



New Mexico State Personnel Office  
Position/Classification Action Request Form

Section 1: Agency - Employee Information

Business Unit Name: Energy, Minerals and Natural Resources Depa Bus Unit #: 52100 Effective Date (For Agency Use):

Employee Name: vacant Employee ID:

Select Request Type: Non-Manager/Non-Supervisory Position - Classification Change Only

Section 2: Position Information

☒ Require Essential Functions Page

Action: Update Position

Co-Action (If Applicable): Update Position

Current

Proposed

Position Number: 00070849

Classification: Forester-O

Job Code: F10320

Working Title: Assistant Crew Boss

Bargaining Unit: Not Covered

Pay Band: 60

Department # & Name: 0412100000 Wildfire Response Program

Location & Location Code: SF-Main Office Building 119-150030

Shift: 1

☐ PT ☒ FT

Reports to: 000005286

Funding Source:

FTE: 1 Supervisory Level: G

FLSA Status: Non Exempt

Short Title: 12

Position Status: Permanent Position

Safety Sensitive: ☒ Yes ☐ No Omnibus: ☒ Yes ☐ No

Classification:

Job Code:

Working Title:

Bargaining Unit:

Pay Band:

Department # & Name:

Location & Location Code:

Shift:

☐ PT ☐ FT

Reports to:

Funding Source:

FTE: Supervisory Level:

FLSA Status:

Short Title:

Position Status:

Safety Sensitive: ☐ Yes ☐ No Omnibus: ☐ Yes ☐ 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 )

Coordinate, oversee and supervise 5 person veteran fire crews on wildland fire, planned fire (RX) and forestry projects. Ensure the application of policies, procedures and laws relating to the use of fire fighters to conduct emergency activities and natural resource projects. Provide professional training, development of National Wildfire Coordinator Group (NWCG) red carded fire fighters and technical forestry assistance to Forestry employees and cooperators. Operate as an assistant to the Crew Supervisor, managing and transporting fire crew members to and from emergency assignments and project work areas. Provide for the safety, wellbeing and oversight of fire crews during emergency operations and project work.

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

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

Coordinate, oversee and supervise 5 person veteran fire crews on wildland fire, planned fire (RX) and forestry projects. Ensure the application of policies, procedures and laws relating to the use of fire fighters to conduct emergency activities and natural resource projects. Provide professional training, development of National Wildfire Coordinator Group (NWCG) red carded fire fighters and technical forestry assistance to Forestry employees and cooperators. Incumbent will operate as an assistant to the Crew Supervisor, managing and transporting fire crew members to and from emergency assignments and project work areas. To provide for the safety, wellbeing and oversight of fire crews during emergency operations and project work.

45% Responsible for the daily supervision of crew members (ADs).

1. Ensure fire crews meet NWCG requirements and are ready for mobilization by March 1st each year
2. Conduct on the job training (OJT) along with tailgate safety briefings and document them
3. Transport crews to and from assigned fire/trainings/projects in a safe and timely manner while maintaining required CDL.
4. Complete weekly/monthly reports and submit to veteran crew boss
5. Act as a squad boss/crew boss responsible for management and supervision of assigned crew members and assist designated crew boss with all needs pertaining to program, wildland fire and project scopes; provide training on equipment as needed
6. Ensure that NWCG, Forestry Division and Returning Heroes crew standards are met and followed.
7. Actively seek opportunities to hone chainsaw, firefighting and supervision skills
8. Work as a team and incorporate team building/work into actions and assignments



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20% Maintain grounds, equipment, buildings and conduct maintenance/repairs of fleet vehicles and quotes for purchasing

1. Directly responsible for maintenance and upkeep of buildings, facilities, and associated utilities of the program site.
2. Ensure tools and vehicles are serviced and repaired to good operating condition after use or when damaged
3. Assist in the monthly inspection of vehicles per Forestry Division policy and procedures
4. Ensure trailers, ATV's, UTV's, crew carriers, chainsaws, small engine machinery, chemical applicators, chippers and all other equipment are in good working condition and report any issues or needed repairs.
5. Coordinate with fleet manager to replace or repair broken or worn equipment
6. Ensure tools are serviced after every assignment and assigned crew carrier is fully equipped and ready to go before and after every assignment.
7. Assist in monthly inspection of program vehicles and assigned crew carrier per policy and maintain vehicles in proper and safe working order
8. Ensure crew manifests and weight meet NWCG standards and that crews meet Type 2IA standards
9. Ensure vehicles are maintained to DOT standards and that all applicable documents are compiled and retained in each vehicle and crew manifest.

