

STATE OF OHIO (DAS)
 CLASSIFICATION
 SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Wildlife Officer	<u>SERIES NO.:</u> 2229
<u>MAJOR AGENCIES:</u> Natural Resources-Wildlife Only	<u>EFFECTIVE DATE:</u> 5/19/2013

SERIES PURPOSE:

The purpose of the wildlife officer occupation is to enforce, investigate & manage wildlife program rules, laws & operations in order to provide protection for wildlife & fish in department of natural resources districts & other designated lands.

At the developmental level class, incumbents attend wildlife officer training academy.

At the full performance level class, incumbents enforce Ohio Revised Code wildlife laws, administrative rules & regulations.

At the advanced level class, incumbents conduct criminal investigations.

At the supervisory level class, incumbents supervise wildlife law enforcement staff & assist in management of district wildlife law enforcement program.

At the managerial level class, incumbents formulate, implement & coordinate statewide policies & regulations or manage all wildlife law enforcement activities in assigned district & supervise wildlife law enforcement staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Wildlife Officer Cadet	22290	08	07/01/2004

CLASS CONCEPT:

The developmental level class works under close supervision & requires some knowledge of wildlife program rules, regulations & procedures in order to attend wildlife officer training academy to receive instruction on organization & function of agency & division of wildlife & law enforcement techniques.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Wildlife Officer	22292	11	08/12/2012

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of wildlife program rules, regulations & procedures in order to patrol & enforce wildlife & watercraft protection laws & rules.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Wildlife Investigator	22293	11	07/01/2004

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of wildlife program rules, regulations & procedures in order to conduct criminal investigations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Wildlife Officer Supervisor	22295	12	5/19/2013

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of wildlife program rules, regulations & procedures in order to supervise wildlife law enforcement staff in field & assist program manager in management of district wildlife law enforcement program.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Wildlife Officer Program Manager	22297	13	5/19/2013

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of wildlife program rules,

regulations & procedures in order to formulate, implement & coordinate statewide wildlife policies & regulations or manage & oversee wildlife investigations & law enforcement activities in assigned district & supervise wildlife law enforcement staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Wildlife Officer Cadet	22290	02	07/01/2004	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Attends wildlife officer training academy to receive instruction & is tested on organization & function of agency & division of wildlife & law enforcement techniques (e.g., purpose & responsibility of wildlife officer; standards of ethics; law enforcement techniques; laws of arrest; court procedures).

Receives instruction & is tested on fish & wildlife management techniques (e.g., ecology; research; creel & bag checks; habitat management; specimen collection; surveys & nesting structure construction).

Receives instruction & is tested on water sampling techniques, fish & waterfowl identification, public relations, hunter safety, first aid, self-defense & defensive driving.

Receives instructions & constructs & maintains equipment (e.g., building nesting structures; cleans/shines leather; cleans vehicles).

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations & standards of ethics*; applicable criminal & civil law*; law enforcement techniques*; fish & wildlife management techniques; water sampling techniques; fish & water fowl identification*; hunter safety*; defensive driving. Skill in first aid*; self defense*; defensive driving; construction of nesting structures*; equipment maintenance. Ability to interpret extensive variety of technical material in books, journals & manuals; recognize threatening conditions & take appropriate action.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associates degree or completion of undergraduate core program in fish &/or wildlife management, criminal justice, environmental law enforcement or related fields; must be able to swim 100 yards in 5 minutes or less; tread water for a minimum of 5 minutes; valid driver's license. Must be at least 21 years of age per Section 124.41 of the Ohio revised code. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. An applicant must also pass a physical examination & psychological evaluation prior to appointment. An applicant with a positive test result will not be offered employment, per Section 3719.01 & 3719.41 of Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards for New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with positive test results will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Incumbent must serve as Wildlife Officer Cadet, 22290, for at least six months & graduate from Wildlife Officer Training Academy; must possess Ohio peace officer's training certificate & Wildlife Commission for consideration for reassignment to Wildlife Officer, 22292. Per Article 31.05 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather; resides at training facility; may be exposed to physical violence; may work nights & weekends.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Wildlife Officer	22292	02	08/12/2012	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Patrols & enforces wildlife & watercraft rules & regulations on private/public land & water, taking possession, protection & propagation of wild animals (e.g., patrols & protects property, inspects bag limit, license & permit checks, hunting regulations, fishing regulations), investigates & makes physical arrests on private & all state owned or administered & agreement lands found to be in violation of hunting, fishing, trapping, litter, firearm regulations & all other laws & regulations falling within scope of jurisdiction, serves summons & executes warrants, prepares affidavits, testifies in court, monitors & inspects license issuing agents for compliance, conducts preliminary stream litter & water pollution investigations, conducts inspections of fish kills & collects water samples & biological data on fish kill related incidents, responds to complaints from landowners concerning trespass by hunters, hunter injury incidents, trappers & others conducts interviews/interrogations on violators & prepares required reports.

