



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

**Section 1: Agency - Employee Information**

Business Unit Name:  Bus Unit #:  Effective Date (For Agency Use):

Employee Name:  Employee ID:

Select Request Type:

**Section 2: Position Information**

Require Essential Functions Page

Action:

Co-Action (If Applicable):

**Current**

**Proposed**

Position Number:	<input type="text" value="00005311"/>	Classification:	<input type="text" value="STAFF"/>	Classification:	<input type="text"/>
Job Code:	<input type="text" value="X30000"/>	Job Code:	<input type="text"/>	Job Code:	<input type="text"/>
Working Title:	<input type="text" value="Forest&amp;Watershed Health Coord"/>	Working Title:	<input type="text"/>	Working Title:	<input type="text"/>
Bargaining Unit:	<input type="text" value="Not Covered"/>	Bargaining Unit:	<input type="text"/>	Bargaining Unit:	<input type="text"/>
Pay Band:	<input type="text" value="75"/>	Pay Band:	<input type="text"/>	Pay Band:	<input type="text"/>
Department # & Name:	<input type="text" value="0427000000 Albuquerque District"/>	Department # & Name:	<input type="text"/>	Department # & Name:	<input type="text"/>
Location & Location Code:	<input type="text" value="251-090001 ABQ-FWHO Office Building"/>	Location & Location Code:	<input type="text"/>	Location & Location Code:	<input type="text"/>
Shift:	<input type="text" value="1"/>	Shift:	<input type="text"/>	Shift:	<input type="text"/>
	<input type="radio"/> PT <input checked="" type="radio"/> FT		<input type="radio"/> PT <input type="radio"/> FT		<input type="radio"/> PT <input type="radio"/> FT
Reports to:	<input type="text" value="000005304"/>	Reports to:	<input type="text"/>	Reports to:	<input type="text"/>
Funding Source:	<input type="text" value="FED/GEN (NRCS )"/>	Funding Source:	<input type="text"/>	Funding Source:	<input type="text"/>
FTE:	<input type="text" value="1"/>	Supervisory Level:	<input type="text" value="E"/>	FTE:	<input type="text"/>
FLSA Status:	<input type="text" value="Executive"/>	FLSA Status:	<input type="text"/>	FLSA Status:	<input type="text"/>
Short Title:	<input type="text" value="02"/>	Short Title:	<input type="text"/>	Short Title:	<input type="text"/>
Position Status:	<input type="text" value="Permanent Position"/>	Position Status:	<input type="text"/>	Position Status:	<input type="text"/>
Safety Sensitive:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Omnibus:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Safety Sensitive:	<input type="radio"/> Yes <input type="radio"/> No
				Omnibus:	<input type="radio"/> Yes <input type="radio"/> No



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

**Section 3:** Complete for Manager/Supervisor position ONLY

Organizational Structure

What has changed with this position? Why does your agency want to initiate change?

Recruitment.

Provide the major job tasks and describe how the tasks are accomplished (including percent of time spent, totaling 100%):

Goal/Assignment 1: Manage the Forest and Watershed Health Program to facilitate state-wide implementation of the New Mexico Forest Action Plan - 30%

- Oversee organization and management of the statewide Forest and Watershed Health Coordinating Group (FWHCG) by planning quarterly meetings in consultation with the State Forester and working with staff to ensure the email list is maintained, meeting logistics are attended to, and agendas and notes are prepared and distributed.
- Manage stakeholder involvement in shared stewardship through FWHCG full group and subcommittees and enhanced participation of Tribes and Land Grants.
- Identify joint priority landscapes and oversee coordination and support districts as they implement restoration projects.
- Lead the Core Team for 2020 Forest Action Plan implementation and lead Forest Action Plan updates and tracking of 190+ statewide actions across all 10 strategies.
- Serve as the Division representative on Southwest Ecological Restoration Institute Development Team: provide NMSF input into FWRI annual work plan; participate in meetings with the USFS Regional Office and SWERI directors/staff to review SWERI work plans.
- Assist with implementation of the Forest and Watershed Restoration Act by providing technical expertise and project development with district partners.
- Work with Resource Management Bureau Chief and Division's NRCS Technical Committee to update NM Field Office Technical Guide content: review the status of standards, specs, job sheets, tech notes, etc. for NRCS forestry conservation practices annually and update on an as-needed basis, as determined in consultation with the NRCS Deputy State Conservationist for Resources.
- Serve as Division Liaison to NRCS, responsible for contracting, management, and quarterly and year-end reporting for the NRCS-NMSF Contributions Agreement.
- Lead statewide partnership development and management and assist Districts as requested to develop partnerships.
- Serve as the Division representative on WRSC: participate in monthly conference calls, spring and fall in-person meetings, and annual Cohesive Strategy Workshop, as authorized.

