

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV36114
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
Workers Comp Code:	7720		

Job Code Established:	1/1/85	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Wildlife Resource Management and Development

JOB CODE TITLE: WILDLIFE ENFORCEMENT PROGRAM COORDINATOR

HRIS TITLE: WILDLIFE EFCMT PRG COORD

CHARACTERISTICS OF THE JOB CODE: Under general supervision, coordinates multiple statewide enforcement programs. Acts as agency's liaison and coordinates planning, recommendations and activities with federal, state and local law enforcement agencies. Develops program policies and procedures and manages and monitors programs' budgets. Develops and provides education presentations. Participates in field law enforcement activities to maintain field presence and evaluate effectiveness of law enforcement programs. May supervise subordinate personnel.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Coordinates activities of several law enforcement programs. Makes program recommendations. Develops policies and procedures and advises department and other agencies' staff on matters related to program activities. Represents the department at meetings and conferences related to program areas. Develops training courses, coordinates training schedules and trains peace officers and other staff in methods, techniques and procedures of programs. Negotiates agreements within program areas. Plans, recommends and defends various program budgets. Manages program funds. Prepares budget for work unit. Prepares a variety of annual performance reports, e.g., for the U. S. Coast Guard, Off-Highway Vehicle fund, Wildlife Theft Prevention fund, etc. May supervise subordinate enforcement officers and other staff. Participates in outreach activities. Reviews accident or violation reports, analyzes data and makes recommendations for program development. Enforces Game and Fish, environmental, watercraft and off-highway laws and participates in patrols as required. Uses field experience to help evaluate effectiveness of law enforcement programs. Operates a variety of specialized equipment common to wildlife law enforcement work. May assist with wildlife surveys.

WORK CONDITIONS: Work in office and outdoors. Work irregular hours, including weekends, holidays and nighttime. When working outdoors, work in Arizona's geographic and weather extremes. Can include exposure to wildlife and wilderness dangers. Outdoor work involves use of various transportation modes, e.g., boat, plane, horse, foot, ATV and requires the ability to hike, backpack, climb and camp. Requires lifting and carrying more than 50 pounds, sometimes for extended periods. Field law enforcement work involves face-to-face contact with persons in possession of firearms or other weapons.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Federal, state and agency laws, rules, regulations, policies and procedures appropriate to assignment, particularly wildlife law enforcement rules, regulations, policies, procedures and techniques. Wildlife management and conservation philosophy, principles and practices. Administrative and supervisory principles and practices, including coaching, mentoring and staff development. Public relations strategies

Skill in / Ability to: Effectively plan and guide law enforcement programs. Evaluate, analyze and manage programs and data. Apply wildlife law enforcement rules, regulations, policies, procedures and techniques and federal, state and agency laws, rules, regulations, policies and procedures appropriate to assignment. Apply wildlife management principles and practices to programs. Develop working relationships within the agency, with other public agencies, the media and the public. Negotiate and build consensus. Communicate orally and in writing at professional, technical and popular levels. Supervise and coach employees. Work irregular hours, including on weekends and holidays and at night. Work outdoors in Arizona's geographic and weather extremes, as needed. Safely use law enforcement equipment, e.g., evidence kit, fingerprinting kit, firearms, etc. Safely use a variety of vehicles and equipment, e.g., computers, agency radio system, GIS, GPS locator, computers, remote video and trip cameras, seismic sensors, magnet trackers, night vision. Basic survival and first response (medical assistance) skills. Maintain AzPOST certification

KSAs are typically obtained through experience and/or education in:

- Law enforcement
- Wildlife science and management

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Special Selection Factors: Prior to being granted permanent status, must have Arizona Peace Officer Standards and Training Board (AZPOST) certification. Must maintain AZPOST certification. Bachelor's degree in a wildlife science or related field as defined by Arizona Game & Fish. Possession of and ability to maintain valid Arizona driver's license appropriate to assignment.