Conducts game & fish management activities in assigned area (e.g., specimen collection, wildlife surveys, creel, bag limit checks, habitat management); manages specific projects within assigned area.

Teaches hunter & firearm safety; conducts fishing, hunting & trapping clinics; conducts waterfowl identification clinics; speaks to sports & conservation clubs, school groups & other organizations; prepares news releases & appears on radio &/or television programs; maintains contact with & informs public of wildlife conservation programs, changes in rules & regulations & other relevant wildlife related news; gives guidance to local leaders to encourage recognition of wildlife values & needs.

Gives guidance to & directs personnel on specific projects; provides information to public regarding changes in laws, regulations & proposed legislation; coordinates any special fish & wildlife programs in assigned county; acts as liaison with clubs, organizations & officials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of sections of Ohio revised code & federal statutes pertaining to wildlife protection rules, regulations & enforcement procedures; wildlife biology; aquatic biology. Skill in operation of firearms, watercraft & patrol vehicles; swimming. Ability to calculate fractions, decimals & percentages; deal with problems involving several variables within a familiar context; handle sensitive face-to-face contacts with general public; recognize unusual or threatening conditions & take appropriate action; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as wildlife officer by Division Of Wildlife Of Department Of Natural Resources; completion of Basic Ohio Peace Officer Training Council course. Probationary period is one year. Must be at least 21 years of age per Section 124.41 of the Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards for New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with positive test results will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Per Article 31.05 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

On call 24 hrs., 7 days per week; travels overnight; works outside exposed to weather; exposed to physical violence, injury or possible death by firearms or vehicular accident; possible exposure to unknown toxic chemicals or hazardous materials while investigating fish kill & pollution related accidents.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Wildlife Investigator	22293	02	07/01/2004	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts criminal investigations on private & all state owned or administered agreement lands (e.g., hunter incidents involving personal injury, death &/or property damage; sport &/or commercial fishing operations; poaching; illegal taking of deer; migratory game-birds; non-game birds; furbearers; endangered species; stream litter & other types of pollution effecting waterways, fish &/or wildlife; upland game; pollution fish kills normally from agricultural run-off; taxidermists; meat processors; ginseng; mussels; forest game; vandalism; illegal sexual activity; theft &/or related state property protection activities; land-owner complaints of trespass by hunters &/or trappers), as assigned by supervisor to include operating appropriate equipment &/or using appropriate gear (e.g., firearms; watercraft; motor vehicles; all terrain vehicles; night vision equipment; chemical &/or water testing kits; video camcorders; audio equipment; electronic navigation devices; evidence gathering equipment normally to take animal blood or tissue samples; hazardous material protection gear; undercover disguises; optical equipment; handcuffs), making record of crime scene (e.g., takes photographs or video), locating & collecting evidence (e.g., takes tissue, water or pollution samples to be sent to laboratory for analysis), interviewing & taking statements from witnesses &/or suspects, & conducting pre-contact background checks of suspects for general information &/or prior violation history,

AND

In certain units (e.g. Lake Erie), also monitors & inspects sport & commercial fishing for compliance with regulations (e.g., docked vessels; construction &/or storage of nets; catching, transporting &/or possessing commercial & non-commercial fish; fish processing plants) & arrests violators.

