



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="00042401"/>	Classification:	<input type="text" value="Forester Supervisor"/>	Classification:	<input type="text"/>
Job Code:	<input type="text" value="F1032S"/>	Job Code:	<input type="text"/>	Job Code:	<input type="text"/>
Working Title:	<input type="text" value="Forester Supervisor"/>	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="70"/>	Pay Band:	<input type="text"/>	Pay Band:	<input type="text"/>
Department # & Name:	<input type="text" value="0412200000 Inmate Workcamp"/>	Department # & Name:	<input type="text"/>	Department # & Name:	<input type="text"/>
Location & Location Code:	<input type="text" value="253-001200 LL-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="000080072"/>	Reports to:	<input type="text"/>	Reports to:	<input type="text"/>
Funding Source:	<input type="text" value="OSF/GF"/>	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"/>
Supervisory Level:	<input type="text"/>	FTE:	<input type="text"/>	Supervisory Level:	<input type="text"/>
FLSA Status:	<input type="text" value="Professional"/>	FLSA Status:	<input type="text"/>	FLSA Status:	<input type="text"/>
Short Title:	<input type="text" value="3"/>	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 checked="" type="radio"/> Yes <input type="radio"/> No	Omnibus:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Safety Sensitive:	<input type="radio"/> Yes <input type="radio"/> No
		Omnibus:	<input type="radio"/> Yes <input type="radio"/> No		<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 for advertising

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)

The purpose of this position is to coordinate and supervise Advanced and Operational Forester positions and coordinates with Administrative Management Officer. This position will assist with overseeing the Inmate Work Camp to provide public partners supervised, trained minimum security inmate crews that work on conservation projects. Assist with developing new partners and strengthen working relationships. Ensure that deliverables and requirements in all agreement and project plans are followed. Administer and coordinate Inmate Work Camp operations to ensure uniform application and consistent application of policy, procedures and laws relating to the use of inmates to conduct emergency operations, prescribed fire and natural resource projects. Provide professional and technical assistance to subordinates. Operate as a Crew Supervisor, managing and transporting project and fire crews. Provides wildland fire training and adheres to the National Wildfire Coordinator Group (NWCG) standards to ensure IWC personal and remain in compliance with guidelines. Produce qualification fire red cards to IWC staff and Inmates assigned to the program.

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

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

Goal/Assignment 1: 60% - Manage and supervise Advanced and Operational forester employees. Assist in the coordination and supervision of inmate work crews that are assigned to the Inmate Work Camp Program (IWC) program, conducting Natural Resources Projects and Emergency Activities.

1. Supervise Advanced and Operational IWC positions and coordinates with Administrative Management Officer to include weekly assignments, managing time, performance evaluations, discipline, training and mentoring ensuring all goals, projects and plans are met.
2. Assist Camp Supervisor with administrative duties to include OARS, cooperator agreements and forest health conservation project plans as needed.
3. Provide professional and technical assistance to subordinates.
4. Supervise minimum-security inmates crews on natural resource projects and emergency activities according to IWC and Corrections Department Policies and Procedures.
5. Complete natural resource projects in allocated time frames in accordance to IWC and Cooperator project plans. Every effort should be made to take out a full crew and be out of the facility before 0700.
6. Conduct daily/weekly tailgate safety briefings to optimize safety. Completed tailgate safety briefings will be turned in monthly and placed in project folder.
7. Oversee and ensure all crew members are issued required safety equipment and tools.
8. Assist IWC Camp Supervisor with daily operations and act in that capacity when needed.
9. Assist with fire and project assignments and ensure crews are briefed daily.



