

# 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:

## **FOREST REGENERATION SPECIALIST II, L22B** **MAY FILL AS: FOREST REGENERATION SPECIALIST I, L22A**

NUMBER OF VACANCIES: One (1)  
POSITION NUMBER: 04000187  
ANNOUNCEMENT NUMBER: 15-35

**Salary Band:** J = LEVEL II  
I = LEVEL I

**Monthly Salary Range:** \$2,428.03 – \$4,451.39 = LEVEL II  
\$2,208.51 - \$4,048.94 = LEVEL I

**Work Location:** Forest Tree Improvement Center, Idabel, OK

**Supervisor of Position:** Justin Jones, Forest Regeneration Specialist III

**Posting Date and Time:** Thursday, October 1, 2015 at 8:00 a.m.

**Application Deadline:** Position open continuously until filled

"Position Profile" is 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 office of Human Capital 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 (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)
- ✓ A copy of their most recent Performance Management Process (PMP)
- ✓ A résumé (including three professional references)

**This information should be submitted to:** the Human Resources Manager, 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. 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 OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** Justin Jones at (580) 286-1321.

**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**

## **Forest Regeneration Specialist**

The primary job duties and expectations for a Level I Forest Regeneration Specialist of the Department of Agriculture, Food and Forestry located at the Forest Tree Improvement Center (FTIC) in Idabel, Oklahoma, are described below. The Specialist reports to the FTIC Manager and is one of two permanent, professional positions assigned program responsibilities to advance Oklahoma's forest genetics program and produce genetically improved seeds and seedlings for forest regeneration activities in the state.

### **JOB REQUIREMENTS**

This position requires knowledge of bare-root and/or container forest tree nursery or seed orchard operations; propagation of tree and shrub seedlings; tree physiology; treatment of seed and seedlings from pests; of fertilizer and pesticide application; farm machinery and implements; and recordkeeping. Skills are needed in communications, problem solving and planning; as well as the ability to develop effective working relationships with a variety of people, resolve complaints and exercise independent thinking and judgment, and establish and maintain effective working relationships with others; express ideas clearly and concisely, both orally and in writing; and follow instructions. Educational requirements are a Bachelor's Degree in Forestry, Horticulture, Agronomy, Nursery Management or Botany.

### **POSITION RESPONSIBILITIES**

The Forest Regeneration Specialist is generally responsible for the following duties:

- Collects, cleans and processes cones and seeds from genetically improved forest tree species in approximately 40 acres of seed orchards.
- Collects and processes pollen from genetically improved pine trees in the seed orchard, and uses pollen in controlled pollination work.
- Performs or supervises seed orchard management practices such as root pruning, irrigation, grafting, pollination, fertilization, and pesticide application.
- Performs or supervises layout, site preparation, planting, maintenance and follow-up measurement of progeny tests according to stringent guidelines.
- Maintains inventories and records of time, materials, chemicals, fertilizers, seeds, pollen and other supplies; analyzes data and prepares reports.
- Supervises and trains other specialists, temporary workers, and inmates in seed orchard management practices, including grafting and new orchard establishment.
- Assists in maintenance of equipment, facilities and grounds.
- Assists in production of containerized forest tree seedlings used for progeny tests, plantings in western Oklahoma or for environmental education projects, most of which are grown in a greenhouse.
- Performs various administrative tasks as required, including annual work planning, budget preparation, writing contracts, purchasing, reporting and recordkeeping.

### **PHYSICAL DEMANDS AND TRAVEL REQUIREMENTS**

The Regeneration Specialist is responsible for field activities that take place outdoors, with exposure to weather extremes; in a shop/seed processing facility, with exposure to mechanical equipment and machinery; as well as in an office environment. Some work may involve lifting up to 40 pounds or working in a bucket truck/high-lift apparatus up to 50 feet off the ground. The Specialist may travel to rural sites across the state for fieldwork or delivery of seed or seedlings, and may attend agency meetings or program-related conferences. A valid Oklahoma driver's license is a necessary job requirement. Certification by the Department of Agriculture as a Pesticide Applicator must be obtained prior to the completion of a one-year probationary period.

### **EQUIPMENT OPERATION**

Work will include the use of a variety of equipment items, including hand tools, forestry tools, office machines, personal computer, vehicles (pickup, passenger van, trucks), tractors, forklifts, farm implements, refrigeration trailers, chainsaws, high-lifts and highly specialized equipment associated with tree seed cleaning, seedling container filling, greenhouse management and seedling cold storage units.