



New Mexico State Personnel Office  
Position/Classification Action Request Form

Section 1: Agency - Employee Information

Business Unit Name: Energy, Minerals and Natural Resources 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: Create New Position

Co-Action (If Applicable): Create New Position

Current

Proposed

Position Number: 10115195

Classification: Forester B

Job Code: F1032B

Working Title: Engine Boss

Bargaining Unit: Not Covered

Pay Band: 55

Department # & Name: 0423000000 Las Vegas

Location & Location Code: 218-003501 LV-EMNRD Forestry Office Build

Shift: 1

☐ PT ☐ FT

Reports to: 00005339

Funding Source: Federal

FTE: 0.5 Supervisory Level: F

FLSA Status: Non Exempt

Short Title:

Position Status: STRM (Sponsored Term) 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: 0.5 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?

Vacant

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 )

This is a Forester-B technical position requiring advanced knowledge, skills and abilities to provide single resource wildland fire response and suppression management to private landowners, tribes, local governments, and state and federal land management partner agencies within the District's response area and across the state as needed. The position exists to assist the District to meet their goals and objectives of wildland fire suppression; increase the capacity and capability of staff in order to effectively respond to wildland fire activity; promote prescribed fire; and build a career ladder for emergency wildland fire staff. 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 establish partner collaboration for coordination and communication of wildland fire suppression support, resources, training and education and outreach. Further, the position supervises the District's emergency wildland firefighting staff and ensures that District's wildland fire engines and associated equipment, tools and resources are in proper working order and ready for emergency response at a moments notice. The position is also responsible for assisting and coordinating with local government fire departments, volunteer fire departments and federal and statewide resources during wildland fire suppression. The position consults on fire suppression, fire prevention and prescribed burning through education and will assist to consider the effect of forest insects and diseases on fire management and the implications of climate change. Lastly the position will assist with training of District staff and partners in 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 oversight of the District's emergency wildland fire fighters and ensuring wildland fire engines and associated equipment, tools, and gear in proper working condition and ready and available for emergency wildland fire response at a moment's notice. The position will also assist the District Fire Management Officer implement education and outreach programs across the District which include FireWise, Ready, Set, Go, defensible space and the Smokey Bear Wildland Prevention campaign. Further they may assist the District Forester with outreach, education and technical assistance in the Wildland Urban Interface (WUI). The duties include communicating and coordination with private landowners, cooperators, partner agencies, and stakeholders while maintaining a safe work environment during fire suppression activities and assist in resolving disputes between suppression resources and private forest landowners. The position is responsible for assuring that the division stays in compliance with the applicable state laws and regulations.



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Through coordination with the District FMO, develop, coordinate and manage wildland fire training and education for District emergency staff and as applicable, providing technical assistance to landowners, tribes, local government and state and federal land managers with wildland fire training education, outreach and coordination of suppression resources during wildland fire response (40%)

1. Implement the FireWise program across the District and conduct FireWise community assessments to provide to District FMO for WFDSS upload.
2. Inspect District wildland engine, tools, gear and equipment to ensure they are in proper working order, in compliant with state, federal and national standards in order to function during emergency wildland suppression actions.
3. Conduct monthly readiness reviews of all District vehicles, engines, equipment, tools and gear to ensure readiness for emergency suppression and to address any needs or repair prior to response actions.
4. establish training and development goals for emergency hire staff and coordinate with District FMO on opportunities for development.
3. Represent the District and Division during wildland fire incidents, meetings, trainings, workshops and outreach engagements with cooperators, partners, and stakeholders.
4. Provide resource protection through suppression actions and guidance in resource management through coordination of District cooperators, suppression resources, local governments, tribes, and landowners during wildland fire incidents.
5. In coordination with the District FMO, conduct wildland fire training and provide opportunities to advance wildland fire qualification and taskbook proficiencies for District staff, emergency hires, cooperators, partners, local governments, tribes and agencies.
6. In coordination with the District FMO, conduct education and outreach to communities, stakeholders, partners and local governments, homeowners and associations, regarding wildland fire prevention and defensible space methodology including the Ready, Set, Go! program for evacuation status.
7. Attend, organize and present at public workshops, educational events and trainings; as feasible, utilize division programs and social media for field days and to showcase success.

