

## I. IDENTIFYING INFORMATION

Position Number: 11422  
Department: Land and Natural Resources  
Division: Forestry and Wildlife  
Branch: Administration  
Section: Forestry  
Geographic Location: Oahu, Hawaii

## II. INTRODUCTION

The Division of Forestry and Wildlife is responsible for a wide range of resource management objectives including but not limited to watershed management, forest product development, nursery seedling production, assisting private landowners and processors of forest products, invasive species control, Natural Area Reserve protection and management, wildland fire suppression, providing public trails and access, wildlife and game management programs, and endangered species protection. The Forestry Management Program Specialist heads the Forests Resource Management Section in the administrative office of the Division in Honolulu, and supports the functions and activities of this Section at the Branch level. The position provides budgetary management, personnel support services, administration of Federal grants, and advice/assistance to the Division and Administrator on forestry matters.

## III. MAJOR DUTIES AND RESPONSIBILITIES

### A. Supervisory Activities 10%

Supervises and instructs the Cooperative Resource Management Forester (position No. 12464, SR24) in order to achieve planned objectives.

- 1) Trains Cooperative Resource Management Forester via meetings, observation and feedback in technical, administrative and fiscal areas of program implementation. [1], [2].
- 2) Conducts staff conferences with Cooperative Resource Management Forester to establish program priorities, methods, policies and strategies for their respective implementation. [1], [2].
- 3) Provides guidance and instruction when Cooperative Resource Management Forester is unable to resolve technical or administrative issues. [1], [2].
- 4) Initiates steps to recruit and fill vacant Forests Resource Management Section positions, and oversees planning and implementation of Forests Resource Management Section staffing changes over time. [1], [2].

B. Forests Resource Management Section

45%

- 1) Establishes Forests Resource Management Section objectives. [1], [2], [3].
- 2) Oversees Forests Resource Management Section operations and projects to ensure conformance with established objectives, policies, laws, rules, guidelines and schedules. [1], [2], [3].
- 3) Develops and oversees implementation of forest management plans. [1], [2], [3].
- 4) Reports to Administrator and works closely with Branch Managers regarding on-going forestry programs and Forests Resource Management Section operations. [1], [2], [3].
- 5) Conducts public hearings for forestry related subjects such as adoption of rules, amending existing rules, proposing new management plans and addition to and withdrawal from Forest Reserves. [1], [2], [3].
- 6) Coordinates forestry projects with other landowners and government agencies; Acts as liaison between Division and other government agencies and partner organizations, and serves on related natural resource management committees. [1], [2], [3].
- 7) Negotiates and implements annual Federal forestry grant programs for the Division. [1], [2], [3].
- 8) Attends forestry and related technical or policy conferences. [1], [2], [3].
- 9) Gathers and summarizes accomplishment data for the Division's annual reporting needs. [1], [2].
- 10) Prepares letters relating to forestry program implementation and other related issues for the Administrator's, Chairperson's, and Governor's signatures. [1], [2], [3].
- 11) Provides and presents testimony for forestry related bills, acts, resolutions, and other legislative matters. [1], [2], [3].

C. Budget and fiscal management

25%

- 1) Reviews and responds to inquiries regarding Forests Resource Management Section budgets. Prepares the forestry Biennium Operating Budget Request by gathering input from Branch offices and analyzing the requests for conformance to budget guidelines. Prepares the annual forestry operating budget allotment, expenditure plan, and accompanying program narrative for the Administrator's approval. [1], [2].
- 2) Monitors Forests Resource Management Section procurement and purchasing activities for accuracy and budget conformance; Coordinates with the Administrator, Department Chairperson, Department Fiscal Office, the Division's Accountant (Position No. 110303) and the Department of Budget and Finance on Forests Resource Management Section budget management and fiscal reporting requirements. [1], [2].
- 3) Advises the Administrator regarding program cutback or expansion as dictated by the State's financial situation. [1], [2].
- 4) Monitors current Federal grant budgets and expenditures. [1], [2].

D. Division program support

15%

- 1) Coordinates Forests Resource Management Section purchasing and CIP requests. [1], [2].
- 2) Reviews and recommends the Division's position on land ownership quit claims court cases, conservation district use applications, management plans, environmental assessments or environmental impact statements and related natural resource management issues. [1], [2], [3].
- 3) Prepares Board of Land and Natural Resources forestry submittals and may attend board meetings in the absence of the Administrator to present the Division's Board items. [1], [2].
- 4) Is available to serve as Acting Administrator in the absence of the Administrator. [1], [2].
- 5) Coordinates research and technical assistance needs with the U.S. Forest Service. [1], [2], [3].

- Reason:
- [1] The performance of this function is the reason this job exists.
  - [2] There are a limited number of employees among whom the performance of this function can be distributed.
  - [3] The function is highly specialized. Employees are hired for their skill/ability to perform this function.

**IV. CONTROLS EXERCISED OVER THE WORK**

A. Supervisor

Immediate Supervisor for this position is the Division Administrator, Position No. 2882.

B. Nature of supervisory control exercised over the work

- 1) Instructions provided.

The nature of instruction is general, specifics and details are left to the incumbent's discretion. The employee is required to plan and carry out the necessary work activities independently.

- 2) Assistance provided.

The employee takes care of all aspects of the position independently, however all matters are subject to review by the Administrator at his discretion. Timely discussions are held with the Administrator on all critical or sensitive matters.

- 3) Review of work.

3) Review of Work

The supervisor does not check the accuracy of individual work assignments but does check to make sure that goals and objectives are met.

C. Nature of available guidelines controlling the work

1) Policy and procedural guides available.

Hawaii Revised Statutes;  
Hawaii Administrative Rules and Administrative Policies.

2) Use of guidelines.

The employee is expected to know and apply pertinent statutes, rules, regulations, policies and procedures.

**V. REQUIRED LICENSES, CERTIFICATIONS, ETC.**

Valid drivers license.

**VI. RECOMMENDED QUALIFICATIONS**

A. Knowledge

Knowledge of the following in Hawaii: forest management and forest industry; understanding of local fauna, flora and ecosystems; forestry-related resource concerns; geography, climate and growth potential.

B. Skills/Abilities

Skills including: forest management techniques in Hawaii; initiative to work independently and without supervision; planning; policy; personnel; budget; conflict management and resolution; safe operation of 4 x 4 vehicles; data collation and summaries including statistical analyses; advanced map and imagery interpretation and analyses, including geographic information systems.

Abilities including: handle interacting and complex forest management issues in Hawaii including physical, cultural and social components; oversight of Forests Resource Management Section operations and projects to ensure conformance with established policies, laws, rules, and guidelines; participate in rigorous field work activities in difficult terrain, including campouts; safe operation of light motorized equipment.

C. Education

A Bachelor's degree from an accredited college or university with a major in Forestry or Forest Management is required. A Master's degree with a major in Forestry or a related field is preferred.

D. Experience

Four (4) years of specialized experience in forestry at the Forester V level is required.

**VII: TOOLS, EQUIPMENT AND MACHINES**

N/A