

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Natural Resources Staff Officer**SERIES NO.:**
2292**MAJOR AGENCIES:**
Natural Resources only**EFFECTIVE DATE:**
01/09/2005**SERIES PURPOSE:**

The purpose of the natural resources staff officer occupation is to coordinate agency law enforcement programs. At the first full performance level, incumbents develop & implement agency-wide for technical or specialized functions related to law enforcement operations.

At the second full performance level, incumbents direct & manage teams associated within technical or specialized functions related to law enforcement operations (e.g., Telecommunications).

At the first advanced level, incumbents manage, plan & direct segment of agency program (e.g., Telecommunications) & supervise assigned staff.

At the second advanced level, incumbents plan & direct agency program (e.g., quality control) & supervise team/unit supervisors.

At the administrative level, a single incumbent will administer agency-wide law enforcement activities & supervise assigned staff.

Glossary:

MARCS = Multi-agency Radio Communications System

NCIC = National Crime Information Center

LEADS = Law Enforcement Automated Data System

OPOTC = Ohio Peace Officer Training Council

CLASS TITLE

Natural Resources Staff Officer 1

CLASS NUMBER

22921

PAY RANGE

12

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The first full performance level class works under direction & requires considerable knowledge of employee training & development & law enforcement procedures in order to develop & implement agency-wide policies for technical or specialized functions related to law enforcement operations & develop & implement usage of evaluation tools, instruments & methodologies needed for effective program assessment.

CLASS TITLE

Natural Resources Staff Officer 2

CLASS NUMBER

22922

PAY RANGE

13

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The second full performance level class works under general direction & requires considerable knowledge of employee training & development & law enforcement procedures in order to direct & manage teams associated within technical or specialized functions related to law enforcement operations (e.g., Telecommunications), coordinate & conduct training of agency law enforcement officers & cadets on policy issues & enforcement operations & on behalf of agency formulate, implement & coordinate policies & procedures related to Telecommunications law enforcement operations & monitor work schedule baseline to ensure projects are completed timely.

CLASS TITLE

Natural Resources Staff Officer 3

CLASS NUMBER

22923

PAY RANGE

14

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The first advanced level class works under general direction & requires thorough knowledge of employee training & development & law enforcement procedures in order to manage, plan & direct segment of agency program (e.g., participate in preparation & management of annual & bi-annual budgets for assigned technical or specialized function; coordinate activities of natural resources law enforcement staff officers; monitor work schedule to ensure timely completion of projects; formulate & implement policies & procedures regarding assigned technical or specialized function) & direct training of agency staff regarding enforcement policies & procedures & monitor & coordinate agency budget for law enforcement program & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Natural Resources Staff Officer 4	22924	15	01/09/2005

CLASS CONCEPT:

The second advanced level class works under administrative direction & requires thorough knowledge of management & law enforcement procedures in order to act as administrator in absence of Natural Resources Law Enforcement Administrator, 22925, develop policies & procedures for technical or specialized functions for Departmental Enforcement Program, plan & direct agency program (e.g., Telecommunications), supervise unit/team supervisors, participate in development of law enforcement budgets, implement organizational & management improvements in operating units for optimum efficiency of operations, serve as agency manager for technical or specialized functions (e.g., Telecommunications) & coordinate program compliance with NCIC & LEADS certification.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Natural Resources Staff Administrator	22925	16	01/09/2005

CLASS CONCEPT:

The administrative level class works under administrative direction from Director of Natural Resources & requires extensive knowledge of management & law enforcement procedures in order to administer agency-wide law enforcement activities for divisions (e.g., Forestry; Wildlife; Parks & Recreation; Watercraft; Natural Areas & Preserves), monitor divisions law enforcement program, promulgates & enforces all natural resources law enforcement policies, directives & procedures, ensures all "peace officers" in Ohio Department of Natural Resources are in compliance with peace officer regulations to include firearms training; record keeping, evidence & property management, pursuit, uniforms & grants) participates in development of law enforcement budget, composes & drafts law enforcement legislation affecting enforcement program & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Staff Officer 1	22921	EX	01/09/2005	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.)

