

Position: **Benchmark Job #271**

Ministry: Environment, Lands & Parks

Working Title: **Special Investigations Supervisor**

Branch: Enforcement

Level: Range 24

Location: Victoria

NOC Code: 2224

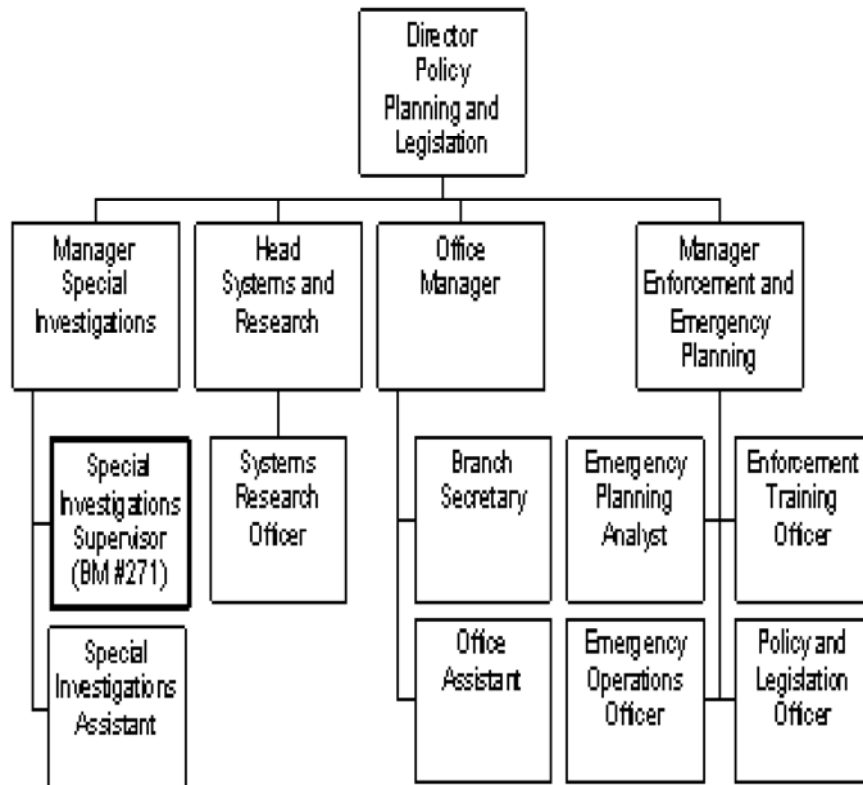
## PRIMARY FUNCTION

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



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>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><b>MENTAL DEMANDS</b></p> <p>Judgement to modify environmental enforcement methods and investigational techniques or approaches to plan major enforcement projects and covert investigations.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic counselling skills to deal with incidents of antagonism while acting in an enforcement capacity.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Significant coordination and dexterity required to apply various physical restraint techniques during arrests.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>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><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Considerable financial responsibility to exercise spending authority for a wide range of expenditures where any one expenditure exceeds \$5000.</p>	F	43

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.	E	33
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and review work of assigned workers (1+5 FTEs) on average over a one year period.	CD	14
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to provide enforcement services for public protection in covert environmental situations.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently manage concurrent projects.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to occasionally lift awkward heavy weights (i.e. boats, motors and equipment).	D	18
12	<b>SURROUNDINGS</b> Exposure to frequent overnight travel to operative sites.	C	6
13	<b>HAZARDS</b> Moderate exposure to hazards from regularly facing the possibility of violence from suspects while working in covert operations.	C	6

Total Points: 849.5

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