

Job Class Profile: Fisheries Case Management Officer

Pay Level: CG-38 **Point Band:** 848-881

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	5	5	6	5	2	4	
Points	280	83	13	24	150	130	103	43	43	869

JOB SUMMARY

The Fisheries Case Management Officer provides leadership and expert advice to regional staff and Inspection Officers with respect to all fisheries compliance and enforcement related activities.

Key and Periodic Activities:

- In conjunction with the Director of Compliance and Enforcement, plans, develops, directs and coordinates enforcement activities under relevant legislation and maintains legal case files.
- Provides expert advice to regional and inspection staff concerning enforcement related activities. Provides expertise and guidance in the collection and disposition of evidence as well as the completion and execution of court documents such as search warrants, summons, information, subpoenas, summary offence tickets, etc.
- Participates in compliance and enforcement activities through research, development and implementation of policies, procedures and training.
- Liaises with Crown Attorneys and attends court proceedings.
- In the absence of the Director, assumes responsibility for compliance and enforcement related activity.
- Meets with other law enforcement agencies to discuss policies and procedures that pertain to enforcement related measures.
- Attends various committee meetings to discuss issues.
- Meets with Fisheries Supervisors to discuss inspection and enforcement related issues.
- Delivers presentations with both internal and external clients.

SKILL

Knowledge

General and Specific Knowledge:

- Federal/Provincial legal system
- Investigation techniques
- Enforcement methodologies and practices

- Relevant legislation including Canadian Charter of Rights and Freedoms
- Summary Offence Tickets
- Principles of adult training

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree with a concentration in Police Science, Criminology or related discipline.

Years of Experience:

- Minimum: 3 - 4 years

Competencies:

- Ability to coordinate a range of related work or project related activities.
- Ability to provide input into the development of new policies and procedures.
- Ability to provide advice to Inspectors, Supervisors and other regional staff.
- Written and oral communications skills.

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, providing routine and specialized information and direction to others, coaching and mentoring, gaining the cooperation of others and providing expert advice on compliance and enforcement activities occurs.
- There is a requirement to negotiate contracts and agreements (investigator); train inspection staff (summary offence ticket and inspection report writing); facilitate meetings and make formal presentations (case files); dealing with upset or angry people (usually a result of enforcement action taken by inspection staff); and resolving disputes (between co-workers).
- Communications occur with employees and peers within the immediate work area/other government departments, manager, departmental executive, the general public, contractors, sales representatives, students, professional associations and advisors.
- Most significant contacts are: Director (for activities and advice); employees and peers within the organization (for gathering information); and employees and peers outside the organization.

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- There is a requirement to travel throughout the province to attend court, meetings and/or give presentations.
- Majority of work is performed within an office environment.
- Occasionally there is a requirement for the use of fine finger/precision work when utilizing a computer to prepare documents such as letters, briefing notes and policies and procedures.

Concentration

- **Visual** demands are requirements when proofreading legal documents, preparing court documentation, and writing a variety of correspondence.
- **Auditory** concentration is required when listening and discussing a variety of issues with

staff and other individuals.

- **Time pressures and deadlines** are experienced when required to prepare briefing notes. Deadlines are experienced when preparing reports and when serving legal documents.
- Lack of **control over work pace** occurs when major infractions happen in the field and there is a necessity to deal with the Inspector and situation immediately.
- **Eye/hand coordination** is required when utilizing a computer.
- Preparation of legal documentation requires **exact results and precision**.

Complexity

- Tasks range from repetitive/well defined to different but related. While the majority of challenges have obvious solutions and can be addressed by following procedures and/or guidelines, occasionally they require creative problem definition and analysis and the development of complex solutions. When dealing with complex investigations, a determination has to be made on whether or not a search warrant is required. Another requirement is to ensure that all the legal documents are completed accurately and filed with the court within established timeframes.
- As responsible for the development and consistent province-wide application of policies, procedures and legislation, tasks and activities performed have strategic or policy significance.
- Required to keep abreast of trends and developments in the field of compliance and enforcement.
- Reference material available includes policy and procedures manual, relevant legislation and regulations, solicitors and officers in other enforcement agencies and Manager.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Authority to order equipment, supplies and uniforms for compliance and enforcement staff.
- Policy and procedure changes, major purchases, briefing/house notes and other documents must be approved by supervisor.
- When dealing with investigations, discretion must be exercised due to the confidential nature of the information.
- A high degree of independent discretion and judgement must be exercised when maintaining legal case files and when providing advice and direction to inspection staff.
- Provides advice on the development of new policies and procedures and the overall inspection program.

Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with the general public and clients. Resources affected include processes and systems (serves on committees responsible for changes to policies); information (particularly relating to investigations); finances (in the event a product is seized); and corporate image (in

the event an investigation is not conducted properly).

- The consequences of a mistake or error can impact all of the above as well as any legal proceedings that may take place.
- When completing search warrants, it is critical that all the information is relevant and accurate. In the event of a mistake or error it may be detected by the Officer, the Director of Compliance and Enforcement, departmental solicitor, crown prosecutor or judge.

Development and Leadership of Others

- There is no direct supervision of staff.
- Provides some development and leadership such as providing on-the-job advice/guidance, direction and training, feedback, formal training, acts as technical mentor or advisor as well as reviewing the work of colleagues.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment and/or precautions are required when visiting a fish processing plant or a landing port. Included would be a personal flotation device, safety vest, boots and hard hat.
- There is limited likelihood for any injuries or illnesses resulting from hazards given that all health and safety regulations are followed.
- Travel is required on an occasional basis to visit the above noted sites, meet with Inspectors, attend meetings and conduct training.