Develop & implement agency-wide policies for technical or specialized functions related to law enforcement operations (e.g., participates in delivery of in-service training, prepares lesson plans, training aids & visual aids, conducts training of officers & cadets on policy issues & enforcement matters, prepares &/or revises manuals policies, programs rules regulations &/or directives provides technical direction & assistance to managerial and supervisory personnel) & develops & implements usage of evaluation tools, instruments & methodologies needed for effective program assessment.

Conducts departmental enforcement inspections related to the technical or specialized functions; performs criminal & administrative investigations/surveillance upon request of agency; collects evidence related to technical or specialized functions; carries out prosecution; conducts internal affairs investigations of Ohio Department of Natural Resources personnel involved in suspected & known illegal activities & administrative matters; conducts interviews & reports findings to superiors &/or assigned manager; conducts background investigations on agency employees as instructed, operates vehicle in order to travel statewide & out of state to perform technical or specialized functions related to law enforcement operations as assigned (i.e., investigates, communication, enforcement related issues) & serves as project liaison for agency to other statewide law enforcement agencies.

Prepares & reviews enforcement, maintenance & records reports affecting enforcement programs in divisions of watercraft, wildlife, parks & recreation, natural areas & preserves & forestry; attends meetings & disburses information within agency for assigned technical or specialized functions; develops ad hoc reports & other legislative reports; coordinates, oversees & maintains record management systems &/or other subsystems, prepares & delivers speeches, lectures, & seminars for specialized audiences & general public).

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development; human resource training & development; safety practices; public relations; human relations; natural resources law enforcement practices; interviewing. Skill in word processing; personal computer; calculator; fire-arms; handcuffs; impact; instruments; chemical agents; motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare & deliver speeches before specialized audience & general public; gather, collate & classify information about data, people or things; handle sensitive inquires from & contacts with officials & general public; demonstrate physical fitness; must be able to perform; physical arrest of combative individuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in public administration, business administration, or social or behavioral sciences; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or completion of undergraduate core program in public administration, business administration, or social or behavioral sciences; 12 mos exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 4 yrs exp or 4 yrs trg as ODNR specialist officer; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 3 yrs exp or 3 yrs trg as ODNR investigator; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 2 yrs exp or 2 yrs trg as ODNR commissioned supervisor; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

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

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

Must maintain any agency required physical requirements as established by department & pass any required medical examinations, must qualify semi-annually with firearms & related equipment; must obtain OPOTC certification within 12 mos. of hire & maintain OPOTC certification thereafter.

UNUSUAL WORKING CONDITIONS:

Works outside in all weather conditions; exposed to & must arrest hostile/aggressive persons; conducts patrols on Land/lakes regions, work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; exposed to blood at traffic crash scenes; collects body fluids for testing injured people or animals; exposed to traffic hazards, required to apprehend & arrest dangerous felons; may physically subdue violators; may be required to work rotating shifts & travel overnight ; on call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Staff Officer 2	22922	EX	01/09/2005	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.)

Directs & manages teams associated within technical or specialized functions related to law enforcement operations (e.g., MARCS), coordinates & conducts training of agency law enforcement officers & cadets on policy issues & enforcement operations, on behalf of agency, formulates, implements & coordinates policies & procedures related to MARCS law enforcement operations & monitors work schedule baseline to ensure projects are completed timely.

Coordinates, oversees & maintains record management systems &/or other sub-systems; develops &/or implements usage of evaluation tools, instruments & methodologies needed for effective program assessment; develops & implements agency-wide training for technical or specialized functions related to law enforcement operations as assigned; develops & implements agency-wide law enforcement automated data system certification training for MARCS users; schedules & coordinates training students, staff , facilities &/or equipment, prepares lesson plans, training aids & visual aids & operates vehicle in order to travel statewide & out of state to perform technical or specialized functions related to law enforcement operations as assigned (i.e., investigates, communication, enforcement related issues).

Coordinates departmental enforcement inspections related to technical or specialized functions assigned; prepares & reviews enforcement reports, maintenance reports & records effecting enforcement programs in divisions of watercraft, wildlife, parks & recreation, natural areas & preserves & forestry, develops & implements usage of tools, instruments & methodologies needed for effective program assessment; prepares &/or revises manuals, policies, programs, rules, regulations &/or directives; provides technical direction & assistance to managerial & supervisory personnel involved in implementation of improvements or new programs; provides technical information & assistance & serves as project liaison with other state law enforcement agencies.

