



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 5715

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**HIGHWAY PATROL FIELD OPERATIONS COMMANDER**  
GRADE S

**SCOPE OF WORK:**

Work involves planning and directing the staff and activities of the Field Operations Division within the North Dakota Highway Patrol (NDHP). The position in this classification reports directly to the Highway Patrol Superintendent.

**DUTIES PERFORMED:**

- Supervise, manage, and evaluate NDHP field operational components; evaluate and review the performance of the Motor Carrier Division, Safety and Education Division, Information and Analysis Fusion Center, Capitol Security Division, and eight regional district offices; control operational activities of special programs within the agency to include aircraft, canine, tactical response unit, and DUI enforcement team operations.
- Provide information, reports, advice, and recommendations to Superintendent regarding issues relating to the Division.
- Supervise staff within the Division; plan and assign work; monitor and evaluate performance.
- Develop and administer the Division budget; monitor and approve expenditures; participate in the development and prioritization of the agency budget.
- Plan, develop, update, and implement policies, procedures, goals, objectives, and strategic and operational plans.
- Ensure compliance with state and federal laws, rules, regulations, and agency policies, procedures, and requirements.
- Collaborate, coordinate, and communicate with other commanders and staff on matters relating to the Division operations.
- Prepare testimony and testify before legislative committees on matters pertaining to public safety.
- Serve as NDHP liaison with city, county, state, and federal law enforcement agencies.
- Serve as NDHP spokesperson to the media, professional organizations, and the public.
- Represent the NDHP at national meetings; serve on statewide committees.
- Serve as functional coordinator for public safety as outlined in the ND State Emergency Operations Plan manual; direct the implementation of an incident command system.
- Assume command authority and responsibility of the NDHP in the absence of the Superintendent.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and three years work experience as a Highway Patrol District Commander within the NDHP. An equivalent combination of training, education, and/or work experience may substitute for the degree requirement. The hiring authority may specify additional qualifications at the time of recruitment.

Eff. Date: 05/84

Rev: 03/00 – Word processing conversion

Rev: 08/06 – Revised title, scope, duties, minimum qualifications, factors, and grade

Rev: 07/12 – Conversion to Hay System