



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="00059953"/>		
Classification:	<input type="text" value="Program Coordinator II"/>	Classification:	<input type="text"/>
Job Code:	<input type="text" value="B90402"/>	Job Code:	<input type="text"/>
Working Title:	<input type="text" value="Forest Health Program Coordinator"/>	Working Title:	<input type="text"/>
Bargaining Unit:	<input type="text" value="Not Covered"/>	Bargaining Unit:	<input type="text"/>
Pay Band:	<input type="text" value="75"/>	Pay Band:	<input type="text"/>
Department # & Name:	<input type="text" value="0410000000 Santa Fe Office"/>	Department # & Name:	<input type="text"/>
Location & Location Code:	<input type="text" value="005-000107 SF-Wendell Chino"/>	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="000005444"/>	Reports to:	<input type="text"/>
Funding Source:	<input type="text" value="Federal Fund 100%"/>	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="04"/>	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 type="radio"/> No	Omnibus:	<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="radio"/> Yes <input checked="" 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?

N/A

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

The purpose of this position is to manage the Forestry Division's Cooperative Lands Forest Health Management Program. The position will



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conduct activities that assess and detect, prevent and suppress forest insects and diseases on state and private forestlands in New Mexico. This position provides leadership, guidance, direct technical assistance, and other services to state managers of natural resources and to private land managers and landowners. This position is the critical first line of defense to identify unhealthy forests and watersheds, which, if left untreated, will have an increased probability of sustaining catastrophic wildfire and will pose a threat to communities and critical water sources.

This position gathers forest health data annually during the growing season by discovering, identifying and reporting on forest damage and mortality from native, and non-native and/or invasive, insects and diseases. Discovery is accomplished by aerial and ground surveillance and planned surveys. This position is responsible for the annual forest insect and disease condition report and aerial survey maps that are required by federal regulations to be submitted to the USDA Forest Service in September of each year. Approximately 10,000 acres of state and private forestlands are planned for ground survey annually. Systematic detection surveys of forestlands are conducted to augment the discovery of insect and disease outbreaks obtained by field surveillance. Areas to be surveyed are prioritized in coordination with the USDA Forest Service. Problem areas detected in aerial survey are ground checked wherever appropriate. In total, approximately 1,400,000 acres per year need to be surveyed aerially. Finally, the position applies insect and disease knowledge gained from surveys and reports to a variety of scenarios as a program coordinator technical assistance provider, project planning and design consultant and project manager, advisor to the State Forester, and media spokesperson.

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

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

**Job Assignment Area #1 - Manage the Forestry Division's Cooperative Lands Forest Health Management Program - 30%**

- Administer the Forest Health Initiative (FHI) Program and manage the fiscal agent Professional Services Agreement; develop RFP's as needed, make awards to sub-grantees and contractors, and evaluate contract performance and take appropriate steps to continue, suspend or terminate.
- Provide private landowners with technical assistance about forest health through telephone/email communications, direct site visits, and by developing educational materials, brochures and informational brochures, social media posts and website content for a variety of technical and general audiences..
- Provide state natural resource managers and private land managers and landowners with technical assistance and training to identify insects and diseases and to take management action to prevent and/or suppress insect and disease outbreaks.
- Provide technical advice to all interested parties about the application of silvicultural, mechanical, biological, and/or chemical measures to reduce the severity, extent and spread of insect and disease outbreaks.
- Provide forest health expertise to the support the Urban and Community Forestry Program Manager with monitoring and detection of insects and diseases in urban and community forests.

**Job Assignment Area#2 - Conduct aerial and ground surveys to monitor forest health - 30%**

- Conduct aerial and ground surveys to monitor forest health through the detection of insects and diseases on state and private forestlands. This consists of approximately 10,000 acres (more or less as needed) of ground survey and 1,000,000 acres of aerial survey per year.
- Prepare data and use statistical programs to analyze forest health data and identify emerging trends and conditions.
- Write, edit and prepare for publication an annual forest insects and disease conditions report for state and private lands in cooperation with the USFS Region 3 Forest Health Zone for the National Insect and Disease Conditions Report, including the New Mexico narrative report and graphs, tables, charts and illustrations.

**Job Assignment Area #3 - Coordinate forest health projects - 20%**

- Work with the Forest Restoration Officer to plan and implement at least 120 acres of forest health projects per year.
- Provide district foresters and project foresters with up-to-date forest health information and management recommendations for inclusion in Forest Stewardship Plans.
- Work with the State Botanist to improve knowledge of pollinator interactions with state and federal threatened and endangered species.
- Provide district foresters, project foresters and Resource Management Bureau staff with information about emerging forest health issues and concerns to include in federal grant proposals and to ensure forest treatment proposals achieve forest health objectives.

