

**Effective Date: January 22, 1995**  
**Modified: March 12, 2000**

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**

**ADMINISTRATIVE WARDEN**

**I. INTRODUCTION**

**A. Purpose of This Classification Specification**

This classification specification is the basic authority [under Wis. Adm. Code ER 2.04] for making classification decisions relative to present and future Administrative Warden positions found in the Department of Natural Resources (DNR). Positions allocated to this classification are responsible for planning, coordinating and monitoring specialized statewide natural resource and administrative law enforcement programs. This classification specification is not intended to identify every duty that may be assigned to positions, 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**B. Exclusions**

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of management as defined in Wis. Stats. 111.81(13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Law enforcement positions found in other state agencies.
3. Positions within the DNR that have law enforcement credentials but do not perform the full range of resource and environmental law enforcement activities and do not have law enforcement authority outside of DNR lands for a majority (greater than 50%) of the time.
4. Positions functioning as Wardens (Conservation, Safety Specialist, Environmental, and Special Investigative) which may assist in specialized statewide program administration work but these activities are not performed the majority of time or as an on-going assignment.
5. All positions better identified through other classifications.

**II. DEFINITION**

**ADMINISTRATIVE WARDEN**

Positions within this classification have responsibility for planning, coordinating, and monitoring specialized natural resources and administrative law enforcement programs. These positions are responsible for independently planning, coordinating, monitoring and developing the assigned statewide program; evaluating program effectiveness; and providing assistance to region staff in the implementation of the individual program. Additionally, positions in this classification function as liaison to community-based organizations, cities, towns, and villages regarding issues related to their assigned area of expertise. The work is performed under general supervision.

**Representative Positions:**

Hunter Education Administrator – Develop and administer the firearm safety, bow hunter and hunter education programs. Specific responsibilities include the development of long range plans for basic, advanced and specialized hunter education programs; development of instructor manuals, student handbooks, training aids and supplemental educational materials; evaluation of other state and federal agency related studies; development of public service announcements and other media articles; and assisting in the development of hunting and wildlife regulations.

Boating Law Administrator – Direct the development, planning, implementation, administration and evaluation of boating related department programs which include Boating Law Enforcement, Boater Safety, Boater Education, Waterway Marking, Boat Accident Investigation and Reporting, Municipal Boat Patrol Aids, Municipal Boating Ordinance, Boat Theft, Lien Fraud Prevention, Underwater Archeological, Federal Boating Grants, and Law Enforcement, Building and Property Development Programs. Additional responsibilities include the development of proposed legislation and the drafting of Natural Resource rules related to boating issues.

Enforcement Policy Administrator – Develop and implement the fish, game and endangered resources legislation and administrative rule process. Direct the development of bill analysis on all fish, game and endangered resources legislative proposals affecting conservation law enforcement and the development of fish and game enforcement policies and procedures. Identify, monitor, analyze and present alternatives and recommendations on fish, game and endangered resources laws and related policy issues; and function as a liaison with fisheries, wildlife, legislative liaison and endangered resources bureau chiefs and staff in addition to providing direct ombudsman services to affected external entities.

**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 modified effective March 12, 2000 and announced in Bulletin CLR/SC-109 to include additional allocations patterns and reflect editorial changes. Additionally, the modification was completed as a result of the implementation of the expanded broadband pay structure.

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