Coordinates & conducts internal investigations of agency personnel involved in suspected & known illegal activities & administrative matters; conducts interviews & reports findings to higher-level staff; collects evidence related to technical or specialized functions; carries out prosecution activities through court systems & state labor offices; conducts background investigations on agency employees as instructed by director, provides background information to division chiefs & agency administrators, conducts criminal & administrative investigations/surveillance upon request of agency, attends meetings & disburses information within agency; provides technical direction to managerial & supervisory personnel involved in implementation of technical or specialized functions related to law enforcement operations, enhancements & program improvements, develops ad hoc & legislative reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles & techniques; management; work force planning; employee training & development; human resource training & development; safety practices; public relations; human relations; natural resources law enforcement practices; interviewing. Skill in word processing; personal computer; calculator; fire-arms; handcuffs; impact; instruments; chemical agents; motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare & deliver speeches before specialized audience & general public; gather, collate & classify information about data, people or things; handle sensitive inquires from & contacts with officials & general public; demonstrate physical fitness; must be able to perform; physical arrest of combative individuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in public administration, business administration, or social or behavioral sciences; 12 mos exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or completion of undergraduate core program in public administration, business administration, or social or behavioral sciences; 24 mos exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 5 yrs exp or 5 yrs trg as ODNR specialist officer; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 4 yrs exp or 4 yrs trg as ODNR investigator; per Section 4507.02 of Ohio Revised Code, must possess current State of

Ohio Driver's License.

Or 3 yrs exp or 3 yrs trg as ODNR commissioned supervisor; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

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

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

Must maintain any agency required physical requirements as established by department & pass any required medical examinations, must qualify semi-annually with firearms & related equipment; must obtain OPOTC certification within 12 mos. of hire & maintain OPOTC certification thereafter.

UNUSUAL WORKING CONDITIONS:

Works outside in all weather conditions; exposed to & must arrest hostile/aggressive persons; conducts patrols on land/lake regions; work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; exposed to blood at traffic crash scenes; collects body fluids for testing injured people or animals; exposed to traffic hazards, required to apprehend & arrest dangerous felons; may physically subdue violators; may be required to work rotating shifts & travel overnight ; on call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Staff Officer 3	22923	EX	01/09/2005	14

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.)

Manages, plans & directs segment (e.g., Telecommunications Center) of agency program (e.g., participates in preparation & management of annual & bi-annual budgets for assigned technical or specialized functions; coordinates activities of natural resources law enforcement staff officers; monitors work schedule to ensure timely completion of projects; formulates & implements policies & procedures regarding assigned technical or specialized function & directs training of agency staff regarding policy & enforcement policy & procedures) & monitors & coordinates agency budget for law enforcement program & supervises assigned staff.

Conducts criminal & administrative investigations/surveillance upon agency request (e.g., collects evidence; conducts interviews); coordinates background investigations on agency staff & operates vehicle in order to travel statewide & out of state to perform technical or specialized functions related to law enforcement operations as assigned (i.e., investigates, communication, enforcement related issues); serves as project liaison to other law enforcement agencies .

Schedules staff & facilities for training (e.g., reserves spaces, assigns personnel, orders supplies, prepares lesson plans, training aids & visual aids); evaluates, recommends & tests equipment for enforcement program (e.g., vehicles, weapons, uniforms & equipment).

Provides technical direction to managerial & supervisory personnel; develops & prepares ad hoc & legislative reports; develops &/or implements usage of evaluation tools, instruments & methodologies for program assessment; prepares &/or revises manuals, policies, programs, regulations &/or directives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles & techniques; management; work force planning; employee training & development; human resource training & development; safety practices; public relations; human relations; natural resources law enforcement practices; interviewing. Skill in word processing; personal computer; calculator; fire arms; handcuffs; impact; instruments; chemical agents; motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare & deliver speeches before specialized audience & general public; gather, collate & classify information about data, people or things; handle sensitive inquires from & contacts with officials & general public; demonstrate physical fitness; must be able to perform; physical arrest of combative individuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in public administration, business administration, or social or behavioral sciences; 24 mos exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or completion of undergraduate core program in public administration, business administration, or social or behavioral sciences; 36 mos exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 6 yrs exp or 6 yrs trg as ODNR specialist officer; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 5 yrs exp or 5 yrs trg as ODNR investigator; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 4 yrs exp or 4 yrs trg as ODNR commissioned supervisor; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