**Job Assignment Area #4 - Provide technical assistance to a variety of audiences - 20%**

- Provide technical assistance to partners like: Master Gardener's Program, Native Plant Society, NMSU County Extension, NM Municipal League, NM Association of Counties, NM Parks and Recreation Association, NM Nursery Association, and any natural resource entity in a



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community that has the interest and wants to be trained.

- Maintain and keep the forest health section of the EMNRD - Forestry Division website up to date.
- Work with the Public Information Officer to respond to media requests on all matters related to forest health.
- Assist with case reports and volunteer "forest pest detection" training.

**Section 5: Employee Signature**

Employee Signature: (required if  
position is filled)

Date:



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**Section 8: Agency Justification and Signatures**

Position Number: 00059953

Requesting Manager/Supervisor  
 Signature:

*Laura F. McCarthy*

Print Name:

Andrew Frederick/Laura F. McCarthy

Date:

9-27-2022

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="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="O: Occasion up to 33% of time"/>	Pulling - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>
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="OE: Occasional (up to 33%) but essential"/>	Crouching - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>
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="OE: Occasional (up to 33%) but essential"/>
Reaching - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Pushing - how often:	<input type="text" value="O: Occasion up to 33% of time"/>
Stooping motions - how often:	<input type="text" value="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 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:** PROGRAM COORDINATOR II

<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 type="checkbox"/> Yes	<input checked="" 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>	
<b>Immediate Supervisor:</b>	Jacob Pederson
<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
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<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
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<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.	_____ Initial
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<b>Applicant Signature:</b>		<b>Date:</b>	
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## PROGRAM COORDINATOR

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### **General Summary**

The Program Coordinator plans, coordinates, and evaluates the day-to-day operational, fiscal, and administrative activities of a defined funded program/project or set of funded programs/projects, including responsibility for program marketing, internal and external liaison/logistics, and reporting.

### **Program Coordinator I**

**Jobcode: B90401**

**Pay Band: 70**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

This is the full performance level of this classification. The Program Coordinator I coordinates the operation of a specialized or technical program(s).

### ***Recommended Education and Experience for Full Performance***

Bachelor's Degree and five (5) years program administration or project management in areas related to the purpose of the position.

### ***Minimum Qualifications***

Bachelor's Degree and three (3) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling seven (7) years may substitute for the required education and experience.

### ***Essential Duties and Responsibilities***

- Plan, develop and implement effective program procedures for efficient, targeted, and measurable services and outcomes. Direct logistical activities to promote the success of programs.
- Prepares grants and grant proposals, RFPs, and/or other funding-related requests related to program(s).
- Implement and monitor programming to meet desired outcomes.
- Monitor program activities in relation to established program goals and report on progress, correct deficiencies.
- Updates operating manuals and policies.
- Provide information, guidance and technical support to program participants, the public, and partner organizations.
- Use statistical and database management programs to analyze data and prepare summary narrative reports, graphs, tables, charts and illustrations. Monitor trends using collected data and determine if further study/assessment is indicated.
- Develop training/educational material, brochures and related program marketing and informational material for varied audiences.
- Organize and establish regular meetings with designated groups to foster positive relationships and promote program success.
- Recommend policy and procedure changes to improve program outcomes.

### **Program Coordinator II**

**Jobcode: B90402**

**Pay Band: 75**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

The Program Coordinator II is distinguished by its responsibilities for coordinating programs that have major organizational impact and that involve the additional functions of discretion to issue RFPs or similar contracts for mission-critical services; select and evaluate sub-grantees; direct/allocate budget with primary responsibility for



## PROGRAM COORDINATOR

program success and performance-based budgeting; oversee contractor performance and determine contract continuation, suspension or termination; draft and implement unique, program-specific policies and procedures; and provide testimony and advocacy to legislative or regulatory bodies.

### ***Recommended Education and Experience for Full Performance***

Bachelor's Degree and seven (7) years program administration or project management in areas related to the purpose of the position.

### ***Minimum Qualifications***

Bachelor's Degree and five (5) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

### ***Essential Duties and Responsibilities\****

- Responsible for success of full life-cycle funding, budgeting, financial receivables and payables, and reporting processes related to the program(s).
- Develop, issue and monitor RFPs and/or make awards to sub-grantees and contractors.
- Oversee the supervision of personnel\*\* (e.g. contractors, non-state employees) who are essential to implementing the program(s), providing direct services, and/or complying with federal, state, regulatory or other oversight requirements.
- Provide testimony and/or advocacy to legislative, regulatory and funding organizations.
- Ensure policies and procedures are compliant with federal, state, regulatory or oversight regulations.
- May provide instruction on business or economic model development to further program outreach and effectiveness.

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**Bargaining Unit:** N/A

**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.

**Working Conditions:** Work is performed in an office setting. Late hours, weekend, and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Some travel may be required.

**Established: 1/14/2016 (with SPB recommendations to RFP/MQs on the I) Revised: 10/26/2021**

*\*Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\*Does not necessarily imply supervision of classified subordinates.*