

CONSERVATION CAPTAIN

NATURE OF WORK IN THIS CLASS:

This is complex administrative management work, which involves commanding, directing, coordinating and controlling law enforcement operation in the performance of specialized conservation functions. Work involves administering the enforcement of laws for the protection and conservation of fish, wildlife and wildland or forestry; coordinating and supervising law enforcement training activities, duty assignments, and performing other functions of law enforcement management.

Employees in this class work with considerable latitude in the exercise of independent judgment and actions in accordance with laws, rules and regulations and established departmental policies and procedures. Work is reviewed through inspections, observations, conferences, and analysis of reports.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Plans, organizes, assigns, directs, supervises and reviews the work of subordinates performing enforcement investigations and administrative functions; issues assignments to subordinates.

Develops methods and procedures independently or in conference with subordinate officers to meet operational needs and service demands; analyze records and reports to ascertain present conditions and to obtain information upon which to base division programs.

Reviews operating and performance records of subordinates to determine efficiency and effectiveness in the performance of work orders and review the preparation of specialized training programs for conservation officers.

Prescribes, promulgates and enforces departmental rules and regulations, policies and procedures.

Prepares and justifies annual budget reports for the Law Enforcement Section.

Reviews disciplinary problems and takes action deemed necessary.

Interviews prospective conservation officers and provides recommendations for selection or advancement.

Confers with other law enforcement officials with respect to law enforcement problems and activities.

Makes periodic inspections to ensure the maintenance of high-level law enforcement efficiency.

Performs related duties as required.

CONSERVATION CAPTAIN

Page 2 of 3

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of local and federal laws, rules and regulations pertaining to the protection and conservation of fish, wildlife and wildland or forestry conservation.

Knowledge of the modern principles, practices and methods of law enforcement administration, organization and operation.

Knowledge of the principles and techniques of investigation and arrest, confiscation and handling of evidence, and prosecution procedures.

Ability to manage, plan, assign, and supervise the overall operation of the division.

Ability to establish and maintain effective working relationships with allied agencies, fellow employees and the public.

Ability to maintain records and utilize tabulations from those records for administrative control.

Ability to make decisions, react quickly and calmly in cases of emergencies.

Ability to communicate effectively, orally and in writing.

Ability to swim.

Skill in the use and care of firearms.

Skill in the safe operation of motor vehicles, motorboats and jet skis.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years experience as a Conservation Lieutenant and ninety (90) semester hours of college credits. (Credit hours earned in a law enforcement academy count towards the requirement.); **OR**
- B) Four (4) years and two (2) months of experience as a Conservation Lieutenant and graduation from high school or attainment of a general equivalency diploma (GED).

NECESSARY SPECIAL QUALIFICATIONS:

- (a) Must be a resident of the Territory of Guam and a U.S. citizen, or a citizen of the Republic of Palau, Republic of the Marshall Islands, or the Federated States of Micronesia;
- (b) Must possess a valid Guam driver's license;
- (c) Must possess a valid Guam firearm identification card;

CONSERVATION CAPTAIN

Page 3 of 3

- (d) Must be in good health and physical condition;
- (e) Must pass a background investigation (persons convicted of a felony, a crime involving moral turpitude, a crime of domestic or family violence, or who are administratively pardoned of any crime are automatically disqualified; must never have been dismissed for cause as a conservation officer or resigned for the sole purpose of negating or averting a pending or anticipated disciplinary action.)


ESTABLISHED: DECEMBER 2006

AMENDED: NOVEMBER 2007

PAY GRADE: N
 STEP 1: \$31,064
 STEP 10: \$46,596

HAY EVALUATION:	KNOW HOW:	E 1 3	230
	PROBLEM SOLVING:	E 3 (33%)	76
	ACCOUNTABILITY:	E 1 C	<u>100</u>
	TOTAL POINTS:		406

This standard revises and supersedes the standard established December 2006.



LOURDES M. PEREZ, Director
Department of Administration