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

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

Must maintain any agency required physical requirements as established by department & pass any required medical examinations, must qualify semi-annually with firearms & related equipment; must obtain OPOTC certification within 12 mos. of hire & maintain OPOTC certification thereafter.

UNUSUAL WORKING CONDITIONS:

Works outside in all weather conditions; exposed to & must arrest hostile/aggressive persons; conducts patrols on land/lake regions; work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; exposed to blood at traffic crash scenes; collects body fluids for testing injured people or animals; exposed to traffic hazards, required to apprehend & arrest dangerous felons; may physically subdue violators; may be required to work rotating shifts & travel overnight ; on call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Staff Officer 4	22924	EX	01/09/2005	15

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.)

Acts as administrator in absence of Natural Resources Law Enforcement Administrator, 22925, develops policies & procedures for technical or specialized functions for Departmental Enforcement Program, plans & directs agency program (e.g., Telecommunications), supervises unit/team supervisors, participates in development of law enforcement budgets, implements organizational & management improvements in operating units for optimum efficiency of operations, serves as agency manager for technical or specialized functions (e.g., Telecommunications) & coordinates program compliance with NCIC & LEADS certification.

Coordinates & conducts internal investigations of agency personnel involved in suspected & known illegal activities & administrative matters; conducts interviews & reports findings to higher-level staff; collects evidence related to technical or specialized functions; carries out prosecution activities through court systems & state labor offices; conducts background investigations on agency employees as instructed by director, provides background information to division chiefs & agency administrators, conducts criminal & administrative investigations/surveillance upon request of agency, attends meetings & disburses information within agency; provides technical direction to managerial & supervisory personnel involved in implementation of technical or specialized functions related to law enforcement operations, enhancements & program improvements, develops ad hoc & legislative reports & operates vehicle in order to travel statewide & out of state to perform technical or specialized functions related to law enforcement operations as assigned (i.e., investigations, communication & enforcement related issues).

Recommends equipment for enforcement program (e.g., vehicles, radios); acts as department liaison with other law enforcement agencies & state government officials; represents law enforcement at meetings with Bureau of Criminal Identification & Investigation, Federal Bureau of Investigation, Ohio Police Offices Training Academy, Attorney General, Buckeye Sheriff's Association, Fraternal Order of Police, State Highway Patrol & local law enforcement.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development; human resource training & development; safety practices; public relations; human relations; natural resources law enforcement practices; interviewing. Skill in word processing; personal computer calculator; fire arms; handcuffs; impact; instruments; chemical agents; motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare & deliver speeches before specialized audience & general public; gather, collate & classify information about data, people or things; handle sensitive inquires from & contacts with officials & general public; demonstrate physical fitness; must be able to perform; physical arrest of combative individuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in public administration, business administration, or social or behavioral sciences; 3 yrs exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or completion of undergraduate core program in public administration, business administration, or social or behavioral sciences; 3 yrs exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 7 yrs exp or 7 yrs trg as ODNR specialist officer; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 6 yrs exp or 6 yrs trg as ODNR investigator; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 5 yrs exp or 5 yrs trg as ODNR commissioned supervisor; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

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

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

Must maintain any agency required physical requirements as established by department & pass any required medical examinations, must qualify semi-annually with firearms & related equipment; must obtain OPOTC certification within 12 mos. of hire & maintain OPOTC certification thereafter.

UNUSUAL WORKING CONDITIONS:

Works outside in all weather conditions; exposed to & must arrest hostile/aggressive persons; conducts patrols on land/lake regions; work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; exposed to blood at traffic crash scenes; collects body fluids for testing injured people or animals; exposed to traffic hazards, required to apprehend & arrest dangerous felons; may physically subdue violators; may be required to work rotating shifts & travel overnight ; on call 24-hours per day.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Staff Administrator	22925	EX	01/09/2005	16

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.)