Goal/Assignment 2: Manage and direct climate adaptation strategies and post-fire recovery projects across burned areas in NM 25%

- Identify opportunities and coordinate actions that increase collaboration between the Division and other agencies (DHSEM, NMED, OSE/ISC), tribes, institutions and organizations on forest and watershed health and post-fire issues.
- Contribute to implementation of Governor's EO2019-003, including working with the Resource Management Bureau to develop a reforestation strategy and advance the New Mexico Reforestation Center.
- Coordinate on evaluation, adoption, and integration of best available science, including evaluating new science through pilot projects focused on climate adaptation and/or burned area recovery.
- Serve as co-lead for Post-Fire Working Group to coordinate post-fire recovery across the state.
- Represent the Division on monthly Drought Monitoring Working Group calls, as schedule permits: prepare and give reports as needed.
- Oversee maintenance and perform annual review of afterwildfirenm.org and associated After Wildfire Guide products, websites and materials and update as needed to remain current.
- Identify priority post-fire slope stabilization, reforestation, and/or climate adaptation projects for each fiscal year in collaboration with USFS and FWHCG; Identify priority projects each fiscal year with the Forest Service by July of the year for inclusion in the next federal FY program of work.
- Promote ecological improvement and restoration based on sound science within the Division and externally by seeking out and participating in learning opportunities and sharing relevant research.

Goal/Assignment 3: Support Forestry Division Cross-Boundary Projects and Activities - 25%

- Support Division goals and objectives through activities that promote inter-jurisdictional coordination, landscape scale restoration, development of sound policy, and intergovernmental relations at the local, state, tribal and national levels.
- Contribute ideas and feedback into Division plans, policies, and procedures.



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

- Participate in long-term strategic planning, including capacity building and succession planning.
- Contribute input on revision of Division and Department policy or legal issues as appropriate.
- Support Division efforts to expand outreach and education on forest and watershed health including public information, media relations, development of communication materials, and responding to requests for information.
- Submit FWHP annual reports and provide input for other reporting requirements.

Goal/Assignment 4: Supervise FWHP staff and manage administrative functions of FWHP - 20%

- Develop, track, and manage Forest and Watershed Health Program budget including grants and appropriations; prepare narrative reports and review financial reports.
- Submit weekly activity reports and annual project reports.
- Support Division through such activities as strategic planning, bill analyses and other legislative support, project development and grant writing, providing research, input and information as needed, and participating in Division, Department, and interagency efforts.
- Supervise three staff members that support the entire division and the FWHP: Public Information Officer, Reforestation Coordinator, and the Natural Working Lands Coordinator. These diverse positions require a broad skill set for successful management.
- Develop annual employee evaluations and individual development plans for each employee.
- Ensure that direct reports follow relevant policies and are on-time with administrative deadlines.

Describe program(s) oversight: (If supervisory position please list supervisory responsibilities)

Supervise staff including the Natural and Working Lands (NWL) Program Coordinator I, Reforestation Program Coordinator 1, and Wildfire Prevention and Conservation Coordinator (PIO):

- Provide guidance, oversight, feedback, evaluations, and growth development opportunities for the NWL Program Coordinator I, Reforestation Program Coordinator 1 and PIO positions.
- Support employees to work across organizational boundaries and ensure close coordination with federal and state agencies including the USDA Forest Service, New Mexico Department of Agriculture, Natural Resources Conservation Service, New Mexico Reforestation Center partners (NMSU, NMHU and UNM).
- Assist the Natural and Working Lands Program Coordinator to develop federal and research funding opportunities to build the NWL program.

What organizational structure changes will be affected by the request?

N/A

Financial accountability (if applicable):

Please include the level of impact on the mission of the organization as a whole:

The job supports the statewide mission of the Forestry Division to conserve New Mexico forests by coordinating partnerships, projects and funding across all across ownerships. The position is the facilitator of the statewide Forest and Watershed Health Coordinating Group and provides leadership for implementation of the state Forest Action Plan, with 10 strategies to meet the Division's mission. The position works directly with partners including federal land managers and scientists, the state land office, counties and local governments, tribes, nations and pueblos, soil and water conservation districts and non-governmental organizations.

List position numbers reporting **directly** to this position:

000059951, 10112825 and 10115007

List position numbers reporting **indirectly** to this position:

N/A



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

**Section 8: Agency Justification and Signatures**

Position Number:

Requesting Manager/Supervisor  
 Signature:

*Laura F. McCarthy*

Print Name:

Laura F. McCarthy

Date:

2-22-2023

HR Manager Signature:

Print Name:

Date:

Agency Budget/CFO/ASD Director  
 Signature:

Print Name:

Date:

Cabinet Secretary/Agency Head  
 Signature:

Print Name:

Date:

**SPO / DFA Only Below:**

SPO Consultant Signature:

Print Name:

Date:

DFA Approval Attached:

Yes

SPO Director/ Designee Signature:

Print Name:

Date:

Final Approval Date:

Alternative Recommendation Made

Comments:



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

**Section 9:** Essential functions/ADA physical requirements - all requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health or safety of themselves or others in the workplace, if that risk cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment.

