DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Working Title: Deputy Chief Conservation Warden – Internal Operations
Classification: Natural Resources Manager
Location: Bureau of Law Enforcement Central Office – Other designated location

POSITION SUMMARY

This position serves as the Enforcement Internal Operations Deputy Chief Warden. This position, along with the Bureau Director (Chief Warden), shares in the responsibility for all functional planning, statewide administration, training and recreation, as well as the responsibility for all staffing, coordinating and controlling. It acts as a liaison to the Secretary’s Office, Division Administrators, other Bureau Directors, Secretary Directors and field program supervisors. This position works cooperatively with the Governor’s Office, Attorney General’s Office, legislators, executives and managers from local, state and federal agencies, and special interest groups. The Deputy Chief of Internal Operations acts on behalf of and with full authority of the Chief Warden. This position works closely with the External Operations Deputy Chief Warden.

The Internal Deputy Chief Warden directly supervises the Training Section Chief, the Recreation Safety & Outdoor Skills Section Chief, Business Services Section Chief, Policy Officer, Captive Wildlife Administrative Warden (CWAW) and indirectly through these staff, directs and supervises program staff (subordinates) responsible for the following programmatic areas:

- Planning and budgeting
- Policy and procedure development
- Information technology and website management
- Legislation and administrative code development
- Bureau customer service

This position develops policies and procedures in cooperation with the External Operations Deputy Chief Warden and effectuates policy implementation in cooperation with the External Operations Deputy Chief Warden. This position implements and coordinates the efforts of non-credentialed permanent support staff in obtaining compliance with statewide laws designed to ensure public safety and to protect the state’s natural resources. This position accomplishes this through work planning, redirecting functional enforcement efforts across regional boundaries, conducting functional audits, and participating in field enforcement activities community wardening program involvement, collaboration and integration with all department staff.
TIME % GOALS AND WORKER ACTIVITIES

25%  A. Management of the Enforcement Internal Operations Segments of the Bureau of Law Enforcement

A1. Direct the development of information management and technology initiatives for the Bureau. This includes cellular, computer, radio/two way communications, and video.

A2. Direct development of law enforcement budgets. Make budget allocations to the regional for all budget lines. Monitor budget compliance statewide and coordinate budget allocations as necessary to meet changing enforcement priorities.

A3. Manage, lead, direct, and guide the Training Section Chief, Recreation Safety and Outdoor Skills Section Chief, Business Services Sectional Chief, Policy Officer and Captive Wildlife Administrative Warden (CWAW) stationed at remote locations throughout the state and central office and ensure that their command of staff effectuates the mission, vision, and values of the agency and the will of the citizens.

A4. Develop and maintain a statewide workload analysis and recommend and coordinate staffing distribution for the Bureau.

A5. Direct the maintenance, administrative and operation of the DEARS system and/or PeopleSoft application assigned to the Bureau.

A6. Direct maintenance, administration, and operation of Law Enforcement internet and intranet sites.

A7. Direct and manage the Bureau’s record management program, including any IT programming management and maintenance.

10%  B. Develop policy guidance for the law enforcement program.

B1. Provide statewide standards, written interpretations of various rules and statues, and enforcement guidelines (LE Handbook) for the LE program.
B2. Provide program advice and counsel to Bureau and Regional staff through quarterly staff meetings, memos and newsletters and personal staff contacts.

B3. Provide staff guidance recommendations to the Chief Warden to the Office of the Secretary and provide staff guidance to Captains and subordinate staff.

B4. Recommend major program and other changes requiring higher approvals.

10% C. Coordinate and direct development of justification of new legislative and administrative rules and the statewide law enforcement program

C1. Direct the development of new legislation and the justification for legislative changes necessary for program improvement.

C2. Direct the development and justification for new administrative codes or code changes necessary to successfully implement program and statutory direction.

C3. Assign and monitor bill analysis work and liaison responsibilities of bureau personnel to other affected bureaus.

C4. Evaluate new, proposed or amended legislation responsibilities of bureau personnel to other affected bureaus.

C5. Communicate bureau legislative evaluations to Department legislative liaison on new, proposed or amended legislation.

C6. Provide tracking systems for pending and proposed legislation for Bureau and regional use.

