

**CLASS TITLE: DEPUTY CHIEF DIVISION OF FOREST ENVIRONMENT
(DEM)**

Class Code: 02511700
Pay Grade: 36A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management, to be responsible for the planning, direction, budget development and administration of a program of forest management and conservation on state-owned and private lands and other natural areas; to direct the expenditure of funds for Forest Environment programs and State Forest Grant Programs; to coordinate the Cooperative Forestry Grant Program and ensure compliance with the USDA Forest Service, State, private forestry region staff and other federal partners; to administer programs of forest fire protection, development, and utilization of the forest resources of the State on a statewide basis to include: forest fire prevention, detection and pre-suppression, forest health, stewardship and urban and community forestry programs in cooperation with local cities, towns and volunteer organizations; to assume a senior management role within the Natural Resources Bureau regarding forest environment issues during absences; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior within the Natural Resources Bureau with considerable latitude for the exercise of independent judgement; work is periodically reviewed through conferences and submitted reports for results obtained and compliance with established policies, procedures and objectives.

SUPERVISION EXERCISED: Responsible for planning, directing, coordinating, supervising and reviewing the work of Division staff assigned to USDA Cooperative Forestry Programs and management operations of state lands and facilities, budget development and federal grant management; and supervises the work of all employees in the Division.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Environmental Management, to be responsible for the planning, direction, budget development and administration of a program of forest management and conservation on state-owned and private lands and other natural areas.

To direct the expenditure of funds for Forest Environment programs and State Forest Grant Programs.

To coordinate the Cooperative Forestry Grant Program and ensure compliance with the USDA Forest Service, State, private forestry region staff and other federal partners.

To administer programs of forest fire protection, development, and utilization of the forest resources of the State on a statewide basis to include: forest fire prevention, detection and pre-suppression, forest health, stewardship and urban and community forestry programs in cooperation with local cities, towns and volunteer organizations.

To assume a senior management role within the Natural Resources Bureau regarding forest environment issues during absences.

To represent senior management within the Natural Resources Bureau, when authorized, including the direction of all divisional activities, supervision of personnel and financial management.

To study and evaluate the resources of the State forests and forest lands, and make recommendations for the conservation and proper use of such resources and related amenities.

To ensure the proper utilization of such resources in accordance with scientific and ecologically sound forest and wildlife management principles for protection of the same against fire, insects, diseases, corrosion and other deprecations.

To facilitate the development and enhancement of such resources through silvicultural treatment, reforestation, reseeding and other methods to improve their condition and value.

To recommend and draft projects which may be eligible for federal grants from the United States Forest Service and other sources for related forest resource programs.

To prepare annual State Financial Plan requirements for such federal grants, and administer Cooperative Federal Grant Programs in Forest Fire Control, Forest Stewardship, Forest Health and Urban Forestry.

To administer assistance programs with other agencies and local governments in urban programs relating to urban tree health and tree canopy coverage.

To prepare the annual budget and implementation of annual work programs.

To develop cooperative inter-state and regional plans with various state and federal officials relative to general stewardship of forest lands and related conservation values.

To be responsible for the proper implementation of the Forest Land Classification Law, and to develop and maintain good working relationships with local State tax assessors and forest landowners.

To direct a public relations and educational program in order to promote a better understanding of the management initiatives and objectives of the division regarding forest environment programs.

To represent the state at local, regional, and national meetings dealing with forest environment protection and management topics.

To be responsible for final development of training manuals, handbooks, operational plans, procedures and guides for forest health and forest fire control for divisional personnel.

To relieve senior management within the Natural Resources Bureau of administrative details in carrying out the Division's functions and purposes.

To assume the role of senior management within the Natural Resources Bureau in his/her absence as needed, regarding forest environment issues.

To assist Senior Management within the Natural Resources Bureau in various administrative functions including: budgets, personnel management, purchasing, maintenance of records, preparation of reports and inventory systems.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and methods of forest management and conservation, and the ability to apply such knowledge in assisting a superior in planning, directing and administering a state wide forest environment

program; a thorough knowledge of state and local laws relating to forest taxation, forest fires, and forest land development and utilization; a working knowledge of the principles, practices and techniques of forest fire administration and preparedness, and the ability to apply such knowledge in assisting a superior in the prevention, detection, pre-suppression and suppression of forest fires and forest land development and utilization; a working knowledge of sawmill operations, the sale of forest products, and other similar/related forest management functions; the ability to interpret and implement divisional policies, rules, and regulations; the ability to study and evaluate the resources of the State forests and forest lands, make recommendations, and prepare reports; the ability to assist a superior by relieving him of administrative details; the ability to train, supervise and review the work of subordinates; the ability to develop and maintain positive public relations and effective working relationships with federal and state officials, representatives of local cities and towns, partner organizations and the public; the ability to manage compliance of federal grants from award to close out; the ability to make decisions under emergency conditions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree in forest management, forest ecology, horticultural science, environmental education or any one of the basic natural resources; or, a Master's Degree in Public Administration including or supplemented by completion of undergraduate degree courses in forest fire management, landscape ecology, forest pathology, forest entomology, urban forestry, silviculture, horticultural science or wildlife management; and

Experience: Such as may have been gained through: employment in a highly responsible supervisory position involving program administration, management and conservation of forest resources on public and private lands and in the direction of forest fire suppression, forest health, forest stewardship and urban forestry programs, and associated financial planning and grant management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Editorial Review: 3-15-2003

Class Revised: September 3, 2017