategies and priorities; position responsibilities are limited in scope to their assigned operational area (i.e., region) and have less authority and autonomy to establish policy and budgets, or oversee less technical or specialized areas, than a Conservation Warden Major.

Positions have responsibility for the review and development of the scope, mission, and objectives of operational plans and policies for the assigned region/section. Additional assignments include oversight of budgetary expenditures, implementation of policy directives, working with other department program leaders, as well as community outreach and public relations activities. Positions in this classification are responsible to ensure proper coordination with local, state, and federal law enforcement agencies.

Positions in this classification work under general supervision.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Positions in the classification must be eligible to be appointed and provided with a seal and commission as provided for under s. 23.10, Wis. Stats, and to exercise the statutory powers conveyed to conservation wardens as may be required by the department.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective July 3, 2022, and announced in bulletin DPM-0577-CC/SC, to describe the positions that oversee the various law enforcement program's regional law enforcement programs and as part of an effort to create law enforcement specific management classifications for the department.

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