Respond and manage wildland fire suppression actions across the District and support the District's Fire Program (60%)

1. Ensure safe and efficient wildland fire response for all staff, partners, cooperators and agencies.
2. Acquire advanced level training at the 300 level (STEN, TFLD, DIV, FIRB etc) and complete taskbooks in fire and prescribed fire qualification areas that contribute to the District's and Division's capacity for fire suppression and prescribed burning
2. In coordination with District FMO work with tribes, local governments and state and federal land management agency partners to build collaborative planning in areas and landscapes that protect communities at risk (CARs) and priority areas identified in Community Wildfire Protection Plans.
3. Implement the District FMO's wildland fire program goals and objectives in a manner that promotes the advancement of training and qualifications of District emergency hire staff to increase the response capability and capacity of the District and the state.
4. Conduct daily briefing and after action reviews, document crew performance, address performance issues and build a cohesive unit that is team oriented with safety in mind for all actions.
5. Establish zero tolerance for harassment and implement the TEMPLZ concept and promote a culture that is safe and free of harassment. Conduct daily or weekly discussion regarding harassment and TEMPLZ and ensure all staff cultivate this environment and culture.
6. As required, meet with landowners for wildland fire prevention education and outreach and promote programs for hazardous fuel mitigation and management.
7. Develop and present wildland fire suppression, prevention and prescribed burning education programs including climate mitigation and climate impacts to the environment.
8. 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., P.O.Ds planning and concepts, pile burning, broadcast burning, fire management planning.
9. Provide technical assistance to landowners for post-fire mitigation and reforestation of burned areas and funding opportunities as able.
10. Must maintain an annual wildland fire certification (red card) as a single resource (ENGB, CRWB) at the arduous level and be willing to work up to 16 hours per day for 14 to 21 day wildland fire assignments that may occur on weekdays, weekends, and holidays, in and out of state, and in rough, rugged terrain and in varying and unfavorable weather conditions.



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Section 8: Agency Justification and Signatures

Position Number:

Requesting Manager/Supervisor  
Signature:

Print Name:

Shannon Atencio/Laura McCarthy

Date: Oct 18, 2022

HR Manager Signature:

Print Name:

Gisele Jacobs

Date: Oct 18, 2022

Agency Budget/CFO/ASD Director  
Signature:

Print Name:

Matthew Lovato

Date: Oct 18, 2022

Cabinet Secretary/Agency Head  
Signature:

Print Name:

Todd Leahy

Date: Oct 18, 2022

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:	O: Occasion up to 33% of time	Kneeling - how often:	O: Occasion up to 33% of time
Standing - how often:	OE: Occasional (up to 33%) but essential	Pulling - how often:	O: Occasion up to 33% of time
Tactile sense - how often:	F: Frequent 34%-66% of time	Hearing - how often:	C: Continuous, over 66% of time
Balancing - how often:	O: Occasion up to 33% of time	Crouching - how often:	O: Occasion up to 33% of time
Walking - how often:	F: Frequent 34%-66% of time	Repetitive - how often:	F: Frequent 34%-66% of time
Talking - how often:	C: Continuous, over 66% of time	Grasping - how often:	O: Occasion up to 33% of time
Reaching - how often:	O: Occasion up to 33% of time	Pushing - how often:	O: Occasion up to 33% of time
Stooping motions - how often:	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: falling trees, insects, animals

**Atmospheric Conditions:**

☒ Fumes ☒ Dusts ☐ Mites ☐ Poor ventilation  
☒ Odors ☐ Gases ☒ Other: smoke

**Equipment and tools - list equipment and tools operated and the frequency of use (those that cannot be delegated to a co-worker):**

State vehicles:	trucks, cars, UTVs, ATVs
Equipment:	Tractors, chippers, pumps, copiers, scanners, cell phones, computers, other electronic equipment
Tools:	various hand tools, forestry tools, wildland fire fighting tools
Other:	

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

**Position Title:** FORESTER-B

<b>Pay Band:</b>	55	<b>Minimum \$</b>	16.79	<b>Maximum \$</b>	26.87
<b>Job Status:</b>	<input type="checkbox"/> Perm	<input checked="" 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 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>	Shannon Atencio				
<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.*