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: SERVICE FORESTER

NUMBER OF VACANCIES: One (1)
POSITION NUMBER: 04000171
ANNOUNCEMENT NUMBER: 15-41

Level:	**I**
Salary Band:	**I**
Monthly Salary Range:	**$2,208.51 - $4,048.94**
Work Location:	**Broken Bow, OK**
Supervisor of Position:	**Hank Thompson, Forester III**
Posting Date and Time:	**Monday, November 23, 2015 at 8:00 a.m.**
Application Deadline:	**Position will remain open continuously until filled**
Special Requirement:	**Must be willing and able to fulfill all job-related travel.**

"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 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. 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 link at jobs.ok.gov

For Further Information Concerning This Position Please Contact: Hank Thompson at (580) 584-3351.

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 I
Working Title: Service Forester

General:

This is the basic level of this job family where employees are assigned responsibilities involving beginning level professional work primarily related to providing farmers, land owners, communities, and others with technical advice and service concerning their forestry programs and natural resource needs. In this role they will be responsible for assisting in the development and implementation of forestry conservation projects in an assigned area or district. This will include analyzing forest resource conditions, developing recommendations and writing forest management plans, contacting land owners and providing advice on forestry management techniques, providing educational assistance to schools, civic groups and others, and assisting groups and local governments with community forestry projects.

Examples of Specific Duties and Tasks:

1. This position provides professional forestry advice to landowners by responding either verbally or in writing to requests for assistance within three working days. Prepares Forest Stewardship Plans according to established guidelines. Completes necessary paperwork and keeps adequate records to administer federal and state cost sharing programs. Visit each Farm Services Agency (FSA) and Natural Resources Conservation Services (NRCS) office in the assigned District at least twice per year.

2. Schedule and complete assigned tasks to accomplish a minimum of 80% of the forest management objectives outlined in the District Annual Work Plan.

3. Compile, complete, and submit administrative reports as follows:
    a. Time Cards/Leave Slips to the District Typist Clerk or Area Administrative Assistant by the 2nd work day of each week.
    b. Fleet Management Reports to the Forester III by the 5th of each month.
    c. OFARS to Assistant Director by the 5th of each month.
    d. Oklahoma Forestry Accomplishment Reporting System (OFARS) reports due by the 5th of each month.

4. Comply with all policies, laws, rules, and regulations of State employment.

5. During periods of high fire danger, follow procedures outlined in the Area's Fire Dispatch Plan. Serves in initial attack and support functions as outlined in the Area Fire Dispatch Plan and/or directed by the District Forester and/or the Forest Fire Control Officer.