



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="10115073"/>		
Classification:	<input type="text"/>	Classification:	<input type="text" value="Forester A"/>
Job Code:	<input type="text"/>	Job Code:	<input type="text" value="F1032A"/>
Working Title:	<input type="text"/>	Working Title:	<input type="text" value="Botanist &amp; Invasive Plant Forester"/>
Bargaining Unit:	<input type="text" value="Not Covered"/>	Bargaining Unit:	<input type="text" value="Not Covered"/>
Pay Band:	<input type="text"/>	Pay Band:	<input type="text" value="65"/>
Department # & Name:	<input type="text"/>	Department # & Name:	<input type="text" value="0414000000 Resource Management Bureau"/>
Location & Location Code:	<input type="text"/>	Location & Location Code:	<input type="text" value="005-000107 SF-Wendell Chino"/>
Shift:	<input type="text"/>	Shift:	<input type="text" value="1"/>
	<input type="radio"/> PT <input type="radio"/> FT		<input type="radio"/> PT <input checked="" type="radio"/> FT
Reports to:	<input type="text"/>	Reports to:	<input type="text" value="000005318"/>
Funding Source:	<input type="text"/>	Funding Source:	<input type="text" value="Federal"/>
FTE: <input type="text"/>	Supervisory Level: <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" value="Non Exempt"/>
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" value="STRM (Sponsored Term) Position"/>
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		<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?

The duties of the Forestry Division have increased and expanded as a result of five new state and federal policies enacted since 2019. First, the New Mexico legislature passed the Forest and Watershed Restoration Act in 2019 [68-4 NMSA 1978] providing \$2 million of recurring funding annually for projects that will be implemented by this position. Second, the Governor and Chief of the USDA Forest Service signed an Agreement for Shared Stewardship in November 2019 that expands the role of this position to work with federal partners on joint project planning and implementation. Third, the ten-year Forest Action Plan was finalized in 2021 and sets the goal of increasing the pace and scale of forest restoration by three times, requiring this position to carry a higher volume of projects and accomplish up to three times the acres of treatments annually. Fourth, the New Mexico legislature passed the Prescribed Burning Act in 2021 [68-6 NMSA 1978] that adds responsibility for this position to assist landowners to identify their fire management goals and capture their objectives in written plans and to provide guidance on training and qualification toward prescribed burning. Lastly, the 2021 Bipartisan Infrastructure Law will be providing New Mexico with \$5-10 million additional funding annually for four years for large scale forest and watershed restoration and management including hazardous fuel mitigation, prescribed burning, urban and community forestry, and promotion of the forest/timber economy and increase landscape scale restoration. This Forester A position will assist both the State Botanist and the Forest Restoration Officer to address program needs as a result of these policy changes. The position will conduct activities to improve ecosystem health by implementing guidance, protocols and monitoring for ecological restoration practices.

What organizational structure changes will be affected by the request?

The State Botanist will directly supervise this Invasive Species Forester position within Resource Management Bureau.

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

This is a forester position requiring advanced knowledge, skills and abilities to provide assistance to private landowners, tribes, local governments, and state and federal land management partner agencies with technical assistance in plant identification, surveying and restoration and mitigation practices. The position conducts fieldwork, field research and field surveys; contributes to studies of the distribution, habitat, biology and vulnerability of New Mexico's rare and endangered plant species, including studies to document the presence/absence of endangered plants in the proposed project areas of various federal and state agency activities at the direction of the State Botanist. The position assists in the discovery, surveillance and/or planned surveys related to invasive plants at the direction of the Forest Restoration Officer. This position will assist the invasive plant mitigation program which includes average base annual program resources of \$100,000 with the potential to increase project funds with capacity.

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

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

Job Assignment Area #1 - Assist the Forestry Division's State Botanist with projects, research and fieldwork- 40%

1. Assist in the implementation of the annual U.S. Fish and Wildlife Section 6 federal grant agreement and other funded survey and monitoring projects with federal and state agencies.
2. Provide statewide botanical expertise by developing, coordinating and conducting field research and survey, and writing plans and reports to identify rare plant biology, threats and recovery.
3. Assist in administering professional service agreements and contracts to assist the Rare Plant Program.
4. Conduct ground surveys to monitor rare plant using established methodologies.

Job Assignment Area#2 - Review and prepare comments on proposed actions on public land with potential to damage rare and endangered plants- 20%

1. Provide comments based on the latest scientific information by monitoring endangered plant populations in New Mexico.
2. Contribute to recovery plans and reports detailing the research progress and final results of floristic inventories and endangered plant surveys for federal funding agencies and for publication in scholarly professional journals.



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

3. Manage projects to restore plant habitats and/or enhance plant populations.
4. Participate in the NM Rare Plant Technical Council to implement strategies outlined in the New Mexico Rare Plant Strategy.
5. Support efforts to provide current NM endangered plant information.

Job Assignment Area #3- Implement the Invasive Plant Program- 20%

1. Develop RFP for the Invasive Plant Program consistent with guidelines for federal funding and state procurement code.
2. Develop and award cost-share grant agreements to implement the Invasive Plant Program.
3. Conduct field work and landowner visits to assist with invasive plant identification, survey and project development.
4. Coordinate with the Soil and Water Conservation Districts and the New Mexico Department of Agriculture to implement the New Mexico Noxious Weed Act of 1998.
5. Prepare reports on the Invasive Plant Program.
6. Develop and distribute written and digital material to publicize the Invasive Plant Program.

Job Assignment Area #4 -Transfer technical assistance and support Forestry Division Programs- 20%

1. Provide technical assistance to partners including but not limited to the 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 natural resource entities in communities with interest.
2. Contribute information on rare and endangered plants and invasive plant management on the Division public website.
3. Assist with grant programs and projects 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. Assist as needed with contracts, agreements and reviewing project work plans for awarded projects through the above programs.
5. Provide information to Division staff on potential impacts the projects have on applicable plant populations using the Environmental Resource Tool (ERT) including conducting inspections, creating project maps, submitting to applicable reporting databases, and maintaining project contract folders for records retention purposes and audit reviews.
6. Attend and present at public workshops, educational events and trainings.
7. Assist with wildfire suppression activities such as firefighting, engine crew and resource advising.



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

**Section 8: Agency Justification and Signatures**

Position Number:

Requesting Manager/Supervisor  
 Signature:



Print Name:

Laura F. McCarthy

Date: 7-20-2022

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="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="O: Occasion up to 33% 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="C: Continuous, over 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="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: