



New Mexico State Personnel Office
Position Action Request Form

Section 1 - Agency/Employee Information

Date: Business Unit Name: Bus. unit #:
Employee Name: Empl ID: Effective Date:

Section 2 - Position Information (numbers in parenthesis indicate sections needing completion per action)

- ☐ Create position (attach organizational chart) (All sections) ☐ Upward Reclassification (attach organizational chart) (All sections)
☐ Downward reclassification (attach organizational chart) (All sections) ☐ Lateral Reclassification (attach organizational chart) (All sections)
☐ Update location code (Sections 1, 2, 5, 6) ☐ Update reports to (Sections 1, 2, 6) ☐ Update department number and name (Sections 1, 2, 6)
☐ Update supervisory status (key position) (Sections 1, 2, 5, 6) ☐ Update duties (All sections) ☐ Update safety sensitive/omnibus designation (Sections 1, 2, 5, 6)
☐ Change FLSA status (Section 1, 2, 5, 6) ☐ Change full time equivalent (FTE) status (Sections 1, 2, 6)

Current

Proposed

Position Number:	<input type="text" value="00005321"/>	Position Number:	<input type="text"/>
Classification:	<input type="text" value="Forester-O"/>	Classification:	<input type="text"/>
Job code:	<input type="text" value="F10320"/>	Job code:	<input type="text"/>
Working Title:	<input type="text" value="Law Enforcement Officer"/>	Working Title:	<input type="text"/>
Pay Band:	<input type="text" value="60"/>	Pay Band:	<input type="text"/>
Department number & name:	<input type="text" value="0412000000 Resource Protection Bureau"/>	Department number & name:	<input type="text"/>
Location & Location Code:	<input type="text" value="005-000107 SF-Wendell Chino"/>	Location & Location Code:	<input type="text"/>
	<input type="radio"/> PT <input checked="" type="radio"/> FT		<input type="radio"/> PT <input type="radio"/> FT
Shift:	<input type="text"/>	Shift:	<input type="text"/>
Reports to:	<input type="text" value="0005330"/>	Reports to:	<input type="text"/>
Funding Source:	<input type="text" value="General Fund 100%"/>	Funding Source:	<input type="text"/>
FTE:	<input type="text" value="1.0"/>	FTE:	<input type="text"/>
Supervisor Level:	<input type="text" value="E"/>	Supervisor Level:	<input type="text"/>
FLSA Status:	<input type="text" value="Non-Exempt"/>	FLSA Status:	<input type="text"/>
Short Title:	<input type="text" value="15"/>	Short Title:	<input type="text"/>

Bargaining Unit Covered: ☐ NMMTEA ☐ AFSCME ☐ CWA ☒ Not Covered Position Status: ☒ PERM ☐ STRM ☐ TEMP

Is this position eligible for a job share? ☐ Yes ☒ No Safety Sensitive: ☒ Yes ☐ No Omnibus: ☒ Yes ☐ No

Other (include justification in Section 6): ☐ Double-fill ☐ Under-fill ☐ Over-fill

DFA USE ONLY: ☐ Extend a STRM position ☐ Change position status ☐ Inactivate PERM, STRM or budgeted TEMP position

Will this action require a BAR? ☐ Yes ☒ No



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Section 3 - Organizational Structure

Supervisor (Key) Position : ☐ Yes ☒ No

Direct

Below, list position numbers reporting directly to this position:

Indirect

Below, list position numbers reporting indirectly to this position:

Purpose Statement (a brief statement of why the position exists and what the position is paid to produce):

This position is to implement the Forestry Division's Law Enforcement (LE) Program statewide. The position will conduct law enforcement field activities, such as investigation, patrols, arrests, issuing citation or criminal complaints, report writing and providing testimony in court. The position will assist the LE program Manager with statewide implementation of the LE program including, managing program objectives, accomplishments, budgeting and training in coordination with field unit supervisors and Forestry Division leadership.

The Forestry Division Law Enforcement Program responsibilities are defined in the Division's LE policies and procedures developed in accordance with the legal authority provided by state statutes specifically the Forest Conservation Act, NMSA 1978, Section 68-2-4 and 68-2-14. The Law Enforcement Program is responsible for providing protection of natural resources by promoting compliance and the enforcement of the Forest Conservation Act, rules, regulation and related state statutes. The position's legal authority relates primarily to fire prevention, fire suppression, logging, timber operations, timber practices, trespassing, waste, littering and conservation of commercial forestland and products within the state's 42.5 million acres of non-federal and non-municipal lands.

The Resource Protection Bureau Chief may assign the position additional duties to assist with statewide district operations as related to the LE Program.

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

Conduct Law Enforcement Program activities statewide. With emphasis on timber harvesting regulation, fire investigations and theft of woody products as per Forestry Division LE policy and procedures – 40%

1. Enforce the Forest Conservation Act, rules and regulation and related state statutes. Conduct investigations and field patrols. Collect evidence, complete reports, arrests, file charges and provide testimony in court. Write clear, concise and accurate reports and prepare legal documents for court prosecutions and criminal complaints and work towards recovery of fire suppression costs.
2. Apply appropriate law enforcement techniques and use of force in high-risk situations. Must maintain qualifications.
3. Work closely with district personnel, utilizing their expertise in natural resource management.

