

<b>Position Code</b>
1. FORSTRE

**State of Michigan**  
**Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Natural Resources
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
	Resource Management
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Forester-E (9/10/P11)	Forest Resources Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Forester	Forest Management Unit
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Natural Resources Manager-2	Field Office
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Natural Resources Manager-3	Various locations statewide

**14. General Summary of Function/Purpose of Position**

The Forester position works under the direct supervision of the Unit Manager. The position is an integral part of the land management program and the resource protection program. The position is assigned responsibility for managing the land base for obtaining maximum desired benefits. This entails assessing, coordinating, and integrating varied uses, including recreation, timber production, Good Neighbor Authority (GNA) work, wildlife habitat, land exchanges, acquisitions, and disposals, mineral, oil and gas leases, and other activities related to the proper use of state land. The position interacts with private landowners when preparing timber sales bordering private lands, securing access through private lands, land use permits, and during land exchanges or easements. The position works extensively with the public in a variety of activities including administering timber contracts with companies, answering public inquiries and complaints and making presentations to groups. Independent judgment and human resource skills are needed to work with co-workers and the public. Technical skills required include knowledge of silviculture, forest regeneration, contract administration, data management, and Geographic Information and Global Positioning Systems (GIS/GPS). Computerized mapping, data management, and longer-range planning and analysis are frequently required of the position.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time**   40  

Forest Management Planning/Inventory

Using guidance from the [State Forest Management Plan](#) and [Forest Action Plan](#), this duty involves the examination and analysis of state-owned forestlands and developing recommendations to direct the management of state-owned forestlands for a wide range of products and uses. It also involves updating the forest inventory database regularly as various changes and treatments occur on the landscape. This may include working on federal lands and coordinating with the Forest Service staff as part of Good Neighbor Authority (GNA) work.

**Individual tasks related to the duty.**

- Perform on the ground assessment of forestlands via established forest inventory procedures. Examine forest compartments gathering technical data such as stand composition, age, condition, and site condition and enter information into an electronic data base. Note information regarding streams, roads, recreational sites, and other significant items.
- Updates forest inventory data to facilitate analysis, mapping, and the development of treatment proposals using appropriate silvicultural techniques, values desired (including recreation, timber, wildlife, aesthetics etc.), department and division policy, state forest plans or guidelines, and public input.
- Use GIS software to analyze the data to aid in the decision-making process.
- Along with the Unit Manager, develop priorities and treatment prescriptions considering biological, social, and economic impacts of managing State lands.

Duty 2

**General Summary of Duty 2**                      **% of Time**   35  

Timber Management Program

Based on the approved inventory plan, this position prepares forest stands to be harvested on both state and possibly federal lands in cooperation with the U.S. Forest Service as part of the Good Neighbor Authority work. Writes proposals for the harvesting of timber, develops the contracts for the sale setup, harvesting, and monitors contract progress. Schedules and monitors progress for the unit's timber sale program. Prepares accomplishment summaries.

**Individual tasks related to the duty.**

- Timber management includes both commercial and non-commercial forest treatments as a tool to carry out management plans. Using this data along with aerial imagery, GPS, and GIS survey systems; the forest stands to be treated are located as are private property boundaries of concern.
- Using sampling procedures to ensure cruising accuracy, volumes and values are calculated and then may be modified based on other factors such as total volumes available in the sale, market conditions, access, and the quality of the products. This data is used to prepare a timber sale proposal that is then sent for approval to the wildlife biologist, unit manager and Lansing staff as either a bid or direct sale.
- After the sale is sold, this position monitors the sale for adherence to contract specifications, makes modifications where warranted and implements corrective measures when needed for approval by others. For non-commercial treatments including sales for thinning, pruning, habitat cuts, salvage, reforestation, and prescribed burns, he/she prepares a treatment proposal and oversees implementation either via contracts or using state-run crews and equipment. Knowledge of forestlands, management techniques, contract administration, various computer software programs, equipment, record keeping and managing a work crew are needed to perform this function.

