

State of Washington

Dept. of Fish and Wildlife

invites applications for the position of:

Fish and Wildlife Deputy Chief (WMS 3)

careers.wa.gov
Working for Washington State

SALARY: \$92,646.00 - \$102,940.00 Annually

OPENING DATE: 08/07/13

CLOSING DATE: 08/28/13 05:00 PM

DESCRIPTION:



Our Mission

To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision

Conservation of Washington's fish and wildlife resources and ecosystems.

DEPUTY CHIEF (WMS 3) Law Enforcement Program

THE DEPARTMENT

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Learn more about us at www.wdfw.wa.gov.

WDFW is currently recruiting for the challenging and rewarding position of **Deputy Chief** within the Law Enforcement Program Headquarters. If you have the experience and talent necessary to lead an

exceptional cadre of Fish and Wildlife Officers, Detectives, Communication Officers technical and administrative support staff; an impeccable service record in law enforcement; committed to law enforcement best practices; innovative and forward thinking; and have a strong desire to protect Washington's unique fish and wildlife species, diverse landscape and rugged coastline for future generations to enjoy, then consider this position and apply now!

JOB SUMMARY

The WDFW Law Enforcement Program enforces title 77 (Fish and Wildlife Code), all WACs established by the agency, and all general laws of the state of WA. The Law Enforcement Program reports to the Deputy Director and supports all regulatory and business needs of the other agency programs. The Deputy Chief reports directly to the Law Enforcement Program Chief (Assistant Director) and is part of the Headquarters Command Staff. The Deputy Chief serves as the principle regional operations manager/administrator and advisor to the Chief, and may in the Chief's absence, serve as the Director of the program. The primary objective of the position is the administration, management and coordination of the Law Enforcement Program on a statewide basis. This position is responsible for providing direction to field commanders who oversee day to day operations involving 150 commissioned law enforcement personnel. This includes development of strategic and tactical plans and priorities for statewide action.

The Deputy Chief works in partnership with the Chief to develop statewide policies and strategies and ensures implementation, application and allocation of staff and budget to meet agency goals and objectives.

The Deputy Chief coordinates with department and external policy level personnel as it relates to natural resource protection. The Deputy Chief also occupies an important role during government to government negotiations involving over twenty-four (24) Treaty and a number of Executive Order Tribes, serves as a primary and secondary policy coordinator and consultant in federal and local government levels, and networks with private organizations with mutual concerns and common interests.

The Deputy Chief oversees media as the programs chief public information officer, and participates in legislative relations work. These duties often require a personal response to emergent issues from the headquarters level, many of which have the potential to rapidly escalate into significant problems and liability for the agency if left unchecked. The incumbent is responsible for developing and implementing new outreach and program marketing tools, such as social media initiatives and community outreach programs. In a shared role with the Chief, the Deputy Chief drafts legislation, networks with individual legislators, and testifies at legislative committee hearings and participates in related workshops.

The Deputy Chief ensures law enforcement operations are consistent with professional standards established by state and federal law, Criminal Justice Training Commission, law enforcement accreditation through the Washington Association of Sheriffs and Police Chiefs and agency regulations and policies. The Deputy Chief reviews investigations and makes recommendations to the appointing authority. The incumbent ensures liability risks to the agency and program are minimized, particularly with respect to use of force, searches and seizures.

DUTIES:

Examples of Key Duties: (Duties are illustrative and not all inclusive)

- Provides responsible staff assistance to the Chief.
- Assumes management responsibility for the day to day operations, services, and activities of a general authority law enforcement program - Fish and Wildlife Police Officers.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities at a statewide level.

