

POSITION DESCRIPTION FOR JOB POSTING

Position Number: 00128030

Description Activated On: 2/14/2024 12:08:18 PM

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 sustainable forest certification 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 and manage the Bureau's certification by the Forest Stewardship Council (FSC) and the Sustainable Forestry Initiative (SFI)

1. Research and study the ecological, economic, and social criteria of the FSC and SFI standards and communicate those criteria to staff through communications and training.
2. Organize and facilitate annual field audits by FSC and SFI auditing bodies that examine the ecological, economic, and social elements of state forest land management.
3. Work collaboratively with staff to prepare for annual field audits through coordinated training and internal audit practices, as well as to respond to corrective action requests.
4. Provide presentations internally and externally regarding dual certification.
4. Participate in BOF field-based silviculture training, tours, and committees.

3. Respond to FSC and SFI inquiries regarding the sustainability of state forest land management, our processes, procedures, guidelines, and policies.
4. Track and coordinate bureau responses to changes in the FSC and SFI standards and supporting policies (e.g., the FSC Pesticide Policy).
5. Participate in collaborative efforts on certification with Northeast-Midwest State Foresters Alliance or other partners.
6. Collaborate with Section Chief to manage contracting and procurement for FSC and SFI state forest land audit services.

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 collate and interpret data from human dimensions-based analyses from staff and public/stakeholder feedback and statistics. This includes statistics about uses and values of natural resources as well as other social and economic data.

1. Determine information and statistics needed for the efficient planning, management, and administration of forest resources as they pertain to Bureau programs and responsibilities and conduct analyses to gather information as needed.
2. Support social inquiries needed by Districts and Divisions by utilizing survey tools and summarizing data (e.g., Internal Silviculture Survey, External ATV Pilot Feedback Survey).
3. Interpret data in a manner that is meaningful and present to both internal and external audiences.
4. Participate as the Social representative on the Bureau of Forestry Shale Gas Monitoring Team and other teams/committees.
5. Uphold the confidentiality and ethics required of human dimensions studies and analyses.

G. To assist in the coordination of the bureau's wild and natural areas program.

1. Assist in efforts to evaluate and potentially adapt wild and natural areas policies.
2. Coordinate, with other staff, efforts to write and adopt management plans for certain wild and natural areas.
4. Provide other support, as needed, to manage the wild and natural areas program.

H. 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.

I. 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 judgement is exercised in planning and accomplishing work. Work is reviewed upon completion and periodically through direct contact, reports, conferences, etc.

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. Class C Driver's License
2. N/A
3. N/A
- 4.
- 5.
- 6.

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
3. Ability to negotiate rough terrain
4. Ability to understand dept. procedures
5. Ability to maintain good work relations

6. Ability to evaluate program effectiveness
7. Ability to communicate effectively
8. Ability to interpret admin. procedures
9. Ability to coordinate w other programs
10. Ability to work w diverse interests