

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PARK RANGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Park Ranger positions in the Department of Natural Resources (DNR). Positions allocated to this classification are responsible for the provision of law and rule interpretation to the public, recreation management, assistance with resource protection, management of public safety through maintenance and cooperation with law enforcement entities, education, preventative enforcement, facility management, park maintenance, and security and administrative activities within State Forests, Parks, Trails and Recreational Areas, with some positions also responsible for assisting with the overall management of the State Forest/Park/Recreational Area. This classification specification is not intended to identify every duty, which 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. Inclusions

Positions allocated to this classification have responsibility for the provision of law and rule interpretation to the public, recreation management, assistance with resource protection, management of public safety through maintenance and cooperation with law enforcement entities, education, preventative enforcement, facility management, park maintenance, security and administrative activities within State Forests, Parks, Trails and Recreational Areas and visitor services/interpretative activities within the State Park, Forest, Trails or Recreational Area. There are two allocation patterns within this classification specification: (1) Park Ranger and (2) Park Ranger - Assistant Property Manager.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which are supervisory, management, or confidential positions as defined in s. 111.81(19), (13) or (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions responsible for performing law enforcement activities for the DNR and are more appropriately classified as Conservation Warden, Special Investigative Warden or Safety Specialist Warden;
3. Positions which serve as the superintendent or assistant superintendent of a specific DNR Property, meet the statutory definition of supervisory or management, and are more appropriately classified as Park Manager;
4. Positions which are responsible for administering and evaluating a major portion of the parks and recreation program being implemented regionwide or a central office specialist responsible for the implementation of a program and are more appropriately classified within the Parks & Recreation Specialist classification series;
5. Positions which develop, promote, administer and manage specific forestry programs and are more appropriately classified as Forester; and
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification through competition.

II. DEFINITION

PARK RANGER

Positions within this classification perform work to assist with and support State Park, Forest, Trails, or Recreational Areas and perform their job duties under general supervision. Positions in this classification function under one of two allocation patterns:

(1) Park Rangers: Positions perform a wide range and variety of maintenance and development, rule interpretation, coordination with law enforcement and visitor services/interpretative activities within the State Park, Forest, Trails or Recreational Area. This includes grounds and building maintenance, operating a wide variety of equipment and performing/overseeing repairs and maintenance to the equipment and buildings; performing turf maintenance in public use areas; and performing/overseeing brush removal, signing, clearing and the repair of trails and campsites. Additional responsibilities include providing guidance on state laws, rules and regulations to visitors and users of the properties; assisting law enforcement responding to complaints, issuing verbal and written warnings to visitors to achieve compliance; public contact; visitor information/interpretation (e.g., information on property cultural information, historical, natural resources), sale of vehicle admission stickers and trail passes, assisting in the development of new projects (e.g., trail construction), and completing administrative reports.

(2) Park Rangers – Assistant Property Managers: Positions function as either an assistant to the manager of a medium size state forest, park or recreation area; or are responsible for a major program function

within a DNR major property. These positions are responsible for all phases of the property's operation and the direction of permanent, limited term and/or volunteer staff in the absence of the manager. Specific activities include developing and coordinating projects/operations; ordering equipment and supplies; performing/assisting with maintenance; public contact; community relations (partnerships and media contacts); visitor interpretation (e.g., providing information on property cultural information, historical, and natural resources) and accessibility within the property. These positions prepare administrative and financial reports and assist with the preparation of property budgets and development plans. All positions within the Assistant Property Manager allocation are formal leadworkers. Leadworker is defined as an employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the leadworker's work unit as assigned and documented on the work unit's organizational chart. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Representative Position:

Assistant Property Manager – provide day to day guidance to staff performing visitor services, and interpretation and maintenance/development activities. Responsibilities include providing input to plans for the use of the property; providing information for news releases, media contacts and public presentations; planning, scheduling and assigning work; providing training; developing property operations' procedures; and performing maintenance and development activities within the property. Functions as a formal Leadworker.

III. QUALIFICATIONS

The qualifications required for these positions would 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 effective June 11, 2017, and announced in Bulletin DPM-0444-CC/SC to describe positions within the Department of Natural Resources responsible operations work within a DNR park/forest/recreational area and include Park Rangers and Park Ranger Assistant Property Managers. The classification was previously abolished, effective June 30, 2013, in Bulletin OSER-0327-MRS/SC, and originally created May 21, 2000 in Bulletin CC/SC-112.