Enforces wildlife orders (e.g., bag limit, hunting & fishing regulations); exercises police powers as vested by statute (e.g., Ohio revised code 1531-1533; criminal statutes); serves summons & warrants; prepares affidavits & testifies as prosecution witness; checks records for out-of-state game species (e.g., elk; bison; boar) illegally imported into state.

Speaks to sport &/or conservation clubs regarding wildlife regulations, policies &/or programs; provides training/instruction in hunter/trapper education programs.

Coordinates activities of wildlife officers &/or investigators when assigned to assist on criminal investigations/projects (e.g., contacts immediate supervisor to have additional officers assigned; determines logistics & equipment needs; ensures all paperwork is completed relative to assigned investigation cases); on rotating basis, provides office coverage that does not include performance of any administrative responsibility or actions that normally require supervisory approval (e.g., answers law related telephone calls; relays critical information to field officers; stamps & routes form 45 & correspondence to appropriate officers; informs wildlife district supervisor of critical events) in absence of higher-level supervisory staff; coordinates activities with other law enforcement agencies (e.g., U.S. fish & wildlife service; sheriff's office); prepares & maintains investigative reports, correspondence &/or logs; recommends changes in programs, policies &/or procedures; recommends activities & related budget needs for operational planning projects; requests needed items for purchase to immediate supervisor.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fish &/or wildlife management; ecology; law enforcement; Ohio revised code 1531-1553 & related federal wildlife laws; criminal statutes. Skill in operation of variety of equipment related to process of wildlife investigations (e.g., firearms; watercraft; motor vehicles; all terrain vehicles; night vision equipment; chemical &/or water testing kits; video camcorders; audio equipment; electronic navigation devices; evidence gathering equipment; hazardous material protection gear; under-cover disguises; optical equipment; handcuffs); cellular phone*; fax machine*; high/low band radio*; swimming. Ability to deal with problems involving several variables within familiar context; recognize unusual or threatening conditions & take appropriate action; handle sensitive &/or dangerous face-to-face contacts during investigation & enforcement of regulations.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as wildlife officer by Division Of Wildlife Of Department Of Natural Resources; completion of Ohio Basic Peace Officer Training Commission course; 6 mos. trg. or 6 mos. exp. in wildlife law enforcement. Probationary period is one year. Must be at least 21 years of age per Section 124.41 ORC.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Per Article 31.05 of FOP Contract, applicant must be able to perform the Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards for New Recruits. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with positive test results will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Per Article 31.05 of FOP Contract, must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

On call 24 hrs., 7 days per week; travels overnight; works outside exposed to weather; may be exposed to physical violence, injury or death by firearms or vehicular accident; may be exposed to dangerous watercraft; possible exposure to unknown toxic chemicals or hazardous materials while investigating fish kills & pollution incidents.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Wildlife Officer Supervisor	22295	EX	5/19/2013	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists Wildlife Officer Program Manager in managing district wildlife law enforcement program & supervises & directs assigned wildlife law enforcement staff (i.e., makes work assignments, completes performance evaluations, monitors, directs & schedules work activities, provides training, recommends approval/disapproval of leave, counsels employees & recommends discipline when necessary, conducts administrative investigations) in field operations, enforces departmental & state hunting, fishing, trapping laws, conducts surveillance & investigations of violations, makes arrests, serves summons & warrants, maintains contact with informants, courts, prosecutors, local, state & federal law enforcement agencies, ensures enforcement of departmental policies & procedures & recommends changes in field policy to higher-level staff.

Performs public relations duties; speaks to public & private organizations pertaining to wildlife; instructs hunter & trapper safety programs; conducts game & fish management activities.

