

STATE PATROL MAJOR

KIND OF WORK

Professional supervisory work in traffic law enforcement.

NATURE AND PURPOSE

An employee in this classification supervises State Patrol district administrative and enforcement programs including laws, rules, regulations, policies and procedures; coordinates activities with other state, federal and local agencies as well as with the general public to achieve an effective and efficient traffic law enforcement program within one of two State Patrol Regions consisting of five or six field districts; performs other duties as required.

This classification differs from State Patrol Captain because, although a Captain has significant autonomy and supervises State Patrol administrative and enforcement programs within the district, a Major has program and supervisory responsibilities within a State Patrol Region, which consists of five or six districts.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Serves as chief operations officer for the assigned State Patrol Region.

Prepares and submits weekly narrative activity reports to the Assistant Chief of the Minnesota State Patrol.

Analyzes activity reports in relation to statewide totals for both current and proceeding year to evaluate progress.

Reviews regional accident trends and implements preventative measures where warranted.

Inspects all patrol districts/sections in the region to insure that Patrol rules, policies and procedures are being followed.

Conducts internal time keeping records, asset inventory and financial audits.

Reviews critical incidents, pursuit and use of force activity within the region.

Assumes command in emergency situations requiring the resources of more than one district in the region and coordinates the activities between the Patrol and other agencies.

Researches new labor agreements and determines compliance with all terms and conditions.

Conducts on-going review of all State Patrol General Orders and directives; revises as necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

All State Patrol policies, procedures and programs.

Terms of all labor agreements in force as well as policies and procedures of the Department of Employee Relations in order to effectively manage personnel functions.

Appropriate supervisory and human relations practices.

Ability to:

Communicate effectively with employees, outside agencies, civic groups and the general public.

Plan and organize region activities and evaluate progress towards stated goals.

Maintain a close working relationship with the Judiciary and civic groups to insure support for all State Patrol activities.

Make decisions in a timely and professional manner without necessarily consulting top level administrators before taking action.

Est.:

Rev.:

T.C.:

Former Title(s):