- Responsible for unit direction and any potential liabilities.
- Independently or in concert with the Chief, act as lead secondary and primary Enforcement Program policy representative.
- Interacts with local, state, federal and tribal entities with respect to issues that have statewide law enforcement implications.
- As a law enforcement liaison, interacts directly on a government to government basis with over 24 treaty tribes and a number of Executive Order tribes.
- Responsible for negotiation and administration of enforcement contracts and MOUs with other governmental agencies, industry, and tribes. This involves negotiation with other states and sovereign nations and drafting of contracts, agreements and MOUs.
- Routinely coordinates enforcement missions/emphasis patrols with the States of Alaska, California, Oregon, Canadian Provinces, tribal, state, local, and federal law enforcement entities.
- Directs and coordinates environmental and general law violation investigations. This involves coordination and integration of efforts with Washington Department of Ecology, Washington Department of Natural Resources, Army Corps of Engineers, Environmental Protection Agency, U.S. Fish and Wildlife Service, National Marine Fisheries Service, U.S. Border Patrol and Customs, USDA, Oregon State Police, California Department of Fish and Game, Canada Fisheries and Oceans, local Sheriffs Office's, City Police Departments and tribal law enforcement
- Commands statewide law enforcement operations; must exercise judicious oversight of the agencies law enforcement program due to the extremely visible and sensitive ramifications from improper execution of law enforcement authority.
- Ensures commissioned personnel execute law enforcement authority consistent with Constitutional and Judicial law and case precedence.
- Reviews allegations of officer misconduct, assigns related investigations and makes recommendations to the Chief regarding discipline.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, meet with staff to resolve problems.
- Plans, directs, coordinates and reviews the work plan for Law Enforcement Program staff.
- Assigns work activities and projects; reviews and evaluates work products, methods and procedures.
- Participates in the development and administration of the Programs annual and bi-annual budget, participates in executive management level discussions related to forecast of funds needed for staffing, equipment, materials and supplies.
- Monitors and approves expenditures and implement adjustments where necessary.
- Responds to major and emergent law enforcement incidents and provide direction; oversees media, legislative level and public requests for information and situational updates.
- Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies; participate with community relations, coordinate special community programs; attends community meetings to promote department's goals and mission.
- Serves as staff representative with decision making authority on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Responsible for ensuring commissioned staff stay current with new and current laws, case law, and law enforcement agreements.

WORKING CONDITIONS

Primarily an office environment; however, due to the nature and scope of natural resource law enforcement field duties, the incumbent will be expected to perform all law enforcement functions in all areas of the state to include the most remote and under the most adverse of conditions. This position requires statewide travel as detachments/regions requiring oversight are spread out over a large geographic area, and coordination with other law entities, Tribes and participation in major operations requires it.

The Deputy Chief must be available seven days a week, 24 hours a day for any field or agency emergency or required response by means of cellular phone and/or radio dispatch. It is also expected that the Deputy Chief

be willing and able to work excessive hours over an extended period of time.

What does "WMS" mean?

Washington Management Service (WMS) is a decentralized personnel system established separately for civil service managers in state government. Agencies have delegated authority under the law to create management positions. It recognizes the unique nature of management positions and the importance of strong management skills to effective state government. For more information, please visit the following website:

<http://www.dop.wa.gov/CompClass/Management/Pages/WashingtonManagementService2.aspx>

QUALIFICATIONS:

Required Qualifications:

- Graduation from a four-year college or university with major coursework in criminal justice, police science, public administration or a related field **AND** permanent status in a command/management/supervisory position in law enforcement operations equivalent rank of the Sergeant or above rank; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Washington State Criminal Justice Commission (CJTC) Law Enforcement Certifications:
 1. Washington CJTC Basic Law Enforcement Academy or equivalency.
 2. Washington CJTC First-Level Supervision Certificate or equivalency.
- Must possess a valid driving license and a satisfactory driving record.
- Must pass a detailed background investigation, including polygraph and psychological exams as required in RCW 43.101.095 and 77.15.075.

