OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY

RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division:

FORESTER, L24A

WORKING TITLE: FOREST INVENTORY & ANALYSIS FIELD FORESTER

NUMBER OF VACANCIES: One (1)
POSITION NUMBER: 04000151
ANNOUNCEMENT NUMBER: 15-09

Level:	**I**
Salary Band:	**I**
Monthly Salary Range:	**$2,208.51 – 4,048.94**
Work Location:	**Cherokee county (with State-wide responsibilities)**
Supervisor of Position:	**Carri Abner, Forester III (FIA Coordinator)**
Posting Date and Time:	**Monday, March 2, 2015 at 8:00 a.m.**
Application Deadline:	**Tuesday, March 31, 2015 at 5:00 p.m.**
Special Requirements:	**Applicants must be willing and able to fulfill all job related travel associated with this position (extensive travel required). Certification by the Department of Agriculture, Food and Forestry as a Pesticide Applicator must be obtained prior to the completion of the probationary period.**

"Position Profile" attached

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Applicant Source: Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Human Capital Management Division.

Method of Application: Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address, an e-mail address and a daytime telephone number where you may be reached)
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B).Original form with original signature.
- A copy of their most recent Performance Management Process (PMP), including leave balances
- A résumé (including three references)

Application materials should be submitted to: the Human Resources Application Services, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK no later than 5:00 p.m. CST on March 31, 2015. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division OKCAREERS link at www.opm.ok.gov

For Further Information Concerning This Position Please Contact: Carri Abner at (918) 290-9208 or carri.abner@ag.ok.gov

Six (6) month trial period or one (1) year probationary period may be required.

The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.

The job family descriptor (JFD) for this position is available at www.opm.ok.gov

********** **An Equal Opportunity Employer and Provider** **********

POSITION PROFILE
Forester Level I (FIA Field Forester)

The following is a summary of the primary job duties and expectations for a professional Field Forester of the Oklahoma Department of Agriculture, Food, and Forestry-Forestry Services assigned to the Forest Inventory and Analysis (FIA) Program.

THE POSISTION

Forestry Services implemented FIA in Oklahoma in cooperation with the USDA Forest Service. FIA consists of an intensive inventory of the forestlands, woodlands, and associated rangelands across the state using a network of permanent plots. Data collection is performed by highly trained, two-person crews that visit each plot and take measurements using standard national and regional protocols and procedures. The entire inventory effort must follow strict program standards and meet planned objectives for measurement of 10 – 20% of all plots each year.

A FIA Field Forester reports to the Staff Forester/FIA Program Coordinator. This position is primarily responsible for conducting forest inventory on assigned plots in the northern half of the state, and complements the existing FIA crew located in the Southeast. Although activities will focus on the northern counties, plot work and travel statewide is necessary in support of other FIA personnel and for training.
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To be effective in this position, a forester needs to have: (1) professional forestry education and training (especially in forest measurements); (2) skills in problem solving, communications, planning, computer use, and forest measurements according to exacting standards; and (3) the ability to develop effective working relationships with a wide variety of people and to exercise independent thinking and judgment.

RESPONSIBILITIES

The FIA Field Forester is generally responsible for carrying out the duties described below in cooperation with agency personnel, other state and federal agencies, private landowners, and program cooperators.

The position will serve as one of four Field Foresters assigned to the FIA program for Forestry Services. Major responsibilities include: (1) becoming fully trained and certified in FIA data collection procedures through a combination of on the job field training and a structured training program provided by the U.S. Forest Service; (2) becoming thoroughly familiar with FIA program policies; (3) following data collection procedures according to the FIA Handbook to assure quality control of field measurements (including interpretation of aerial photographs, use of GPS technology, maps and narrative descriptions to locate plots in the field, use of forestry measurement tools to gather data, and use of a computer data recorder to enter data accurately; (4) planning and scheduling work to meet productivity targets; (6) transferring completed data to the Forest Service in a timely manner, and (7) cooperating with and participating in other programs within Oklahoma Forestry Services.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The requirements of this position are physically demanding. The majority of work is performed outdoors, often in rough terrain, with dense briars and underbrush, in hot or cold, wet, windy or inclement weather. Vehicular travel throughout the state and walking to individual plot locations are a considerable aspect of this position. The employee must be able to travel to rural properties and traverse rough, uneven, or steep terrain. Outdoors work may expose the employee to dust, pollution, poison ivy, other allergens, severe weather, difficult terrain, snakes, insects and field equipment. Limited work in an office and with the public may expose the employee to contagious or infectious diseases and minor illnesses, such as colds, flu, etc. Travel may expose the employee to hazardous driving and traffic conditions in highly urbanized areas and on rural, unimproved roadways. In rare instances, duties may require swimming or wading in order to reach sites to obtain resource data when boat or other access is not available.

TRAVEL OR SPECIAL REQUIREMENTS

Frequent travel is a requirement of this position. An average of 70% of the year may be spent in travel status where3 it is more efficient to stay overnight rather than to return to base station. The employee may also attend in-state meetings of the agency, and in-state or out-of-state FIA training which typically involves an overnight stay.

A valid Oklahoma driver's license is a necessary job requirement. The employee must complete a structured training program and become certified in FIA plot measurement procedures within 5 months of employment or as soon as practical, based upon federal training schedules. The employee must maintain an accuracy rating on all plots in order to maintain FIA certification after completion of the training period.

Applicants must be U.S. citizens or otherwise capable of meeting the requirements in the Oklahoma Taxpayer and Citizen Protection Act of 2007 (as amended).

APPLICATION

All applications are now submitted electronically through the State Office of Personnel Management at the following website: http://jobaps.com/ok/sup/images/default.asp . Oklahoma Forestry Services' website provides more information about the agency and also provides a link to the application website: http://www.forestry.ok.gov/ .