



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="00005329"/>		
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="Fire Management Officer"/>	Working Title:	<input type="text"/>
Bargaining Unit:	<input type="text" value="Not Covered"/>	Bargaining Unit:	<input type="text"/>
Pay Band:	<input type="text" value="60"/>	Pay Band:	<input type="text"/>
Department # & Name:	<input type="text" value="0421000000 Cimarron District"/>	Department # & Name:	<input type="text"/>
Location & Location Code:	<input type="text" value="211-002600 CI-Shop Building"/>	Location & Location Code:	<input type="text"/>
Shift:	<input type="text" value="1"/>	Shift:	<input type="text"/>
	<input type="radio"/> PT <input checked="" type="radio"/> FT		<input type="radio"/> PT <input type="radio"/> FT
Reports to:	<input type="text" value="000005328"/>	Reports to:	<input type="text"/>
Funding Source:	<input type="text" value="Federal Funding"/>	Funding Source:	<input type="text"/>
FTE:	<input type="text" value="1"/>	Supervisory Level:	<input type="text" value="F"/>
FLSA Status:	<input type="text" value="Non Exempt"/>	FLSA Status:	<input type="text"/>
Short Title:	<input type="text" value="02"/>	Short Title:	<input type="text"/>
Position Status:	<input type="text" value="Permanent Position"/>	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



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Section 4: Complete for Non-Manager/Supervisor position ONLY

Organizational Structure

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

N/A

What organizational structure changes will be affected by the request?

N/A

Why does this job exist? (High level description of overall purpose of position)

This position functions as the Fire Management Officer. This position requires protection of life, property, and that state natural resources through planning, coordination, direction, and implementations of wildlife prevention/mitigation programs, wildfire suppression response activities, and prescribed burning programs.

What does this job do? How does the job get done?
 (Key responsibilities-include percent (%) of time spent, totaling 100%)

ALL TASKS LISTED, UNLESS OTHERWISE INDICATED, ARE ESSENTIAL FUNCTIONS OF THE JOB.

Development of comprehensive wildfire management programs for the district in accordance with state statutes and divisions/department guidelines - 25%

Develop a wildfire suppression organization that safely and efficiently suppress and/or manage district wildfire incidents according to state statutes and landowners objectives. Acquire and maintain district fire suppression equipment and supplies needed for suppression of wildfires. Recruit and train seasonal emergency firefighters for the district. Maintain training, experience, and qualification data for full time employees (FTEs) and emergency firefighters in the divisions Incident Qualifications System (IQS). Issue incident qualifications cards to district emergency firefighters in accordance with the division fire policy manual.

Coordination of wildfire suppression/management response activities - 15%

Develop and complete planning strategies that will effectively suppress and/or manage wildfires according to resources at risk and infrastructure values threatened. Coordination actual responses to wildfire incidents within the district as well as assistance to other districts and cooperating agencies. Pre-plan and meet with cooperators, vendors, and other individuals to prepare and preposition wildfire personnel, equipment, support service and supplies.

Develop and maintain wildfire management/suppression agreements with federal agencies, other state agencies, counties and municipalities -



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10%
 Develop and complete joint powers agreement (JPAs) and initial attack operating plans with cooperating agencies. Coordinate and delineate initial attack response zones and responsibilities with federal, county, and municipal government cooperators to increase firefighter and public safety and maximize effectiveness of firefighting resources.

Maintain accountability for fire suppression activities - 10%
 Develop and submit repositioning/readiness funding requests for emergency firefighters staffing and equipment expenses. Track both repositioning/readiness and suppression expenditures from the state emergency and division reposition/readiness funds. Ensure wildfire incident reports are completed and up to date in the division's fire management system (FMS) database. Work with district administrative management officer to ensure that payments for fire suppression services, equipment, and support made according to division procedures.

Deliver daily guidance to firefighters while providing for safety: 10%
 Give daily work directions for wildfire prevention and suppression/management program activities and projects. Review emergency firefighters daily time sheets ensuring that hours worked, position rates, and fire numbers documentation are correct.

Coordinate instruction of wildland fire suppression classes - 15%
 Arrange and coordinate instructors for and/or teach wildland fire suppression courses for district and volunteer fire department personnel. Issue course completion certificates to successful participants. Maintain an adequate supply of student instructional materials and equipment.

Coordinate fire department responses to wildfire incidents in accordance with state statues and firefighters/public safety standards - 5%
 Request fire department personnel and equipment to assist with responses to wildfire incidents within or close to their jurisdiction. Complete resource orders and review reimbursement requests submitted by fire departments in accordance with JPAs. Enroll, as appropriate, county and municipal fire departments in the New Mexico Resources Mobilization Plan and assist with corresponding documentations.

Manage the district's Federal Excess Personal Property (FEPP) program - 5%
 Maintain inventory records in the FEPMIS database in accordance with US Forest Service FEPP procedures. Conduct annual FEPP inventory field verifications. Screen and place new FEPP equipment where appropriate. Dispose of excess FEPP equipment following US Forest Service FEPP procedures.

Complete forest management and wildfire planning projects to improve natural resources and mitigate risks from wildfires - 5%
 Assist landowners to meet their objectives for forest/resource health and manipulation of existing vegetation. Develop and assist with implementation or prescribed fire plan for private landowners, State Land Office, and governmental cooperators. Develop structure protection and evacuation plans for wildland urban/interface areas.

Section 5: Employee Signature

Employee Signature: (required if position is filled)

Date:



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Section 8: Agency Justification and Signatures

Position Number: 00005329

Requesting Manager/Supervisor
 Signature:

Arnie Friedt *Laura F. McCarthy*

Print Name:

Arnie Friedt/Laura F. McCarthy

Date:

4-13-2022

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:



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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="F: Frequent 34%-66% of time"/>	Seeing - how often:	<input type="text" value="F: Frequent 34%-66% of time"/>
Climbing - how often:	<input type="text" value="O: Occasion up to 33% of time"/>	Kneeling - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Standing - how often:	<input type="text" value="F: Frequent 34%-66% of time"/>	Pulling - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Tactile sense - how often:	<input type="text" value="O: Occasion up to 33% of time"/>	Hearing - how often:	<input type="text" value="F: Frequent 34%-66% of time"/>
Balancing - how often:	<input type="text" value="O: Occasion up to 33% of time"/>	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="F: Frequent 34%-66% of time"/>	Grasping - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Reaching - how often:	<input type="text" value="F: Frequent 34%-66% 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: 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 (including weekends/holidays)		
Overtime:	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Some (including weekends/holidays)	<input type="checkbox"/> Extensive (including weekends/holidays)		
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

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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.

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Knowledge and Skills

Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ 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.

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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.