

**OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY
RECRUITMENT NOTICE
INTERNAL ONLY**

~~~ PLEASE POST ~~~

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

FORESTER, L24D

WORKING TITLE: STAFF FORESTER / FOREST PROTECTION

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000129

ANNOUNCEMENT NUMBER: 16-01

Level: IV

Salary Band: L

Monthly Salary Range: \$2,919.34 - \$5,352.13

Work Location: 2800 N. Lincoln Boulevard, Oklahoma City, OK

Supervisor of Position: Mark Goeller, Agricultural Services Administrator

Posting Date and Time: Monday, January 18, 2016 at 8:00 a.m.

Application Deadline: Friday, January 29, 2016 at 5:00 p.m.

"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:** Any classified employee of the Oklahoma Department of Agriculture, Food & Forestry or former ODAFF employee with reinstatement rights interested in applying for this position should 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 original Office of Personnel Management Personal Data Summary Sheet (OPM-4B).
- ✓ A copy of their most recent Performance Management Process (PMP), including leave balances
- ✓ A résumé (including three references)

**Application materials should be submitted to:** 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 by the deadline stated above. Faxed or e-mailed application materials will not be accepted.

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

**Six (6) month trial period may be required.**

\*The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

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

# Position Profile

## Forester IV (Staff Forester), L24D

### Special Requirements:

- Applicants must be willing and able to fulfill all job-related travel.
- Applicants must be minimally qualified as an Incident Commander, Type 4 (ICT4) according to the National Wildfire Coordinating Group PMS 310-1 Wildland Fire Qualification Subsystem Guide.

### General:

This is the specialist level where the incumbent is assigned responsibilities involving the planning, organization and development of certain aspects of the Forestry Services Division's Forest Protection program. In this role the incumbent will coordinate the administration of National Fire Plan Hazard Mitigation Grants, including but not limited to the Forestry Services Division's Firewise Program. The incumbent will also provide operational support and guidance to firefighting resources engaged in wildfire suppression. This position will also be responsible for the development, coordination, and administration of other assigned Forest Protection programs, including but not limited to: the Forestry Services Division Incident Qualification System, Resource Ordering and Status System, and wildfire reporting.

**Knowledge, Skills and Abilities** necessary for success in this position include, but are not limited to, knowledge of wildland fire suppression methods, wildfire suppression equipment, and the Incident Command System; of business mathematics and English. Ability is required to establish and maintain effective working relationships with others; to express ideas clearly and concisely, both orally and in writing; to speak effectively before groups; and to follow written and oral instructions. Knowledge is required of the methods, techniques, tools and equipment used for prescribed fire; of report-writing and record-keeping; and of long-range planning. Applicant must possess or be able to acquire the knowledge, ability and skills of utilizing web-based data applications and manipulation of internet web sites. Ability is required to establish realistic direction for the program assigned in consultation with higher-level administrators.

### Examples of Specific Duties and Tasks:

1. Serves as coordinator of all aspects of the Forestry Services Division Firewise Program.
2. Participate in the Forestry Services Division Prescribed Fire Program. Includes, but is not limited to the Prescribed Fire Plan writing and review, and the scheduling of prescribed fires and coordination of Forestry Services Division prescribed fire resources for conducting prescribed fires.
3. Support on-going wildfires from fixed-wing or rotor-wing aircraft and/or on-the-ground by providing operational guidance related to wildfire suppression strategy and tactics, and resource management/organization utilizing the Incident Command System.
4. Serve as coordinator of the Forestry Services Division on-line Wildfire Reporting System.
5. Compile, complete, and submit administrative reports. For example:
  - a. Time and Leave Records are entered electronically into the State of Oklahoma's personnel time and leave system.
  - b. Assigned vehicle Fleet Management Record submitted by the 5<sup>th</sup> of each month.
  - c. Monthly submit information to the OKC Headquarters office for the Forestry Services Division's report to the State Board of Agriculture.
  - d. Monthly submit Purchase Card record to OKC Headquarters for payment.
6. Comply with all policies, laws, rules and regulations of state employment.