

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
SAFETY SPECIALST WARDEN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin Code, for making classification decisions relative to present and future Safety Specialist Warden positions found in the Department of Natural Resources (DNR). This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series 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 class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work 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 necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions allocated to this classification are responsible for directing recreational safety education programs within the assigned district for a majority (greater than 50%) of the time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory, managerial, or confidential positions as defined in s. 111.81(19), (13), and (7), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission;
2. Law enforcement positions found in other state agencies;
3. Positions within DNR that have law enforcement credentials but do not perform the full range of resource and environmental law enforcement activities and do not have the law enforcement authority outside of DNR lands for a majority (greater than 50%) of the time;
4. Positions which spend a majority of their time planning, directing, controlling and conducting investigations into potential criminal or complex civil violations of state environmental protection

or state natural resource laws (particularly those associated with commercial activity) and are more appropriately classified as Special Investigative Wardens;

5. Positions functioning as Conservation Wardens which may assist in conducting safety training and/or enforce and conduct investigations of snowmobile, boat, all-terrain vehicle and hunter safety regulations but who do not have responsibility for the safety programs for the majority of time or as an on-going assignment;
6. All positions better identified through other classifications.

D. Entrance into this Classification.

Employees enter positions within this classification by competition.

II. DEFINITIONS

Positions in this classification serve as the law enforcement safety specialist with responsibility for coordinating a comprehensive recreational safety, educational and enforcement programs of Hunter Education, Bow Hunter Education, Boat, Snowmobile and ATV/UTV Safety within the assigned district/territory and perform the following duties for the majority of the time: provide expertise, training, and assistance in hunting, boating, snowmobile, and all-terrain/utility task terrain (ATV/UTV) accident investigations; train and provide guidance to local and county law enforcement personnel on boating, snowmobile and ATV/UTV vehicle recreational safety patrols; conduct annual audits with recreational patrols; assist units of government in waterway marker adoption and review local government ordinances related to boating, snowmobile and ATV/UTV vehicle regulations; take the lead in responding to and resolving complaints involving local ordinances that may likely have more than an incidental negative impact on hunting, fishing and trapping (discharge firearm ordinances); assist in developing recreational safety instructor and student course content; recruit, train, monitor, and obtain the services of volunteer safety program instructors; review stewardship grant applications in reference to nature bases outdoor activities; develop an informational service to include media relations, preventive enforcement and safety messaging program; maintain office records and reports; and enforce recreational vehicle, hunting, sport fishing, and trapping laws as assigned.

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.

IV. ADMINISTRATIVE INFORMATION

This classification was created January 22, 1995, in bulletin CC/SC-36 as a result of the implementation of the Law Enforcement Survey. This classification's creation coincided with the abolishment of the Conservation Warden 1, 2, 3 & 4.

This classification specification was modified effective May 1, 2016, and announced in Bulletin DPM-0423-CC/SC to update the language and format of the specification to reflect current practices, update add

inclusion language, update exclusion language, add entrance to classification language, revise the definition language to reflect current business needs and practices.

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