Knowledge of:

- Principles, practices and procedures of police administration to include resource/community policing, natural resource crime investigations, and a high level of service delivery;
- Fish and Wildlife laws, criminal laws, WDFW administrative code, court interpretations, including state and federal constitutions, apprehension, arrest, search and seizure and rules of evidence;
- Administrative principles and practices, including goal setting, program development, setting employee expectations, evaluation and supervision of staff, either directly or through subordinate levels of supervision;
- Principles and practices of budget development, administration and accountability;
- Principles and practices of labor law, contract development, negotiations, and application;
- Computer and software applications related to the work;
- Basic principles of state government organizations and public administration;
- Techniques for effectively representing the Agency in contacts with governmental agencies, Fish and Wildlife Commission, legislators, community groups and various business, professional, educational and regulatory organizations;
- Techniques for dealing with a variety of individuals from various social-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skills in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive natural resource police services program;
- Administering programs and the work of staff directly and through subordinate levels of supervision;
- Selecting, training, motivating, setting performance standards, and evaluating the work of staff;
- Providing for the professional development of staff;
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the Law Enforcement Program;
- Effectively representing the Law Enforcement Program and the Agency in meetings with governmental agencies, Fish and Wildlife Commission, community groups and various business, professional, education, regulatory and legislative organizations;
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials;
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines;
- Making effective public presentations;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Preferred/Desired Education and Experience:

- Completion of Enforcement Program Career Development Plan. Appointment to a Deputy Chief position is predicated on demonstrating a comprehensive understanding of Fish and Wildlife Officer positions, to include Sergeant, Lieutenant and Captain.
- Knowledge of habitat regulations, commercial and recreational fisheries, regulated wildlife activities-methods and management strategies.
- Washington CJTC Middle Management Certification.
- Five (5) years of progressive command/management/supervisory experience in law enforcement operations.

SUPPLEMENTAL INFORMATION:

To apply for this position you **MUST** complete your profile at www.careers.wa.gov and attach the following in order:

- A cover letter of not more than two (2) pages and at least size 11 font, describing how you meet the qualifications of this position (generic cover letters will not be accepted).
- A current resume of not more than two (2) pages and at least size 11 font.
- Three (3) **professional** references (personal references do not count as professional references).

Please do not include any attachments other than the ones requested above.

Please note: **Failure** to follow the above application instructions will result in disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the on-line profile.

Upon submission of your on-line application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your on-line profile at www.careers.wa.gov. Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the on-line process and avoid calling for information.

Please note that initial screening will be solely based on the completeness of application materials submitted

and the contents and completeness of the **“work experience”** section of your application in NeoGov. A resume will not substitute for the “work experience” section of the application. The information provided in your application must support your selected answers in the supplemental questions. Responses not supported in your application may disqualify you from consideration for employment in this position. All information will be verified and documentation may be required.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

Fish and Wildlife Deputy Chief (WMS 3) Supplemental Questionnaire

- * 1. Please answer the following supplemental question in the space provided. Limit your response to no more than one (1) page, single spaced, size 11 font.

What have you done in your career to prepare you to be the Fish and Wildlife Deputy Chief?

- * 2. Please answer the following supplemental question in the space provided. Limit your response to no more than two (2) pages, single spaced, size 11 font.

How would you establish and maintain trust and mutual respect between yourself and ...

- a.) WDFW's Commissioners and agency leadership staff?
- b.) With our captains?
- c.) With sergeants?
- d.) With officers?
- e.) With external customers such as a variety of Tribes and other area law enforcement agencies?

- * 3. Please answer the following supplemental question in the space provided. Limit your response to no more than one (1) page, single spaced, size 11 font.

Please provide an overview of your increasingly responsible managerial, fiscal, personnel, administrative and/or analytical work in a law enforcement setting.

- * 4. Please answer the following supplemental question in the space provided. Limit your response to no more than one (1) page, single spaced, size 11 font.

Please describe your experience analyzing regulations or legislation with the particular focus of recommending implementation policy. If you do not have this experience, please put N/A.

- * 5. Agency-Wide Question: Have you attached or included within your application your cover letter, resume and three (3) professional references?

Yes No

- * Required Question