Maintains Forest Conservation Law Enforcement Program training, qualifications, certifications and commissioning – 20%

1. Successfully complete Forest Conservation Law on the job field training, firearms certification, fire investigation certification training and attain a Forestry Division Commission from the State Forester to accomplish job duties.
2. Maintain New Mexico Department of Public Safety law enforcement certification requirements and officer safety and professional standards by attending classroom training and firearms qualifications.
3. Each year attend fire arms certification and receive required Department of Public Safety and National Wildfire Coordination Group training to maintain minimum standards for state law enforcement certification and wild land fire investigation standards.

Assist District Forester and staff with District programs and projects as time allows – 20%

1. Assist District Foresters by providing FEPP vehicle identification number (VIN) inspection and inventory.
2. Assist District Foresters with defensive driving and wildland cause and determination training for staff and local fire department personnel.
3. Assist District Foresters and staff with general district programs and projects where needed. This includes acquiring and maintaining basic forest management skills and basic wildland fire management and suppression skills.
4. Assists District Fire Management Officers with driver's license checks for employment of Emergency Firefighters.

Assist with Forest Conservation Law Enforcement Program interagency partnerships – 20%

1. Work with outside law enforcement agencies to enforce the Forest Conservation Act. Utilize Join Powers agreements, contracts, field operations, joint trainings and patrols to link similar goals and objectives of the Forestry Division and other natural resource agencies to increase resource protection capacity statewide.
2. Maintain law enforcement partnerships to assist federal agencies including the US Forest Service, Bureau of Land Management, Bureau of Indian Affairs, New Mexico Law Enforcement Training Academy, State and local government agencies.



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Describe the typical decisions that this position is responsible for:

Assist Resource Protection Bureau Chief with implantation and enforcement of the Forestry Division's law enforcement program statewide primarily. Forestry Division employees, cooperators and the public will be impacted by law enforcement program and individual law enforcement officer decisions made while enforcing Forestry Division laws. Incumbent will be required to provide program leadership in law enforcement within the Forestry Division. Law enforcement program activities will directly lower expenditures for resource protection and reduce resource losses. Decisions may result in cost recovery of fire suppression expenditures on person-caused fires.

Describe the most challenging aspects and the toughest problems facing this position:

While conducting law enforcement field activities incumbent shall display strong cognitive and clear communication skills as well as use sound professional judgment. Must apply appropriate law enforcement techniques and use of force in high-risk situations. Must also be able to write clear, concise and accurate reports; provide testimony and prepare timely legal documents for court prosecutions.

Section 4: 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 and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered for qualified employment.

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

<input checked="" type="checkbox"/> Visual acuity - how often:	F: Frequent 34%-66% of time	<input checked="" type="checkbox"/> Seeing - how often:	F: Frequent 34%-66% of time
<input checked="" type="checkbox"/> Climbing - how often:	F: Frequent 34%-66% of time	<input checked="" type="checkbox"/> Kneeling - how often:	F: Frequent 34%-66% of time
<input checked="" type="checkbox"/> Standing - how often:	F: Frequent 34%-66% of time	<input checked="" type="checkbox"/> Pulling - how often:	F: Frequent 34%-66% of time
<input checked="" type="checkbox"/> Tactile sense - how often:	F: Frequent 34%-66% of time	<input checked="" type="checkbox"/> Hearing - how often:	F: Frequent 34%-66% of time
<input checked="" type="checkbox"/> Balancing - how often:	F: Frequent 34%-66% of time	<input checked="" type="checkbox"/> Crouching - how often:	F: Frequent 34%-66% of time
<input checked="" type="checkbox"/> Walking - how often:	F: Frequent 34%-66% of time	<input checked="" type="checkbox"/> Repetitive - how often:	F: Frequent 34%-66% of time
<input checked="" type="checkbox"/> Talking - how often:	F: Frequent 34%-66% of time	<input checked="" type="checkbox"/> Grasping - how often:	F: Frequent 34%-66% of time
<input checked="" type="checkbox"/> Reaching - how often:	F: Frequent 34%-66% of time	<input checked="" type="checkbox"/> Pushing - how often:	F: Frequent 34%-66% of time
<input checked="" type="checkbox"/> Stooping motions - how often:	F: Frequent 34%-66% of time		

Lifting:

☒ Floor to waist ☒ Waist to shoulder ☐ Overhead ☐ Carry 20 feet

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

Physical Conditions:

☒ Extreme temperatures ☒ Wet and/or humid ☒ Noise ☐ Vibration

Hazards:

☐ Mechanical ☐ Explosives ☐ Radiant energy ☐ Chemical



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☐ 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:



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Section 5 - Employee Signature

Employee Signature (required if position is filled):

Print Name:

Date:

Section 6: Agency Justification and Signatures

Requesting Manager/Supervisor recommendation (must be completed):