30% Work on Projects, Division programs, Hazardous Fuel reduction projects

1. Provide training to emergency hires and Division staff, and fire departments as needed or requested
2. Assist division districts with projects as requested
3. Provide supervision to support staff, division staff and cooperating agencies to ensure a secure, safe work environment on projects.
4. Become familiar with IQS, FMS, and OARS databases

5% Assist the Conservation Seedling Program and Program Manager

1. Pack and prepare seedlings for pick up at treehouse for distribution
2. Loan and unload trailer of seedlings into the greenhouse



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Section 8: Agency Justification and Signatures

Position Number: 00070849

Requesting Manager/Supervisor  
Signature:

Print Name:

Steven P. Griego/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:	C: Continuous, over 66% of time	Seeing - how often:	C: Continuous, over 66% of time
Climbing - how often:	C: Continuous, over 66% of time	Kneeling - how often:	C: Continuous, over 66% of time
Standing - how often:	C: Continuous, over 66% of time	Pulling - how often:	C: Continuous, over 66% of time
Tactile sense - how often:	C: Continuous, over 66% of time	Hearing - how often:	C: Continuous, over 66% of time
Balancing - how often:	C: Continuous, over 66% of time	Crouching - how often:	C: Continuous, over 66% of time
Walking - how often:	C: Continuous, over 66% of time	Repetitive - how often:	C: Continuous, over 66% of time
Talking - how often:	C: Continuous, over 66% of time	Grasping - how often:	C: Continuous, over 66% of time
Reaching - how often:	C: Continuous, over 66% of time	Pushing - how often:	C: Continuous, over 66% of time
Stooping motions - how often:	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: Crew Carriers, tractors, ATV's, UTV's, 4x4 vehicles, trailers, SUV's

Equipment: Chainsaws, weed-eaters, chemical application equipment, chippers

Tools: Hand tools, drills, hammers, digging bars, shovels, rakes

Other: Must possess and maintain a valid New Mexico Driver's License. Possess and maintain a valid Commercial Driver's License (CDL) Class B within six months of hire date. Posses a valid National Wildfire Coordinator Group (NWC) Red Card with wildfire qualification standards. A criminal background investigation will be required, including fingerprints,



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required passing random drug testing, attend a annual refresher class as required. Ability to maintain a current American Red Cross Standard First Aid and Cardiopulmonary Resuscitation (CPR) card. Duty Station has potential to be relocated.

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

**Position Title:** FORESTER-O

<b>Pay Band:</b>	60	<b>Minimum \$</b> 18.15	<b>Maximum \$</b> 29.04
<b>Job Status:</b>	<input checked="" type="checkbox"/> Perm	<input type="checkbox"/> Term	<input type="checkbox"/> Temp
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> FLSA Non- Exempt	<input type="checkbox"/> FLSA Exempt	
<b>Travel:</b>	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input checked="" type="checkbox"/> Extensive (including weekends/holidays)
<b>Overtime:</b>	<input type="checkbox"/> None	<input type="checkbox"/> Some (including weekends/holidays)	<input checked="" type="checkbox"/> Extensive (including weekends/holidays)
<b>Physical Activity:</b>	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" 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 checked="" type="checkbox"/> Pre-Employment	<input checked="" type="checkbox"/> Random	<input checked="" type="checkbox"/> Reasonable suspicion
<b>Required to Accept Geographical Location Change:</b>		<input checked="" type="checkbox"/> Yes	<input 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>	Possibility of duty station moving		
<b>Immediate Supervisor:</b>	Steven Griego		
<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
<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
<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
<b>Applicant Signature:</b>			<b>Date:</b>



# 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\*NET<sup>TM</sup> 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](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*