Duty 3

**General Summary of Duty 3**                      % of Time   5  

Resource Protection/Prescribed Fire

Fire suppression and prevention activities, prescribed burning, and insect and disease monitoring and control.

**Individual tasks related to the duty.**

- The position may assist in resource protection activities such as fire suppression. May be involved in direct suppression duties including initial response, equipment operation, back firing, and mop-up.
- Provides other assistance in fire suppression programs such as being an overhead team member on the emergency response short team. May work with specialists and other agencies coordinating protection efforts.
- Assists in controlled burn operations.
- Identifies insect and disease problems and develops strategies for management/control in conjunction with the Forest Health Specialist.

Duty 4

**General Summary of Duty 4**                      % of Time  15 

Land use

Examines state lands involving mineral leasing and/or Oil and Gas program, makes recommendations on requested easements, land exchanges, use permits and investigates all types of trespass cases.

**Individual tasks related to the duty.**

- Field examines lands requested for various leases, easements, land exchanges, use permits and trespasses. Determine the best placement or route for leases and easements taking into consideration the impact of these activities on state lands and works to minimize any negative impacts.
- Helps determine the resource value of land exchanges regarding the timber resource and the general usability for the public. Prepares maps and reports detailing findings.
- Monitors state lands for instances of illegal use. Field examines each trespass to determine the extent and type of trespass, prepares trespass report, determine corrective actions required, and follows through on compliance with corrective actions.

Duty 5

**General Summary of Duty 5**

**% of Time**   5  

Other duties as assigned.

Assist with other projects outside the scope of normal duties.

**Individual tasks related to the duty.**

- Attend professional development and participate in training sessions on a continuous basis to keep current in various forestry, recreational, personnel, administration, and computer management issues.
- Answer questions of the public related to Department/Division policy or procedures, or land management issues. At times, must resolve conflicts involving forest user, and/or public at large.
- Meet with and discuss land management issues with local media.
- Provide general information and instruction to local school and community groups concerning various natural resource topics.
- Assist with other projects outside the scope of normal duties.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Make day to day decisions independently involving many aspects of forest management activities, for example: timber sale contracts, timber sale boundaries, best management practice issues, land use issues, survey lines, forest inventory, wildlife management, recreational trails, etc. These decisions affect many of the field divisions within the DNR as well as private companies utilizing forest resources and private individuals/groups that recreate in and enjoy the state forestlands.

**17. Describe the types of decisions that require the supervisor's review.**

Most of the duties described above require approval or review by the Unit Manager and others via Division and Department policies.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Daily walking on uneven terrain requiring strenuous effort. Working in inclement or unfavorable weather conditions, heat, snow/cold, on active forest fires (smoke, heat, falling/flying material, burning cinders, etc.). Must use various types of equipment including ORV's, snowmobiles, snowshoes, etc. Must be able to walk, lift-carry tools, and travel in wooded underbrush with some areas being very remote. When setting up timber sales, exposure to fumes from tree marking paint.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Assist the Unit Manager in carrying out the broad range of on-the-ground forestry activities needed to properly manage forest land resources.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No substantial changes.

25. What is the function of the work area and how does this position fit into that function?

Manage state forest lands for various uses, including assessment of timber, wildlife, recreation and protection activities and implementation of prescribed treatments. Provide information to public, in some cases technical assistance.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

**EDUCATION:**

Possession of a bachelor's degree in forestry

OR

Possession of a bachelor's degree in a field of natural resources with not less than 24 semester (36 term) credits in forestry related courses may be substituted for the education requirement.

**EXPERIENCE:**

**9 level**

No specific type or amount is required.

**10 level**

One year of professional experience in the protection, development, and maintenance of forestlands equivalent to a Forester 9

**P11 level**

Two years of professional experience in the protection, development, and maintenance of forestlands, including one year equivalent to a Forester 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

A substantial understanding of eco-system management, an understanding of Michigan forest resources and tree species. Ability to work in a forested environment.

A working knowledge and the ability to use the various computer systems and software programs in place.

Solid communication skills to work with the public and fellow employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**