

## POSITION DESCRIPTION FOR JOB POSTING

**Position Number: 50689447**
**Description Activated On: 2/15/2024 7:45:28 AM**

**Position Purpose:** Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

This position provides assistance and information to the State Forester's office, Divisions, and Bureau field offices by: assisting in the development and implementation of forest management and strategic plans; coordinating the bureau's carbon projects and program; collating and interpreting forest inventories, statistics, and public/stakeholder input; coordinating forest planning activities with other agencies and within the Bureau; reviewing and commenting on proposed legislation/regulations/policies/research affecting forest management and State Forest lands; coordinating state forest environmental reviews for projects affecting State Forest lands; and conducting support activities for the development and maintenance of other projects regarding the management of State Forest lands.

**Description of Duties:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

A. To assist in the development and implementation of forest management and strategic plans. This includes, but is not limited to, strategic planning, the State Forest Resource Management Plan, district state forest resource management plans, and the State Forest Action Plan for all forest lands in the Commonwealth.

1. Facilitate/lead committees, workgroups, and other groups.
2. Evaluate through public meetings, surveys, personal contact, literature reviews, committees, working groups and other research the basic needs of the Commonwealth and its citizens from forestlands and their desires about how those lands should be managed.
3. Evaluate through literature reviews, meetings, and other research, the statutory obligations, executive directives, and policy positions of the Bureau and how these affect state forest land management and the plans, guidelines, and manuals that relate to such management.
4. Evaluate the legal, fiscal, and biological/ecological constraints affecting the management and use of forest resources.
5. Assist in and at times lead development of operating guidelines, manuals, and action plans to meet defined strategic goals and objectives.
6. Work to determine progress toward management objectives through regular reports from field units and other Divisions.
7. Routinely present to internal and external audiences.

B. To coordinate forest carbon projects, policies, and research. This includes but is not limited to, providing leadership in forest carbon science; tracking and translating carbon related research; grant administration and coordination for research needs on state forest lands; developing trainings; general science synthesis.

1. Stay up to date on carbon science and communicate to staff as necessary.
2. Track research needs and grant opportunities. When necessary, coordinate and administrate grants for research on state forest lands.
3. Determine implementation of carbon policies and research on state forests when appropriate (i.e. DCNR Carbon Principles)
4. Identify carbon feasibility analysis needs and work with Inventory and Monitoring Section to quantify
5. Collaborate on forestry and carbon science research with partners
6. Work closely with DCNR's Office of Applied Climate Science, Bureau of Forestry Climate liaison and other divisions on all carbon policy and related issues.

C. To coordinate planning activities with other agencies.

1. Request technical and/or financial assistance and collaboration from other agencies as appropriate.
2. Provide technical assistance and collaboration to other agencies as appropriate.
3. Represent DCNR – BOF at meetings, conferences, training sessions, etc., with other agencies as needed.
4. Ensure that Bureau resource management plans incorporate legal and regulatory requirements of other agencies as appropriate.

D. To establish and develop a working relationship with District offices and other DCNR Divisions and Sections based on work and assigned liaison responsibilities.

1. Manage and evaluate proposals for State Forest Environmental Reviews within assigned Districts.
2. Cooperate with staff to develop and maintain district resource management plans and Division Plans on the overarching goals and objectives of the State Forest Resource Management Plan as well as District and Division level resources and priorities.
3. Provide guidance to staff on other issues related to Forest Resource Planning efforts.

E. To review and comment on proposed regulations/legislation/policies/research that will affect Commonwealth natural resources and affect State Forest lands.

1. Determine beneficial and adverse impacts of proposed regulations, legislation, and policies on state forest ecosystems and Commonwealth Forest resources.
2. Submit comments to appropriate office or agency.
3. Coordinate the review of proposals to conduct research on State Forest lands, analyze comments, and respond accordingly.

F. To conduct support activities for the development and maintenance of other projects.

1. Evaluate new resource management techniques and processes.
2. Review and comment on written material as requested from others in the Bureau, primarily the Forest Resources Planning Section.
3. Participate in and provide input into Division and Bureau-wide programs and initiatives.

G. Provide other information as requested to the State Forester's office, other program offices, and the field offices.

**Decision Making:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

Work is assigned through program goals, objectives and priorities. Considerable independent judgment is exercised in planning and accomplishing work. Work is reviewed upon completion and periodically through direct contact, reports, and meetings.

**Requirements Profile:** Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

**Experience:**

**Licenses, registrations, or certifications:**

- 1. N/A
- 2. N/A
- 3. N/A
- 4. N/A
- 5. N/A
- 6. N/A

**Essential Functions:** Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

- 1. Ability to operate motor vehicles.
- 2. Ability to organize daily work schedule, identify and communicate priorities.
- 3. Ability to negotiate rough terrain.
- 4. Ability to understand dept. procedures.
- 5. Ability to maintain good working relationships.
- 6. Ability to evaluate program effectiveness.
- 7. Ability to communicate effectively.
- 8. Ability to plan and facilitate meetings.
- 9. Ability to coordinate with other programs.
- 10. Ability to analyze Marcellus and forest policy.