



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="00005334"/>	Classification:	<input type="text" value="Forester-A"/>	Classification:	<input type="text"/>
Job Code:	<input type="text" value="F1032A"/>	Job Code:	<input type="text"/>	Job Code:	<input type="text"/>
Working Title:	<input type="text" value="Timber Management Officer"/>	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="65"/>	Pay Band:	<input type="text"/>	Pay Band:	<input type="text"/>
Department # & Name:	<input type="text" value="0420000000 Chama District"/>	Department # & Name:	<input type="text"/>	Department # & Name:	<input type="text"/>
Location & Location Code:	<input type="text" value="181-000001 TA-District Office"/>	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="000005332"/>	Reports to:	<input type="text"/>	Reports to:	<input type="text"/>
Funding Source:	<input type="text" value="Federal"/>	Funding Source:	<input type="text"/>	Funding Source:	<input type="text"/>
FTE:	<input type="text" value="1"/>	Supervisory Level:	<input type="text" value="F"/>	FTE:	<input type="text"/>
FLSA Status:	<input type="text" value="Non Exempt"/>	FLSA Status:	<input type="text"/>	FLSA Status:	<input type="text"/>
Short Title:	<input type="text" value="4"/>	Short Title:	<input type="text"/>	Short Title:	<input type="text"/>
Position Status:	<input type="text" value="STRM (Sponsored Term) 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



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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?

Vacant position to fill.

What organizational structure changes will be affected by the request?

None

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

This is a professional forestry position requiring advanced knowledge, skills and abilities to provide assistance to private landowners and tribes, local governments, and state and federal land management partner agencies in the management of forests and watersheds. The position exists to assist landowners and partners to meet their goals and objectives which may include improving forest health and wildlife habitat, generating income, restoring forest and watershed conditions, reducing wildfire risk, utilizing prescribed fire, and sequestering carbon. The position provides technical assistance for climate change adaptation including adjustments for longer fire season, higher temperatures and greater variability in precipitation including prolonged drought and high-intensity storm events. This position acts as an agent to negotiate timber sale contracts, inspect timber harvests for compliance with state regulations, develop projects and procure funding for projects, establish partner collaboration for the implementation and oversight of projects and associated funding sources. Further, the position coordinates the procurement of contractors for forest restoration and treatment services. The position is also responsible for assisting local economies and statewide resources and considering the environmental impact on natural resources as a result of future climate change and mitigation of these impacts. The position consults on fire suppression, fire prevention and prescribed burning through education; considering the effect of forest pathology and entomology on natural resources and implications of climate change impacts. Lastly the position will assist with training of partner organizations in forest management, wood product utilization, and spatial forest and fire management planning.

What does this job do? How does the job get done?

(Key responsibilities-include percent (%) of time spent, totaling 100%)

This position is responsible for programs such as Timber Harvest Program and assists the District Forester with Wildland - Urban Interface (WUI). The duties include writing stewardship plans, drafting and releasing requests for proposal (RFP), issuing timber permits, and reviewing timber harvest applications. As the Project Forester they will be required to enforce state forest practice regulations with uncooperative private landowners, maintaining a safe work environment during fire suppression activities and assist in resolving disputes between forestry thinning contractors and private forest landowners. All of this is done while assuring that the Division stays in compliance with the applicable State Laws and Regulations.

Develop, coordinate and manage forest management projects by overseeing the timber harvest permit program, promoting forest and watershed management best practices, and providing technical assistance to landowners, tribes, local government and state and federal land managers with goals of achieving multiple benefits for the public, keeping these forested lands in a productive and healthy condition for future and present generations, and increasing the economic and environmental benefits for the public and landowners. (25%)

1. Issue timber harvest permits after applications have been reviewed and revised if needed
2. Inspect timber harvests and ensure correction of any items that are not in compliance