**Check essential physical requirements of the job (those that cannot be delegated to a co-worker):**

Visual acuity - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Seeing - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Climbing - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Kneeling - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Standing - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Pulling - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Tactile sense - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Hearing - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Balancing - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Crouching - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Walking - how often:	<input type="text" value="F: Frequent 34%-66% of time"/>	Repetitive - how often:	<input type="text" value="F: Frequent 34%-66% of time"/>
Talking - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Grasping - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Reaching - how often:	<input type="text" value="O: Occasion up to 33% of time"/>	Pushing - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Stooping motions - how often:	<input type="text" value="O: Occasion up to 33% of time"/>		

**Lifting:**

Floor to Waist     
  Waist to Shoulder     
  Overhead     
  Carry 20 feet

**Working Conditions - check which working conditions the employee is subject to:**

**Physical Conditions:**

Extreme temperatures     
  Wet and/or humid     
  Noise     
  Vibration

**Hazards:**

Mechanical     
  Explosives     
  Radiant energy     
  Chemical  
 Burns     
  Electrical     
  Other:

**Atmospheric Conditions:**

Fumes     
  Dusts     
  Mites     
  Poor ventilation  
 Odors     
  Gases     
  Other:

**Equipment and tools - list equipment and tools operated and the frequency of use (those that cannot be delegated to a co-worker):**

State vehicles:

Equipment:

Tools:

Other:

**Energy, Minerals and Natural Resources Department  
Job Information Acknowledgement Form**

**Position Title:** STAFF

<b>Pay Band:</b>	75	<b>Minimum \$</b>	27.09	<b>Maximum \$</b>	43.35
<b>Job Status:</b>	<input checked="" type="checkbox"/> Perm	<input type="checkbox"/> Term	<input type="checkbox"/> Temp		
<b>FLSA Status:</b>	<input type="checkbox"/> FLSA Non- Exempt	<input checked="" type="checkbox"/> FLSA Exempt			
<b>Travel:</b>	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Some	<input type="checkbox"/> Extensive (including weekends/holidays)		
<b>Overtime:</b>	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Some (including weekends/holidays)		<input type="checkbox"/> Extensive (including weekends/holidays)	
<b>Physical Activity:</b>	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate		<input type="checkbox"/> Extensive	
<b>Environmental Setting:</b>	<input type="checkbox"/> Office	<input type="checkbox"/> Field	<input checked="" type="checkbox"/> Office and Field		
<b>Drug Testing:</b>	<input type="checkbox"/> Pre-Employment	<input type="checkbox"/> Random	<input checked="" type="checkbox"/> Reasonable suspicion		
<b>Required to Accept Geographical Location Change:</b>		<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>Required to Live on Site:</b>		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
<b>Housing Provided:</b>		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
<b>Other:</b>	Possibility of duty station moving				
<b>Immediate Supervisor:</b>	Laura F. McCarthy				
<b>Applicant Name (please print):</b>					
<b>Acknowledgement of Review of Position Action Request Form (SPO 14-002):</b>	I have been given an opportunity to read the position action request form (SPO 14-002) which is information regarding the position. I believe I am able to perform the essential functions of the job described and have been given the opportunity to ask questions.			_____ Initial	
<b>Compensatory Time Acknowledgement:</b>	I voluntarily agree, in lieu of cash compensation, to receive compensatory time at a rate of 1.5 for hours worked over 40 hours per work week, if covered by Fair Labor Standards Act (FLSA), and a rate of 1.0 for hours worked over 80 hours per pay period, if exempt from FLSA. I understand under normal circumstances, I must obtain advance approval to work beyond 40 hours in a workweek. I also understand it is my responsibility to immediately report overtime worked in an emergency situation to my supervisor. Failure to seek prior approval or to promptly notify my supervisor after an emergency may lead to disciplinary action.			_____ Initial	
<b>Executive Order-2003 - 030, Information Technology Resource Policy: Internet, Intranet, E-Mail &amp; Digital Network Usage, and 1.12.10 NMAC:</b>	I confirm that I have read the Information Technology Resources Policy and have had an opportunity to ask questions about it. I understand that if I fail to abide by the terms of the Information Technology Resources Policy, a copy of which has been provided to me, I may be subject to disciplinary action.				
<b>Applicant Signature:</b>				<b>Date:</b>	