Administers agency-wide law enforcement activities (e.g., policy & procedure development; employee training & development; grant administration; communications; communications systems; dispatching) for divisions (e.g., Forestry; Wildlife; Parks & Recreation; Watercraft; Natural Areas & Preserves), monitor divisions law enforcement program, promulgates & enforces all natural resources law enforcement policies, directives & procedures, ensures all "peace officers" in Ohio Department of Natural Resources are in compliance with peace officer regulations (e.g., firearms training; record keeping; evidence & property management, pursuit, uniforms; grants), participates in development of law enforcement budget, composes & drafts law enforcement legislation affecting enforcement program & supervises assigned staff.

Administers training of all agency peace officers & cadets on policy & enforcement issues; manages Ohio Department of Natural Resources mutual aid agreements between law enforcement divisions & local agencies; administers, assigns & conducts internal investigations of agency personnel suspected of involvement in illegal/unethical practices; conducts interviews & reports findings to Director & Governor's Office, coordinates prosecution of offenders through courts system & state labor offices; coordinates & handles media issues related to enforcement matters; administers background investigations of employees as instructed by Director; provides background information to division chiefs & agency administrators & serves as agency state representative for security issues; analyzes agency-wide use of force reports for compliance with policy, acts a chair-person of use of force committee & firearms board of review, prepares & delivers speeches, lectures & seminars to specialized audiences/general public

Acts as departmental liaison with other law enforcement agencies (administrative investigations located in Governor's Office, Federal Bureau of Investigation, Drug Enforcement Administration, U.S. Fish & Wildlife Service, National Park Service, Buckeye Sheriff's Association, Ohio State Highway Patrol, Bureau of Criminal Identification & Investigation, Ohio Peace Officer Training Academy, Fraternal Order of Police)& state government officials; represents Director at meetings, seminars & conferences; administers, coordinates & obtains law enforcement grants for enforcement divisions, prepares & reviews enforcement & maintenance reports; serves as agency state representative at Emergency Operations Center & assigns staff officers to Emergency Operations Center operations; administers contract security services at natural resources complex & Ohio State Fairgrounds; administers NCIC & LEADS Certification for agency; attends meetings & disburses information within agency for technical or specialized functions related to law enforcement & operates vehicle in order to travel statewide & out of state to perform technical or specialized functions related to law enforcement operations as assigned (i.e., investigates, communication, enforcement related issues).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles & techniques; management; work force planning; employee training & development; human resource training & development; safety practices; public relations; human relations; natural resources law enforcement practices; interviewing. Skill in word processing; personal computer calculator; fire arms; handcuffs; impact; instruments; chemical agents; motor vehicle. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare & deliver speeches before specialized audience & general public; gather, collate & classify information about data, people or things; handle sensitive inquires from & contacts with officials & general public; demonstrate physical fitness; must be able to perform; physical arrest of combative individuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in public administration, business administration, or social or behavioral sciences; 4 yrs exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or Completion of undergraduate core program in public administration, business administration, or social or behavioral sciences; 4 yrs exp in law enforcement; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 8 yrs exp or 8 yrs trg as ODNR specialist officer; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 7 yrs exp or 7 yrs trg as ODNR investigator; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

Or 6 yrs exp or 6 yrs trg as ODNR commissioned supervisor; per Section 4507.02 of Ohio Revised Code, must possess current State of Ohio Driver's License; employment subject to successful completion of background check.

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

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

Must maintain any agency required physical requirements as established by department & pass any required medical examinations, must qualify semi-annually with firearms & related equipment; must obtain OPOTC certification within 12 mos. of hire & maintain OPOTC certification thereafter.

UNUSUAL WORKING CONDITIONS:

Works outside in all weather conditions; exposed to & must arrest hostile/aggressive persons; conducts patrols on land/lake regions; work involves personal exposure to serious traffic accidents, firearms, hazardous materials & inclement weather; exposed to blood at traffic crash scenes; collects body fluids for testing injured people or animals; exposed to traffic hazards, required to apprehend & arrest dangerous felons; may physically subdue violators; may be required to work rotating shifts & travel overnight ; on call 24-hours per day.