

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Staff Forester

Class Code: 90133

Pay Grade: GJ

A. Purpose:

Maintains statewide responsibility for forestry related programs and/or projects, administers state forestry activities, directs implementation of contracts with state and federal agencies, and develops forestry program management plans to ensure the protection and conservation of natural resources and to conserve, protect, improve, and develop the natural resources of the state.

B. Distinguishing Feature:

Staff Foresters maintain statewide staff level responsibility for forestry programs and projects providing technical assistance to Service Foresters, administration, and other state and federal agencies on forestry related programs for the state.

Service Foresters are professional foresters and administer, oversee, and implement state forestry and resource conservation activities with individual landowners, city and county governments and agencies, and conservation districts to ensure the enhancement of forestry related resources.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Directs a forestry program and/or oversees special forestry projects by working with state and federal agencies on developing program and operating procedures, directing program implementation and activities to field staff and the public, overseeing the obligation and expenditure of funds, providing technical assistance to forest field staff and other agencies and individuals, and directs activities to educate others on the benefits of the program.
 - a. Acts as the coordinator and contact person for the Division on program issues.
 - b. Ensures the program complies with federal regulations and funding requirements and communicates these requirements to field personnel, the public, and other agencies.
 - c. Works with the federal government and representatives from other states on program related issues.
 - d. Provides advice to the State Forester and acts as their liaison with the federal government on program issues, needs, and proposed changes.
 - e. Represents the division and the program at state and national meetings.
 - f. Reviews and comments on federal rules impacting state programs.
 - g. Administers program grants.
 - h. Manages the division's geographical information systems program.
2. Plans, directs, and manages the timber management program in Custer State Park (CSP) to develop self-produced revenue for CSP from timber sales.
 - a. Prepares site-specific plans for commercial logging and non-commercial thinning.
 - b. Administers contracts for service and commercial forestry.
 - c. Accounts for timber sale log volumes.
 - d. Designs and oversees forest inventories for CSP.
 - e. Predicts timber harvests, future forest conditions, and makes forest management decisions.

3. Provides day to day direction to Service Foresters, as assigned, to carry out forestry program activities directly with landowners, city and county governments, and conservation districts.
 - a. Delegates tasks and projects to Service Foresters.
 - b. Discusses and coordinates requested projects with other forestry supervisors.
 - c. Sets and conducts team meetings with assigned staff.
 - d. Provides technical program assistance to team members.
 - e. Provides input on staff performance appraisals.
4. Performs administrative work to develop and maintain program goals and objectives in accordance with federal and state guidelines.
 - a. Recommends budgets.
 - b. Meets with other state agencies and negotiates for program funding.
 - c. Reviews and recommends approval of applications for program funding.
 - d. Negotiates contracts with other agencies.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Program Administrator. Does not supervise but may act as a lead worker over other forestry staff.

E. Challenges and Problems:

Challenged to make and implement decisions to manage a forestry program on a statewide level to achieve necessary goals and objectives and to protect and manage forest resources. This is challenging because needs are extensive and funds and manpower are limited and activities must be coordinated with others schedules and needs.

Problems include coordinating forestry activities among various agencies and landowners; unforeseen work assignments that need immediate attention; effectively using limited program funds to meet the goals of the division; meeting landowner needs and objectives while still managing the resource; promoting forest programs and practices on a statewide level when potential users may not be receptive; providing effective and quality program related training to others; projecting future needs; keeping up to date with federal reporting changes; obtaining adequate program funding; developing new ways to collect, analyze, maintain, and report data; determining appropriate size management areas to meet forest management goals; working with and supervising contractors; and scheduling timber harvests and thinning to obtain an even flow of timber volume and revenue.

F. Decision-making Authority:

Decisions include forest program management goals and objectives and how to achieve them; what kind of technical assistance to provide; the management practices needed to meet goals and objectives; recommendations for policies, procedures, and budgets; training methods and materials to use; which cost share programs meet landowner and resource needs; whether management plans meet organizational goals; eligibility for program projects; program predictions; team member assignments; recommendations for program goals and objectives; dates, times, locations, and agenda for meetings; which areas of operable forest land in CSP to manage and how; specific contract requirements on logging and thinning operations and when contractual items are complete; how best to implement the CSP Forest Management Plan;

scheduling of timber harvests and thinning; and recommending the selection of data and mapping software.

Decisions referred include final approval of budget requests, work plans, and changes in laws or policies; final approval of the expenditure of program funds and of contracts; final approval of inter-agency contracts; project deadlines; final approval of program goals; how to handle sensitive and political issues with landowners, city and county governments, and conservation districts; extending timber sale contract terminations; and approval of deviations from management plans.

G. Contact with Others:

Daily contact with field and/or subordinate staff regarding program implementation; weekly contact with businesses, landowners, city and county governments, and conservation districts regarding special projects and forest management; weekly contact with community groups and committees to provide information and education; weekly contact with consultants and special interest groups regarding training and special projects; monthly contact with other agencies involved in forest management regarding cooperative programs and activities; contact as needed with the United States Forest Service (USFS) to coordinate training; and frequent contact with United States Department of Agriculture (USDA) Forest Service regarding federal programs.

H. Working Conditions:

Works in a typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- principles and practices of silviculture;
- principles, practices, and methods of forest management;
- federal and state forestry laws and regulations, and department policies and procedures;
- forest mensuration, engineering, and harvesting;
- soils;
- forest ecology;
- watershed management;
- public administration as it relates to fiscal procedures and personnel management;
- principles of effective human relations and dealing with the public.

Ability to:

- effectively interpret and implement state laws and regulations and department policies as they relate to assigned programs;
- consistently and objectively allocate budgeted funds;
- assign priorities to work activities based on organizational goals and situational pressures;
- organize and analyze available information and draw sound and reasonable conclusions;
- clearly and concisely communicate information and develop ideas in a logical sequence;
- favorably present and promote departmental priorities, services, and actions internally and externally.