



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code: 5715

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**HIGHWAY PATROL CHIEF (MAJOR)**  
**GRADE S**

**SCOPE OF WORK:**

Work involves planning and directing the staff and activities in operations or administration within the North Dakota Highway Patrol (NDHP). The two positions in this classification report directly to the Highway Patrol Superintendent.

**DUTIES PERFORMED:**

- Supervise, manage, and evaluate the assigned divisions or regions within operations or administration.
- Provide information, reports, advice, and recommendations to Superintendent regarding issues relating to the assigned divisions or regions.
- Supervise staff within the assigned divisions or regions; plan and assign work; monitor and evaluate performance.
- Develop and administer the assigned divisions' or regions' budgets; 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 within the assigned divisions or regions.
- Ensure compliance with state and federal laws, rules, regulations, and agency policies, procedures, and requirements.
- Collaborate, coordinate, and communicate with other staff on matters relating to the divisions' or regions' operations.
- Prepare testimony and testify before legislative committees on matters pertaining to the assigned divisions or regions.
- 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 on matters pertaining to the assigned divisions or regions.
- 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.
- May 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 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

Rev: 08/18 – Revised class to add additional position to the classification

Rev: 10/18 – Request for Reconsideration – JEC assigned grade S