

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**FOREST MANAGEMENT SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a forest management program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title - Forest Management Spl 2**

**Forest Management Specialist 13**

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title - Forest Management Spl 3**

**Forest Management Specialist 14**

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

**NOTE:** There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

**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.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Formulates procedures, policies, and guidelines for assigned forest management programs.

Develops forest management program goals and plans for implementation.

Makes recommendations in areas of expertise.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff in forest management activities.

Serves as a technical consultant and liaison with industry and governmental services.

Conducts special projects and studies.

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

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

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

Coordinates federal grant program(s) that provide financial assistance to local units of government to acquire wildfire suppression equipment.

Coordinates, organizes, analyzes, and disseminates wildfire statistics.

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

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

Performs related work as assigned

## **JOB QUALIFICATIONS**

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

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the science of forestry, including forest growth, protection and management, forest products, species identification, and forest ecology.

Knowledge of trees and their environmental condition in Michigan.

Knowledge of the principles and practices of forest conservation and reforestation.

Knowledge of the principles, practices, and problems of forest management.

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

Knowledge of equipment necessary for fighting fires.

Knowledge of fire laws and other conservation laws, and methods of enforcing them.

Knowledge of the methods of surveying, mapping, and estimating forest lands.

Knowledge of timber cruise methods and timber appraisal.

Knowledge of forestland use and forest recreational facilities.

Knowledge of forest pathology and entomology.

Knowledge of forest products' utilization.

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

Ability to oversee forest management activities in an area of the state.

Ability to evaluate the results of forest resource techniques.

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

Ability to direct, plan and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others effectively.

### **Working Conditions**

Some jobs may be require an employee to work at high elevations.

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

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

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

## **Physical Requirements**

Some positions require rigorous physical exertion including, but not limited to, traversing uneven, rugged terrain in inclement weather.

The job duties may require an employee to climb unusual heights.

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

## **Education**

Possession of a bachelor's degree in forestry.

## **Experience**

### **Forest Management Specialist 13**

Four year of professional experience equivalent to a Forester, including two years equivalent to a Forester P11 or one year equivalent to a Forester 12.

### **Forest Management Specialist 14**

Five years of professional experience equivalent to a Forester, including three years equivalent to a Forester P11, two years equivalent to a Forester 12, or one year equivalent to a Forest Management Specialist 13.

## **Alternate Education and Experience**

### **Forest Management Specialist 13 - 14**

A bachelor's degree in a field of natural resources with not less than 24 semester (36 term) credits in forestry related courses may be substituted for the education requirement.

## **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**

### **Job Code**

FORMGTSPL

### **Job Code Description**

FOREST MANAGEMENT SPECIALIST

### **Position Title**

Forest Management Spl 2

Forest Management Spl 3

### **Position Code**

FSTSPL2

FSTSPL3

### **Pay Schedule**

H21-014

H21-017

SA

10/25/2015