Prepares & maintains records & reports (e.g., monthly, investigation, vehicle, time & activity, inventory); maintains vehicles & equipment; supervises & performs game & fish management activities in assigned area (e.g., specimen collection, wildlife surveys, creel, bag limit checks, habitat management).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; Ohio Revised Code sections pertaining to wildlife protection rules & regulations & enforcement procedures; wildlife biology; aquatic biology. Skill in use of firearms; operation of watercraft &/or patrol vehicles; swimming. Ability to recognize unusual or threatening conditions & take appropriate action; deal with problems involving several variables within familiar context; handle sensitive &/or dangerous face-to-face contacts during investigation & enforcement of regulations.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as wildlife officer by Ohio Department of Natural Resources Division Of Wildlife; completion of Ohio Basic Peace Officer Training; 3 yrs. exp. in wildlife law enforcement.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. An applicant with positive test results will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

On call 24 hrs., 7 days per week; travels overnight; works outside exposed to extremes in weather; may be exposed to physical violence, injury or death by firearms or vehicular accident; may be exposed to dangerous watercraft; possible exposure to unknown toxic chemicals or hazardous materials while investigating fish kills & pollution incidents.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Wildlife Officer Program Manager	22297	EX	5/19/2013	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Formulates, implements & coordinates statewide wildlife regulations & policy (e.g., Ohio Revised & Administrative Code modifications, legal restitution, evidence, criminal procedure, hunter incident investigations, pollution investigations, officer in-service training, covert operations, weapon qualification, defensive tactics); coordinates & reviews permits related to use (i.e., profit & not for profit) of wildlife resources (e.g., animal rehabilitation, scientific research, educational, aquaculture, ginseng, propagation, hunting preserves, nuisance trapping); coordinates statewide law enforcement resources & inventory (e.g., weapons, vehicles, safety equipment uniforms) & if assigned, supervises &/or directs activities of wildlife law enforcement staff & cadets.

OR

Manages & oversees all wildlife investigations & law enforcement activities in assigned district, directs district wildlife law enforcement programs & activities (e.g., hunter incident investigations, weapons offenses, pollution fish kill investigations, stream & private land litter investigations; state property protection, in-service training, special investigations to include wildlife, pollution &/or ginseng violations; Lake Erie commercial fishing operations; Lake Erie sport fishing, illegal incursions of Canadian commercial fishing vessels), coordinates district law enforcement activities with other natural resource divisions, highway patrol, Environmental Protection Agency &/or local police departments & supervises assigned wildlife law enforcement staff.

Prepares & recommends programs, policies & procedures; prepares & submits budget for assigned area; purchases law enforcement operational supplies; researches & purchases specialized equipment (e.g., boats, cameras, all-terrain vehicles, computers, global positioning systems, digital photography equipment); maintains & reviews equipment inventory reports; reviews & evaluates assigned law enforcement program to determine progress & effectiveness; recommends, prepares &/or amends division laws for legislation & division orders as needed.

Prepares & submits annual law enforcement & fiscal reports (e.g., arrests, contacts, watercrafts, vehicles); responds to information requests from general public & government agencies; explains &/or provides explanation of wildlife related laws & regulations; corresponds with adjoining fish & wildlife agencies concerning legal interpretations, memorandums of understanding & joint agency law enforcement projects; prepares news releases & educational information covering wildlife laws; presents law enforcement programs on television, radio & in group meetings.

Monitors &/or coordinates division permit programs (e.g., ginseng, bait dealers, game propagation, fur dealers, hunting & shooting preserves).

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio Revised Code sections pertaining to wildlife protection rules & regulations & enforcement procedures; supervisory & management principles/techniques; wildlife biology; aquatic biology; budgeting*; employee training & development; public relations. Ability to deal with many variables & determine specific action; proofread technical materials, recognize errors & make corrections; write &/or edit technical documents; prepare & present speeches before specialized audiences; establish friendly atmosphere as manager of section.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Commissioned as wildlife officer by Ohio Department of Natural Resources Division Of Wildlife; completion of Ohio Basic Peace Officer Training; completion of undergraduate core wildlife-oriented-program (e.g., zoology, biology, ecology, botany, natural resources, conservation law enforcement); 5 yrs. exp. in wildlife law enforcement; 2 yrs. training or 2 yrs. exp. in supervision/management.

-Or 4 yrs. exp. as Wildlife Officer Supervisor, 22295.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicant must successfully pass background check by appointing authority, which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive.

The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. An applicant with positive test results will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Travels overnight; may work outside exposed to weather; may be exposed to physical violence.