

I. IDENTIFYING INFORMATION

Class Title: Forester IV
Statewide Assistance Forester
Position Number: 117693
Department: Land & Natural Resources
Division: Forestry and Wildlife
Branch: Administration and Staff Support Services
Geographic Location: Honolulu, Hawaii

II. INTRODUCTION

Function of this organizational unit:

The Forestry Management Section heads the Forestry administrative staff in the office of the Division of Forestry and Wildlife (DOFAW). The Forestry administrative staff, located on the Island of Oahu, provides direction for the Division on Statewide forestry programs. It provides technical, budgetary, and personnel support services to the Division and provides advice and assistance to the Administrator on natural resource administrative and policy matters. It also provides technical and budgetary support to Hawaii's private forest landowners.

Purpose of the position:

This position independently provides technical forestry services to the State Forestry Program Manager, to all Branch Forestry staff, to Federal assistance program partners and private landowners. This type of technical forestry assistance is integral in supporting State and private land management, maintaining existing assistance programs, and developing new assistance programs. This position will also play an integral role in the development of new forest product revenue capacity. The position provides specialized technical information that:

1. Guides natural resource policy decisions and economic development.
2. Encourages sound forestry practices on state and private lands.
3. Supports the establishment and sustainability of forest industries and products.
4. Seeks out new programs and funding opportunities in support of landscape-level ecosystem restoration and conservation.
5. Supports management Planning for state and private lands.

The position is located in Honolulu; and will provide services state-wide. Requests for the Statewide Assistance Forester for private landowner assistance will be made through the Cooperative Resource Management Forester.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Technical Support for Forestry Assistance Programs: 40%

1. Operates independently with minimal oversight and technical guidance.
[1,2]
2. Division-level specialist in forestry and ecosystem service programs at the federal, state, county, and non-profit levels. Work closely with appropriate

Administration and Branch level staff to apply for and implement new funding programs (Division-wide) for restoration, conservation, or forest product purposes. [1,2]

3. Division-level specialist in the design and implementation of geographic information system (GIS) analyses for landscape-level restoration, conservation, and forest product projects across all landowner boundaries. Proficient in creating and updating GIS data layers, managing GIS databases, conducting GIS analyses, and creating map output. Incorporates and implements global positioning system data into GIS analyses. [1,2]
4. Coordinates and implements projects with the USDA Forest Service State & Private Forestry programs and USDA Natural Resource Conservation Service Landowner assistance programs. [1,2]
5. Draft applications for federal and other sources of assistance, project agreements, as well as reports for compliance with State and Federal aid programs and grants. [1,2]
6. Provides public outreach and technical assistance to applicants seeking state and federal forestry grant funding - processes, reviews and selects successful applications. [1,2]
7. Provide public outreach to private forest landowners regarding state and federal landowner assistance programs. Interact and respond to public questions or concerns regarding forestry management, landowner assistance programs, or others. [1,2]
8. Develops subgrantee and/or subcontractor contract documentation, tracks projects, conducts field inspections for program compliance, provides technical advice, compiles program statistics for grant management and fiscal reporting purposes, and provides reports on project and funding evolutions. [1,2]
9. Organizes and coordinates Forest Stewardship program advisory council/committee meetings. [1,2]
10. Trains Forestry and Wildlife personnel or other federal partner agencies staff on landowner assistance programs or forestry management and restoration practices. [1,2]

B. Forestry Program Support

30%

1. Assists with field projects involving project monitoring inspections, botanical and other natural resource surveys as directed by the Cooperative Resource Management Forester and/or the Forestry Program Management Specialist. [1,2]

2. Assists in the preparation of Board of Land and Natural Resources submittals and may attend Board meetings as directed by the Cooperative Resource Management Forester and/or the Forestry Program Management Specialist. [1.,2]
 3. Assists with administrative projects relating to legislative initiatives, administrative tasks, and management plan development. [1,2]
 4. Processes Forestry Program projects as directed, and with final outcomes determined by Cooperative Resource Management Forester and/or the Forestry Program Management Specialist. [1,2]
- C. Work Unit Management and Administrative Activities 15%
1. Support overall Forestry Section goals to ensure that Section objectives are accomplished on a state-wide level. [1,2]
 2. Monitors and supervises other personnel working on research or potential forest product/ecosystem services development. [1,2]
 3. Complete and submit grant applications relevant to natural resource management and forest acquisition programs; oversee implementation of grants and document their results. Conduct budgeting for grants, and manages funds associated with the activities to be performed. [1,2]
 4. Coordinate collection and dissemination of research and resource data in a timely and effective manner; supplies relevant information to Division personnel and public for planning needs - depending on the audience, material may range from formal technical papers and publications to multimedia presentations. [1,2]
 5. Works with Forestry & Wildlife Division personnel, natural resource management partners and the public to solicit applications for State and Federal grant funding. [1,2]
- D. Board, Committee & Public Hearing Activities 10%
1. Supervise and instruct project personnel to achieve planned objectives. [1,2]
 2. Develop Board or Committee guidelines or by-laws, write and/or update administrative rules. [1,2]
 3. Coordinate Board or Committee activities such as: travel or meeting logistical planning; developing agendas; taking minutes; establishing sub-committees. [1,2]

4. Serve on regional natural resource management or forestry committees such as those related to federal partners funding assistance programs. [1,2]
5. Familiarity with public notices, Board of Land & Natural Resource submittals and public hearings. [1,2]
6. Familiarity with working with the public and responding to 'Freedom of Information Act' requests. [1,2]
7. Oversee Committees, Boards, or personnel, as needed. [1,2]

E. Other Duties

5%

1. Support the Fire Management Program including fire suppression duties as per advanced training provides. [1,2]
2. Conduct other related duties as assigned. [1,2]

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:
 The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform the function; the work experience of people who have performed the job in this position both in the past and currently; the data and information requirements of the Division and various Federal agencies that provide funding for assistance programs.

Supervises Position(s) No.	Title
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IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Pos. No.: 11422, Forestry Management Program Specialist

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided - Instructions are limited to general guidance and strategic planning. The employee is otherwise required to plan and implement a majority of tasks independently.
2. Assistance Provided - Minimal technical guidance is provided as needed.

3. Review of Work - Site visits to review assistance program implementation, review of financial documentation supporting project implementation, progress, and final federal and state reports (maps, data, and presentations included as needed) reviewed by Cooperative Resource Management Forester to ensure client goals and objectives of the Section are met.

C. Nature of Available Guidelines Controlling the Work.

Policy and Procedural Guides Available - Hawaii Revised Statutes; Hawaii Administrative Rules and Administrative Policies; applicable Federal Program statutes and administrative rules.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Hawaii Driver's License

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge: Refer to the Minimum Qualification Specifications for the Forester IV class of work.

B. Skills/Abilities: Refer to the Minimum Qualification Specifications for the Forester IV class of work.

C. Education: Refer to the Minimum Qualification Specifications for the Forester IV class of work.

D. Experience: Refer to the Minimum Qualification Specifications for the Forester IV class of work.

VII. TOOLS, EQUIPMENT & MACHINES

Computers and computer systems, global positioning systems, field forestry measuring instruments such as: clinometers, densitometers, compass, loggers, and d-tape; four-wheel drive vehicles; plat and topographic maps.