

JOB DESCRIPTION
Benchmark Job #BM 271

Ministry: Environment, Lands & Parks
Branch: Enforcement
Location: Victoria

Working Title:
Level:
Classification:

Special Investigations Supervisor
Range 24
Conservation Officer

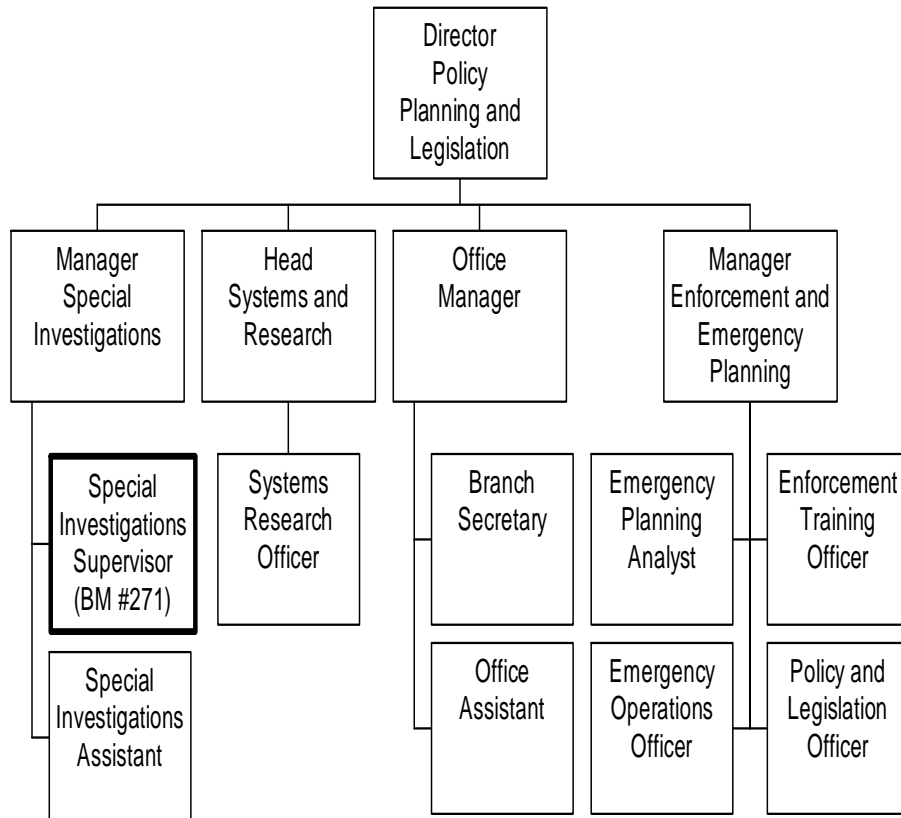
PRIMARY FUNCTION

To lead specialized covert and undercover field investigations of major offenses to ensure enforcement of environmental legislation and international treaties.

JOB DUTIES AND TASKS

1. Plans, participates and leads investigative teams in the conduct of provincial, inter-regional or international enforcement projects and covert investigations to enforce environmental legislation.
 - a. undertakes and conducts investigation assignments for covert operations that are too resource intensive or complex for regional enforcement staff
 - b. develops and implements investigation plans, which include scope and justification, investigation targets, budget, cover stories, logistics, equipment requirements and related operational details
 - c. leads special investigations of up to several years in duration and covert investigations of all sizes and duration including directing all seconded staff and contractors
 - d. shares investigations and information with other enforcement agencies on an international scale and enlists assistance from other agencies for apprehension of illegal wildlife or preservation of evidence
 - e. maintains close liaison with all conservation officers to gather intelligence, ensure coordination of enforcement activities and to provide advice regarding investigations of violators
 - f. gathers information regarding the movement of wildlife designated as endangered and develops recommendations for modifications to regulations for establishing effective control over wildlife trade
 - g. monitors activities of licensed fur traders and unlicensed businesses, supervises detailed investigation and analysis of traffic in big game and co-operates with other jurisdictions for investigation of activities that transcend provincial and national borders
 - h. evaluates the success of special investigations and participates in detailed debriefing sessions
2. Coordinates administration of Special Investigations Unit field operations
 - a. establishes and enforces procedures for the use of motor vehicles, boats and specialized equipment
 - b. controls accounting for vehicles and specialized equipment used during the conduct of investigations
 - c. provides on-site and proactive training to conservation officers and staff of cooperating agencies in the operation of specialized equipment and advanced investigative techniques
 - d. negotiates and monitors contracts with specialized investigation consultants to carry out major and covert investigations and reviews invoices from contractors with a signing authority of \$5,000
 - e. recommends suitable identities for covert operators and other investigative staff
 - f. arranges for provision of funds for obtaining information and evidence in the course of covert investigations, and accounts for all funds expended on allotted budget of \$150,000
3. Provides team leadership to seconded and attached staff employed on covert or special investigations
 - a. identifies, interviews and screens operatives for secondment from ministries and various jurisdictions
 - b. ensures that all covert investigators and cover officers receive the training required
 - c. assigns and monitors the work of investigators
4. Maintains comprehensive knowledge of environment related criminal activity, legislation and treaties, equipment and techniques, and emerging technologies for investigation of environmental offences
 - a. keeps abreast of criminal activity related to environmental law and develops information exchanges
 - b. maintains a comprehensive knowledge of legislation and international treaties regarding fish, wildlife, pollution and environmental offences
 - c. develops innovative approaches and techniques to carry out special and covert investigations
5. Performs other related functions
 - a. assists Crown Counsel with warrant execution and case processing
 - b. maintains proficiency in the use of fire arms, defensive tactics and surveillance equipment
 - c. operates and maintains a variety of vehicles, equipment, fire arms and conducts emergency repairs

ORGANIZATION CHART
Benchmark Job #271



REASON FOR CLASSIFICATION

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Job Title: Special Investigations Supervisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of environmental law enforcement and covert environmental investigation to lead province wide special investigations and take appropriate corrective action in conducting multi-jurisdictional projects and specialized investigation of offenses.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify environmental enforcement methods and investigational techniques or approaches to plan major enforcement projects and covert investigations.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to deal with incidents of antagonism while acting in an enforcement capacity.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restraint techniques during arrests.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by environmental policies, project proposals, provincial concerns, guidelines and environmental laws that allow flexibility in taking action, plans and organizes all special investigations in the province.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to exercise spending authority for a wide range of expenditures where any one expenditure exceeds \$5000.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of assigned workers (1+5 FTEs) on average over a one year period.	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide enforcement services for public protection in covert environmental situations.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently manage concurrent projects.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to occasionally lift awkward heavy weights (i.e. boats, motors and equipment).	D	18
12	SURROUNDINGS Exposure to frequent overnight travel to operative sites.	C	6
13	HAZARDS Moderate exposure to hazards from regularly facing the possibility of violence from suspects while working in covert operations.	C	6

Total Points: 849.5

Level: Range 24