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3. Close all timber harvests that have been completed and have met all post-harvest requirements
4. Complete 208s Silvicultural Water Pollution - Non-point Source Assessment Form for all closed timber harvests
5. Provide resource protection and guidance in forest management through coordination and management of the Forest Stewardship cost share programs for the District to cooperators and landowners, including writing Forest Stewardship Management plans and harvest prescriptions and conducting forest insect and disease assessments

Coordinate and manage Forest and Watershed Restoration Projects across the district (50%)

1. Coordinate and assist with development of grant funding applications including federal cost-share programs such as non-federal lands, wildland urban interface, landscape scale restoration, forest and watershed restoration, forest health improvement, invasive species and new cost-share programs created in the Bipartisan Infrastructure Law
2. Work with tribes, local governments and state and federal land management agency partners to build collaborative projects and to coordinate potential project planning in areas that will focus on treatment of priority watersheds and forested areas in landscapes that protect communities at risk (CARs) and priority areas identified in Community Wildfire Protection Plans, Forest Action Plan top 500 watersheds and priority landscapes, and Shared Stewardship focal areas
3. Administer a variety of grant programs and projects on the district that promote the Shared Stewardship Agreement and increase the pace and scale of landscape restoration across multiple jurisdictional boundaries to achieve Forest Action Plan goals.
4. Develop contracts, agreements and project work plans for awarded projects through the above programs and administer and oversee the projects including conducting inspections, creating project maps, submitting inspection packages for project payment, reporting project accomplishments in OARS, the Shared Stewardship Portal, the federal SMART database, and other reporting databases, and maintaining project contract folders for records retention purposes and audit reviews
5. Promote the seedling program and work with the program manager to distribute seedlings and identify sites for seed collection
6. Meet with landowners to initiate and follow-up on forest stewardship plans and management practices
7. Develop and present environmental education programs including climate mitigation and climate impacts to the environment.
8. Attend, organize and present at public workshops, educational events and trainings; as feasible, utilize demonstration forests and social media for field days and to showcase projects
9. Inspect American Tree Farms currently certified and recruit potential Tree Farmers into the program. Write management plans for those beginning the program, and update existing management plans for certified Tree Farms. Keep Tree Farmers informed of new stewardship practices, as well as tax incentives
10. Provide technical assistance in urban and community forestry including promoting tree care and management, establishing and supporting local city Tree Boards, inventorying the make-up and quality of the urban forest, writing assessments to help communities develop urban forestry goals and plans, and assisting communities with Urban and Community Forestry Assistance grant applications

Support the District's Fire Program and New Mexico Prescribed Fire Act activities in the district (25%)

1. Assist with District wildland fire emergencies that may include administration, coordination, suppression or other assignments as needed
2. Acquire training for basic and advanced wildland fire qualifications
3. Complete task book(s) in fire qualifications areas that contribute to the District's and Division's capacity for fire suppression and prescribed burning
4. Organize, hold and participate in workshops and give presentations to the public to inform them about the Prescribed Burning Act and other wildland fire associated initiatives; i.e. PODs planning and concepts, pile burning, broadcast burning, fire management planning, FIREWISE, and defensible space
5. Provide technical assistance to landowners for post-fire mitigation and reforestation of burned areas and funding opportunities



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Section 8: Agency Justification and Signatures

Position Number: 00005334

Requesting Manager/Supervisor
 Signature:

Print Name:

Jose Carrillo / Laura McCarthy Date:

HR Manager Signature:

Print Name:

Gisele Jacobs Date:

Agency Budget/CFO/ASD Director
 Signature:

Print Name:

Matthew Lovato Date:

Cabinet Secretary/Agency Head
 Signature:

Print Name:

Todd E. Leahy 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="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="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="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="F: Frequent 34%-66% of time"/>	Hearing - how often:	<input type="text" value="C: Continuous, over 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="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: FORESTER-A

Pay Band:	65	Minimum \$	21.13	Maximum \$	33.81
Job Status:	<input type="checkbox"/> Perm	<input checked="" 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 type="checkbox"/> Pre-Employment	<input 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:					
Immediate Supervisor:	Jose Carrillo				
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.