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10. Administer and develop Employee Evaluations for each of your employees.
11. Ensure staff and inmate crew members have required EMNRD training and meet all national standards.
12. Conduct and/or coordinate on the job training along with safety briefing to include documentation of those briefings.
13. Ensure all fire trainings are documented and entered into IQS and OARS.
14. Identify, coordinate and disseminate public relations efforts in the Inmate Work Camp to explain what is happening, and what is being done.
15. Maintain patience, professionalism and have a positive attitude and be a motivator for co-workers, employees and inmates.
16. Adhere to NM procurement code while procuring good or services.
17. Periodically Conduct project site visits to ensure that projects are meeting project plan objectives.
18. Transport crews to and from assigned projects, fire and emergencies in a safe and timely manner while maintaining class "B" CDL. Ensure all crew activities and locations are documented on the communication log daily. Call in formal counts according to IWC policies and procedures
19. Obtain a Public Applicators license in categories 1B and 6B. Maintain all documentation on herbicide data sheet.
20. Inspect projects to include, staying within budget, meeting cooperators goals and objectives and plans are meeting the scope of the project plan.
21. Other duties as assigned.

Goal/Assignment 2: 20% Emergencies, Wildfire, and Planned Fire Activities. Carry out emergency activities in support of Forestry Division, and other governmental agencies.

1. Participate in inter-agency emergency activities to include wildfire and prescribed fire.
2. Ensure safe transport of all crews to and from fire and prescribed Rx assignments.
3. Ensure all crews are ready for mobilization within two hours of fire mobilization.
4. Ensure staff and inmates crew members have required wildland fire NWCG training and meet all national standards and qualifications.
5. Maintains IQS for IWC employees and inmates assigned to the program.
6. Assist Camp Supervisor with tracking cost for IWC fire crews for FMS and annual reports.
7. Assist with fire administrative duties to include: fire manifest, coordinating with Corrections Department, and ensuring all required documentation is received and distributed.
8. Attending Fire Management meetings and ensure information is disseminated to IWC staff.
9. Ensure the IWC program fire crews maintain safety and ensure IWC fire crews stay within the capabilities of the IWC program.
10. Other duties as assigned.

Goal/Assignment 3: 15% IWC equipment/vehicles/facility.

1. Ensure IWC grounds, vehicles and facilities are maintained.
2. Ensure all equipment/tools are accounted for and in safe operating condition.
3. Assist in the monthly inspection of Forestry vehicles as per Department Policy and Procedures.
4. Maintain crew carriers to meet DOT standards.
5. Maintain IWC facilities inventories and ensure IWC is in compliance with Corrections policies and ACA standards.
6. Other duties as assigned.

Goal/Assignment 4: 5% Coordinate with NM Correctional Department at CNMCF Level-1 Facility.

1. In conjunction with Correction policies, work with Correctional staff on security, discipline, and the handling level-1 minimum security inmates.
2. Be familiar with the IWC manual and NM Correctional Department policies and ensure they are adhered to.
3. Provide security supervision to support staff, division staff and cooperating agencies to provide a safe work environment and mitigate security concerns.
4. Coordinate with CNMCF staff to ensure the Forestry Division facilities, vehicles and equipment are secured in-compliance with NMCD policies.



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Section 8: Agency Justification and Signatures

Position Number: 00042401

Requesting Manager/Supervisor
 Signature:

Print Name:

Laura F. McCarthy

Date:

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="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="C: Continuous, over 66% of time"/>	Kneeling - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Standing - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Pulling - how often:	<input type="text" value="C: Continuous, over 66% 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="C: Continuous, over 66% of time"/>	Crouching - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Walking - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Repetitive - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Talking - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Grasping - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Reaching - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Pushing - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Stooping motions - how often:	<input type="text" value="C: Continuous, over 66% 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:



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

Position Title: FORESTER SUPERVISOR

Pay Band:	70	Minimum \$	24.11	Maximum \$	38.58
Job Status:	<input checked="" type="checkbox"/> Perm	<input type="checkbox"/> Term	<input type="checkbox"/> Temp		
FLSA Status:	<input type="checkbox"/> FLSA Non- Exempt	<input checked="" 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 type="checkbox"/> Some (including weekends/holidays)	<input checked="" type="checkbox"/> Extensive (including weekends/holidays)		
Physical Activity:	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" 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:					
Immediate Supervisor:		Michael Gonzales			
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:	