

# 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, L24E**

**WORKING TITLE: AREA FORESTER**

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000165

ANNOUNCEMENT NUMBER: 15-23

**Level:** V  
**Salary Band:** N  
**Monthly Salary:** \$4,280.57  
**Work Location:** Southeast Area Headquarters, 1880 US 259, Broken Bow, OK  
**Supervisor of Position:** Mark Goeller, Agricultural Services Administrator  
**Posting Date and Time:** Monday, November 16, 2015 at 8:00 a.m.  
**Application Deadline:** Friday, November 20, 2015 at 5:00 p.m.

"Position Profile" attached

**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 Department.

**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 college transcript
- ✓ 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 November 20, 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](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** Mark Goeller at (918) 207-9492.

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](http://www.opm.ok.gov)

**POSITION PROFILE**  
**FORESTER V**  
**WORKING TITLE: AREA FORESTER**  
**SOUTHEAST AREA, BROKEN BOW, OK**

**General:**

This is the management level of this job family where employees are assigned responsibilities involving the direction of professional forestry work and programs in a designated region of the state. This includes planning and organizing work to be done, periodically reviewing regional activity and job assignments, providing supervision and training to employees in forest conservation and management, and various administrative tasks such as budget preparation, annual work planning, and overall program administration.

**Examples of Specific Duties and Tasks:**

1. Develop an annual work plan for the area each year which incorporates any emphasis or direction from the Division Director.
2. Make and monitor job assignments to Area personnel in order to accomplish at least 90% of the high priority forestry assistance objectives outlined in the Area's annual work plan.
3. Assure all Area personnel comply with policies, laws, rules and regulations in the performance of their duties. Provide leadership and take proper corrective action to enforce such compliance as necessary. Manage Area personnel according to State law and Agency policy by:
  - Providing continuous feedback to employees using specific terms regarding work performance.
  - Conducting annual performance appraisals according to policy
  - Helping employees identify areas of strength and areas for development
  - Instructing & demonstrating ways that employees may improve performance/gain skills, and
  - Encouraging feedback from employees regarding performance management.
4. Assure that all accident reports/investigation forms are sent to the OKC HQ in time to be received within 5 days of the accident. Assure that any unsafe conditions are reviewed and that measures are taken to correct the unsafe condition before it causes another accident. Assure that any unsafe actions are documented in the employees personnel file and followed up with appropriate disciplinary actions.
5. Insure that each district maintains a record of training received by its employees that contains copies of certificates and a list of courses completed. Use the NWCG 310-1 for firefighter qualifications and to analyze training needs.
6. Develop work program budgets, capital outlay requests, and requests for expanded services by the assigned deadlines. Manage the Northeast Area fleet to insure the most effective and best use of limited resources to accomplish the Area's needs.
7. Participate as a Leadership Team member in the development of Forestry Services budget, fiscal, program and personnel policies. Develop regional policies and procedures consistent with agency policies to aid in the effective delivery of program services.
8. Monitor expenditures to assure they do not exceed funds budgeted and available.
9. Resolve personnel problems at the lowest level possible. Provide for an atmosphere conducive to productive work and accomplishment of goals & objectives.
10. Administer effective regulatory and law enforcement activities within the Area.
11. Provide an effective outreach effort to assure that the public is aware of agency programs and services.