15% D. When directed by the Chief Warden represent the Bureau of Law Enforcement in absence of the Chief Warden.

D1. Direct the supervision and coordination of the environmental enforcement policies, goals, objectives and procedures.

D2. Direct the law enforcement and environmental enforcement recruitment and training programs.
D3. Conduct special assignments/investigations as directed by the Chief Warden.

20% E. Coordination with other Department programs, other agencies, and the public.

E1. Administer the statewide recreation safety & outdoor skills program.

E2. Administer the statewide training program.

E3. Coordinate the development of program plans and policies with other Department units, affected agencies, local governments and the public.

E4. Initiate the development of appropriate agreements with other agencies (Department of Revenue, Department of Transportation, Department of Agriculture, State Crime Lab and EPA) to improve program effectiveness.

E5. Serve on Department Operational Management and the Information Technology Oversite Board committees and other interagency committees as assigned.

15% F. Administer Human Resources Management and supervisory practices.

F1. Coach, counsel, mentor and monitor the performance as well as the well-being of employees, with an emphasis on integration and cooperation across program, bureau and functional lines.

F2. Conduct and direct employee evaluations with an emphasis on employee constructions to effective team operations. Ensure all reviews are completed in a timely manner.

F3. Effect appropriate disciplinary action when performance is below “solid performance/fully successful” or when conduct is in conflict with policy, the state’s “code of ethics”, the “law enforcement code of ethics”, Department and Bureau values, procedures or law.

F4. Review all personnel matters. Recommends actions or appropriate discipline for personnel matters involving bureau staff for issues involving
violations of work rules. Carry out the administration of discipline. Oversee the use of letters of instruction, letters of reprimand, and recommend discipline up to and including termination. Act as Department representative in personnel matters resulting in arbitration.

F5. Ensure effective administration of all applicable staff advisory/labor management groups within the bureau.


F8. Assure that employee training and professional development needs are met. This is to include compliance with the Governor’s Executive Order on employee health and safety and the Department’s Safety Handbook.

F9. Conduct interviews and recommend/approve hire of Bureau employees in compliance with affirmative action/equal employment opportunity guidance.


5% G. Provide direction and assistance in the development and implementation of the Departments’ Affirmative Action/Equal Employment Opportunity Program.

G1. Implement efforts to attract, employ, advance, and retain protected group employees in permanent, project and limited term positions.

G2. Implement and provide information on Affirmative Action policies and procedures to all employees supervised, agency goals, harassment and discrimination policies, training and advancement opportunities.

KNOWLEDGE, SKILLS, AND ABILITIES
1. Knowledge of law enforcement recruitment minimum standards and hiring, training and supervision, and assignment of recruits.
2. Knowledge of statewide recreational safety programs and volunteer partnerships.
3. Knowledge of meeting management, effective communication techniques, methods and procedures used in managing a decentralized law enforcement program.
4. Knowledge of state and federal natural resource laws, statutes and codes.
5. Knowledge of Wisconsin and Federal laws and rules relating to environmental management
(air, hazardous waste, solid waste, water supply and wastewater).
6. Knowledge of case law relating to arrest, search and seizure, plus informants
7. Knowledge of civil and criminal enforcement procedures and investigative techniques
8. Knowledge of the management principles of policy development, work planning, organizing, coordinating, directing, staffing and budgeting.
9. Skill in planning and managing large-scale law enforcement operations.
10. Ability to supervise career executive personnel with responsibility for programmatic and enforcement operations.
11. Ability to effectively model and teach administration, supervision, leadership and management principles. Ability to maintain high integrity.
12. Ability to have high ethical and professional standards.
13. Ability to clearly and completely communicate facts and ideas orally and in writing.
14. Ability to manage and model change, including procedural, cultural, and policy changes.

Physical Requirements, Special Requirement, and Environmental Factors
□ Must meet all of the standards and policies set forth in Wisconsin Law, by the Law Enforcement Standards Board, and by department policy pertaining to the recruitment and selection of Wisconsin Law Enforcement Officers
□ Must maintain skills necessary to upkeep certification as a Wisconsin Law Enforcement Officer
□ This position will spend a significant amount of time outdoors in all Wisconsin Weather Conditions.