

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**FOREST MANAGEMENT ANALYST**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to protect, develop, and maintain forestlands and their natural resources for environmental, economic, and recreational purposes.

There is one classification in this job.

**Position Code Title – Forest Management Analyst-A**

**Forest Management Analyst 12**

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of foresters and forest fire officers, or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the forester series.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Forest Management Analyst 12 (Senior Worker)**

Conducts timber surveys designed to statistically sample forest growth and conditions on state-owned land.

Assembles and organizes survey results into a comprehensive statewide summary of timber volumes, growth, drain and allowable cuts.

Develops plans and specifications for the completion of forest-type maps and sampling procedures in the field as a basis for timber and land management programs.

Coordinates forest recreation-planning activities.

Reviews land exchange applications involving disposal of state-owned land and acquisition of privately owned land.

Coordinates the acquisition, use, and disposal of equipment used in forest fire control.

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Coordinates a statewide prescribed forest-burning program.

Establishes guides for the disposal of sand, gravel, pests, and other non-metallic minerals from forestlands.

Coordinates cooperative forest management activities in the assigned area.

Provides technical assistance and land management plans to private owners.

Makes recommendations on design features for purposes of vegetation establishment, erosion control and appearance.

Attends and participates in conservation meetings of local groups and otherwise serves as local department representative in forestry matters.

Sets value on timber acreage and individual shade trees.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

#### **Forest Management Analyst 12 (Lead Worker)**

Coordinates work by scheduling assignments and overseeing the work of professional foresters and/or forest fire officers in a state forest area.

Oversees and assures the work quantity and quality flow for a specific state forest area by directing the subordinates' strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the required needs of a specific forest management work area.

Conducts the forest management program in a state forest area in accordance with departmental policies.

Oversees forest fire control/prevention activities in the assigned area.

Oversees programs of reforestation and timber stand improvement, timber harvest through commercial sales, and multiple-use management of state forests.

Advises owners and prepares plans for management of private forest lands, including reforestation, timber management and harvest, and multiple use.

Issues permits for use of state lands for such purposes as grazing, agriculture, buildings, gravel, sand and marl.

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Oversees state forest recreational programs, including campgrounds, water access sites and recreational trails.

Conducts insect and forest disease surveys and initiates controls when necessary.

Serves as a technical forest management advisor for federal and local programs.

Compiles general and specific technical information concerning forest resources of the project area.

Maintains records, prepares reports, and composes correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of trees and their environmental condition in Michigan.

Thorough knowledge of the principles and practices of forest conservation and reforestation.

Thorough knowledge of the principles, practices and problems of forest management.

Thorough knowledge of forest fire control methods, including prevention, detection and suppression.

Thorough knowledge of equipment necessary for fighting fires.

Thorough knowledge of fire laws and other conservation laws and methods of enforcing them.

Thorough knowledge of the methods of surveying, mapping, and estimating forest lands.

Thorough knowledge of timber cruise methods and timber appraisal.

Thorough knowledge of forestland use and forest recreational facilities.

Thorough knowledge of forest pathology and entomology.

Thorough knowledge of forest products utilization.

Ability to do technical forestry studies and to prepare technical reports and articles.

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Ability to oversee forestry management and/or forest fire protection activities in an area of the state.

Ability to evaluate the results of forest resource studies.

Ability to train others in forest management methods and/or forest fire control techniques.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

Forest Management Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

Some jobs may require an employee to work on high structures.

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office.

Some jobs require an employee to work in an environment that involves exposure to fire, smoke, unpleasant and noxious fumes, and odors.

### **Physical Requirements**

The job duties require an employee to reach, stoop, and bend for extended periods.

The job duties require an employee to climb high structures and work at unusual heights (50' to 500').

The job duties require an employee to climb high structures.

The job duties require an employee to stand and walk for extended periods.

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The job duties require an employee to lift and move heavy objects.

The job duties require an employee to traverse rough terrain.

**Education**

Possession of a bachelor's degree in forestry or a field of natural resources, with not less than 36 term (24 semester hours) in forest management or forest science.

**Experience**

Three years of experience providing professional forest management services equivalent to a forester or forest management analyst in state service, including one year at the P11-level.

**Alternate Education and Experience**

No specific type or amount of education is required and one year of experience equivalent to a Forest Fire Officer Supervisor in state service.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
FORMGTALT	Forest Management Analyst

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Forest Management Analyst-A	FSTALTA	H21-009
Forest Management Analyst-A	FSTALTA	NERE-106

ECP Group 2  
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EG/VLWT/CAG/VT