Requesting Manager/Supervisor signature:

Print name:

Date:

Preparer signature:

Print name:

Date:

Human Resources (HR) recommendation (must be completed):

HR Manager signature:

Print Name:

Date:

Agency Budget/CFO/ASD Director signature:

Print name:

Date:

Cabinet Secretary/Agency Head Signature:

Print name:

Date:

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

Position Title: FORESTER-O

Pay Band:	60	Minimum \$ 18.15	Maximum \$ 29.04
Job Status:	<input checked="" type="checkbox"/> Perm	<input type="checkbox"/> Term	<input type="checkbox"/> Temp
FLSA Status:	<input checked="" type="checkbox"/> FLSA Non- Exempt	<input type="checkbox"/> FLSA Exempt	
Travel:	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Some	<input type="checkbox"/> Extensive <small>(including weekends/holidays)</small>
Overtime:	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Some <small>(including weekends/holidays)</small>	<input type="checkbox"/> Extensive <small>(including weekends/holidays)</small>
Physical Activity:	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Extensive
Environmental Setting:	<input type="checkbox"/> Office	<input type="checkbox"/> Field	<input checked="" type="checkbox"/> Office and Field
Drug Testing:	<input checked="" type="checkbox"/> Pre-Employment	<input checked="" type="checkbox"/> Random	<input checked="" type="checkbox"/> Reasonable suspicion
Required to Accept Geographical Location Change:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Required to Live on Site:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Housing Provided:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other:	Fitness test, physical, psychological exam and drug tests are required and conditional pending results. Must become a certified Law Enforcement Officer from New Mexico Law Enforcement Academy with one (1) year of acceptance to the Academy.		
Immediate Supervisor:	Vernon Muller		
Applicant Name (please print):			
Acknowledgement of Review of Position Action Request Form (SPO 14-002):	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
Compensatory Time Acknowledgement:	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
Executive Order-2003-030, Information Technology Resource Policy: Internet, Intranet, E-Mail & Digital Network Usage, and 1.12.10 NMAC:	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.		_____ Initial
Applicant Signature:			Date:



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

FORESTERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Foresters-B	F1032B	55	
Foresters-O	F1032O	60	
Foresters-A	F1032A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Manage forested lands for economic, recreational and conservation purposes. May inventory the type, amount and location of standing timber, appraise the timber's worth, negotiate the purchase and draw up contracts for procurement. May determine how to conserve wildlife habitats, creek beds, water quality and soil stability and how best to comply with environmental regulations. May devise plans for planting and growing new trees, monitor trees for healthy growth and determine the best time for harvesting. Develop forest management plans for public and privately owned forested lands.

Nature of Work

Foresters have a wide range of duties, depending on whom they are working for. Some primary duties of foresters include drawing up plans to regenerate forested lands, monitoring the progress of those lands, and supervising harvests. Land management foresters choose and direct the preparation of sites on which trees will be planted. They oversee controlled burning and the use of bulldozers or herbicides to clear weeds, brush, and logging debris. They advise on the type, number, and placement of trees to be planted. Foresters then monitor the seedlings to ensure healthy growth and to determine the best time for harvesting. If they detect signs of disease or harmful insects, they consult with specialists in forest pest management to decide on the best treatment. When the trees reach a certain size, foresters decide which trees should be harvested and sold to sawmills.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in advising on the type, number, and placement of trees to be planted, monitoring of the seedlings and detection of signs of disease or harmful insects.

Recommended Education and Experience for Full Performance

Associates degree in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology and four (4) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology

FORESTERS

Minimum Qualifications

High school diploma or GED and two (2) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology.

Operational

- Employees in this Role are responsible for assessing timber's worth.
- Employees may subcontract with loggers or pulpwood cutters for tree removal; aid in road layout; ensure that the work meets all requirements and specifications; determine how to best conserve wildlife habitats, creek beds, water quality and soil stability and how best to comply with environmental regulations; conserve forested ecosystems; and are responsible for assessing forest pathology and entomology and interpreting aerial photos; assist in fire supervision and fire prevention.

Recommended Education and Experience for Full Performance

Bachelor's degree in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science and/or Ecology and two (2) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science and/or Ecology.

Minimum Qualifications

Bachelor's degree in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science and/or Ecology and one (1) year of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling five (5) years may substitute for the required education and experience.

Advanced

- Employees in this Role act as an agent and negotiate timber sales with industrial procurement foresters.
- Employees are responsible for considering the economics of the purchase as well as the environmental impact on natural resources.
- Employees apply rules and regulations; consult on fire suppression and prevention; forest pathology and entomology; and are responsible for the training of personnel in forest management and utilization.

Recommended Education and Experience for Full Performance

Bachelor's degree in Forestry, Range Management, or Ecology and four (4) years of in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology.

Minimum Qualifications

Bachelor's degree in Forestry, Range Management, or Ecology and three (3) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling seven (7) years may substitute for the required education and experience.

FORESTERS

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Time Management — Managing one's own time and the time of others.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

FORESTERS

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.