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Manager Classification Guidelines

<u>Manager Category</u>	<u>Class Code</u>	<u>Pay Band</u>
Staff Manager	X30000	75

---

*This document is intended to be a “guide” to a general understanding of the Staff Manager.*

*Job size is determined through the application of the adopted method of job evaluation. Job Size means the level of job content, job complexity and responsibility in relation to job roles. The job size continuum corresponds to the distinctions in relative worth determined by the Hay Guide-Chart factor system. Job size is measured through noticeable differences in Know-How, Problem Solving, and Accountability.*

### General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Staff Manager.

**Scope and complexity of responsibility** – Regulated; The assigned objective is defined by statute, grant, agency policy, etc. Staff Manager has **moderate** latitude to change the scope, impact, or policy of the objective

**Types of employees managed** – Staff Manager is assigned **moderate** staffing resources; supervisors, low-level managers, technical and professional staff.

**Financial accountability** – Objective managed has a **moderate** relative relationship to the mission of the total organization.

**Strategic planning/decision challenge** - Clearly defined procedures; deals with challenges requiring the search for solutions that are typically found through experience or research into solutions to similar problems. **Develops objectives and organizational plans for the effective delivery of services. Facilitates local advisory group(s). Provides input and influences the direction of groups in order to improve the delivery of good and services to citizens, customers, and clients.**

### Manager Concept

The Staff Manager administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to the citizens, customers, clients, etc.

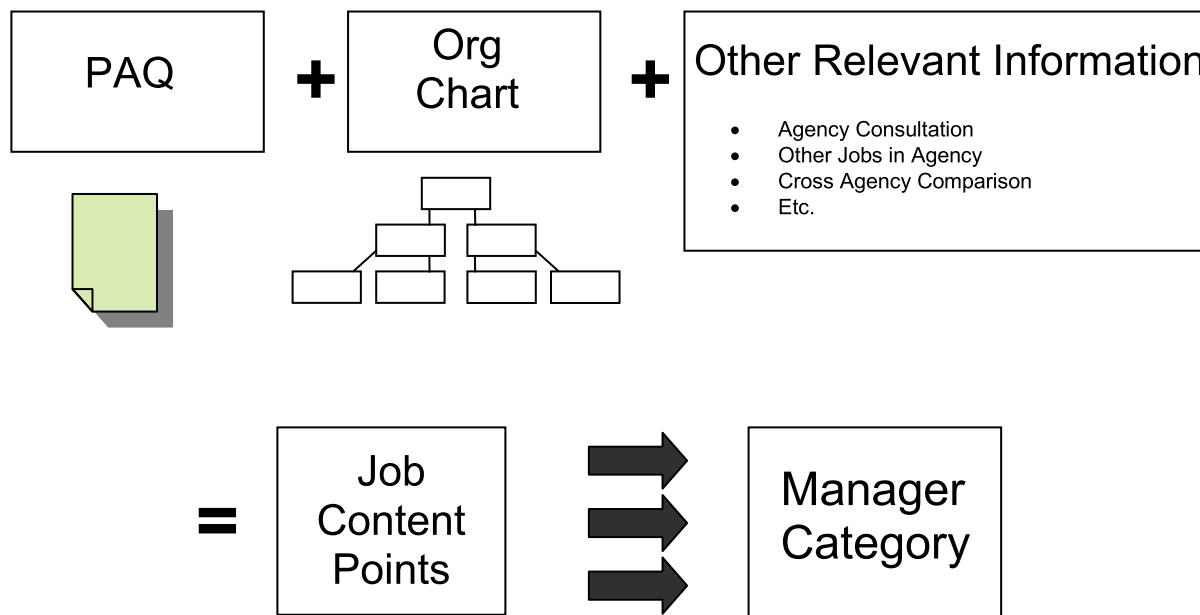
Staff Manager works within parameters/guidelines established by higher levels of management. Operations managed are subject to periodic review for results. The organizational unit managed represents a **moderate** part of the department’s total operations. The section managed is normally an organizational segment of a program or group of programs. Incumbents usually have **moderate knowledge of the section’s work processes**, often serving as resource of information on the subject.

### Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and five (5) years of professional level experience operating within parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

### Process for Position Allocation

Staff from both SPO and Agencies will collectively work together in making position allocation decisions. The key inputs into an allocation decision will be a PAQ describing the duties about the individual position; the Organizational Chart for the agency which will show where the position resides in the organizational structure and the relationships to the positions above, below, and beside it; and any other information relevant to making a solid decision. (See *Illustration Below*)



### Statutory Requirements

If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

### Conditions of Employment

Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted.

### Default FLSA Status

*Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

### Bargaining Unit



Not Represented

**Developed:** 12/14/2005

**Revised:** 9/20/2011