

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CONSERVATION WARDEN ASSISTANT CHIEF

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 senior management positions in the division who are, or supervise, manage, and oversee a subdivision 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 the two positions in the Division of Public Safety and Resource Protection in the Department of Natural Resources acting as assistants to the administrator. 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. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into Classification

Employees enter positions allocated to this classification by competition.

II. DEFINITION

CONSERVATION WARDEN ASSISTANT CHIEF

The two positions allocated to this classification are either: 1) the assistant chief warden of internal operations; or 2) the assistant chief warden of external operations.

These positions have operational responsibility for the operations of their respective program areas and provide direct support to the administrator in achieving the division's goals. Positions implement and evaluate all assigned state law enforcement programs and operations including budget and policy development and oversight, personnel activities, and enforcement activities.

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 two assistants administrators within the Division of Public Safety and Resource Protection and as part of an effort to create law enforcement specific management classifications for the department.