

# OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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

## **FORESTER, L24D, Level IV**

WORKING TITLE: STAFF FORESTER

NUMBER OF VACANCIES: One  
POSITION NUMBER: 04000126  
ANNOUNCEMENT NUMBER: 12-17

**Salary Band:** L

**Hiring Rate:** Salary commensurate with education and experience

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

**Supervisor of Position:** Mark Goeller, Agricultural Services Administrator

**Posting Date and Time:** Wednesday, June 27, 2012 at 8:00 a.m.

**Application Deadline:** Friday, July 27, 2012 at 5:00 p.m.

**Special Requirements:** Applicants must be willing and able to fulfill all job-related travel associated with the position.

“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 Office of Personnel Management.

**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, a mailing address, a daytime telephone number where you may be reached and your e-mail address.
- \* A completed original (with original signature) Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- \* A copy of most recent Performance Management Process (PMP) and current Leave records
- \* A resume (with 3 references)

This information should be submitted to Dinah Dean, Human Resources Office, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152, by 5:00 p.m. on July 27, 2012.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Office of Personnel Management OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov) .

**For Further Information Concerning These Positions Please Contact:** Mark Goeller at (405) 522-6146.

**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)

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

**Position Profile**  
**Forester IV (Staff Forester), L24D, Level IV**  
**Position Number 04000126**

**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 the Forestry Services Division's Prescribed Fire 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 and coordination of other assigned Forest Protection programs in consultation with Agriculture Services Administrators.

**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 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.
2. 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.
3. Serve as coordinator of the Forestry Services Division on-line Wildfire Reporting System.
4. 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.
5. Comply with all policies, laws, rules and regulations of state employment.

**SPECIAL CONDITIONS:**

- Applicants must be qualified as an Incident Commander, Type 3 (ICT3) according to the National Wildfire Coordinating Group PMS 310-1 Wildland Fire Qualification Subsystem Guide.
- Applicants must be qualified as a Prescribed Fire Burn Boss (RXB2) according to the National Wildfire Coordinating Group PMS 310-1 Wildland Fire Qualification Subsystem Guide or have successfully completed a state-sponsored Certified Prescribed Fire Manager training course.