

## I. DESCRIPTION OF WORK

Positions in this banded class direct a statewide law enforcement operation such as the SBI, ALE, Marine Fisheries Enforcement, Wildlife Enforcement, Highway Patrol, or similar operation charged with enforcing the relevant laws of the State of North Carolina. Positions have full law enforcement authority in the assigned area ranging from patrol activities to deter and detect violations to conducting criminal investigations and have statewide and/or special jurisdiction. Positions serve as the Director responsible for developing policy and procedure, planning and organizing operations, managing budget development and related resource allocation, and maintaining appropriate relations with local and other State law enforcement agencies and with the media.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not Applicable

## III. COMPETENCIES

Competency	Definition
<b>Knowledge - Technical</b>	Possession of a designated level of technical skill or knowledge in law enforcement and the ability to keep up with current developments and trends.
<b>Planning and Organizing Operations</b>	Ability to develop plans to accomplish work operations and short-range goals and objectives. Ability to arrange and assign work to use resources effectively. Ability to coordinate administrative and technical services provided.
<b>Policy and Program Development</b>	Ability to establish operating standards and procedures to comply with state and federal rules and regulations and the policies of the organization.
<b>Business Administration</b>	Ability to evaluate and allocate resources, plan procurement and oversee budget and contracts to ensure fiscal stability of the organization.
<b>Human Resources Management</b>	Ability to oversee the recruitment, selection and development, coaching, counseling, disciplining, and evaluation of employees. Ability to retain a diverse workforce. Ability to plan and support the training and development of employees.
<b>Communication and Public Relations</b>	Ability to effectively communicate with staff through interpersonal interactions and written documentation. Ability to develop and maintain effective relationships with local and State law enforcement agencies and the media. Ability to maintain a positive image of law enforcement operations and to effectively manage situations that affect public relations. Ability to prepare and make presentations to various internal and external audiences on behalf of the organization.
<b>Strategic Planning</b>	Ability to identify strategic issues facing the area of law enforcement. Ability to establish and commit to a course of action in order to accomplish long-range, strategic goals, in coordination with the vision of the organization.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

#### **IV. COMPETENCY STATEMENTS BY LEVEL**

Not Applicable

#### **V. MINIMUM TRAINING & EXPERIENCE**

Bachelor's degree and two years of progressive supervisory/managerial law enforcement experience in the area of assignment; or equivalent combination of training and experience. Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission or the ability to achieve certification within one year of employment. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.