

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Forester

**SERIES NO.:**

2232

**MAJOR AGENCIES:**

Natural Resources-Forestry Only

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the forester occupation is to collect data on & assess forest resources & provide technical forestry assistance to private landowners, local governments & state land management.

At the full performance level, incumbents assist higher-level forester & forest manager & provide technical support in one or more forestry program areas. At the advanced level, incumbents conduct & perform activities in one or more assigned forestry programs (e.g., service forestry, urban forestry or land management forestry). At the administrative level, incumbents administer, plan & coordinate one or more statewide or regional forestry programs & formulate & implement program policy, or does all of the proceeding & supervise assigned staff.

**CLASS TITLE**

Forestry Technician

**CLASS NUMBER**

22321

**PAY RANGE**

28

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of forestry in order to assist higher-level forester & forest manager & provide technical support in one or more forestry program areas (e.g., forest fire protection, state forest operations & maintenance, timber & forest land management, service forestry assistance, urban forestry assistance, reforestation, forest health management, forest product utilization &/or forestry information & education).

**CLASS TITLE**

Forester

**CLASS NUMBER**

22322

**PAY RANGE**

30

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of forestry programs in order to conduct & perform activities in one or more assigned forestry programs of service forestry, urban forestry or land management forestry (i.e., state forest lands).

**CLASS TITLE**

Forestry Program Administrator

**CLASS NUMBER**

22325

**PAY RANGE**

12

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The administrative level class works under administrative direction & requires extensive knowledge of forestry management in order to administer, plan & coordinate one or more statewide or regional forestry programs & formulate & implement program policy, or to do all of preceding & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Forestry Technician	22321	13	01/09/2005	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists higher-level forester &/or forest manager & provides technical support in one or more forestry program areas (e.g., forest fire protection, state forest operations & maintenance, timber & forest land management, service forestry assistance, urban forestry assistance, reforestation, forest health management, forest product utilization, &/or forestry information & education), uses traditional methods & latest technology (e.g., GIS-geographical information system, GPS-global positioning system, portable data recorders, computers) & gathers, summarizes, interprets & analyzes data pertaining to forestry & related resources or activities, marks trees (e.g., for timber sales, boundaries &/or timber stand improvement), plants trees, inspects & monitors agreement compliance & activity performance, assists in preparation of plans & recommendations, writes reports, operates state vehicle throughout forests & to navigate between forests & if assigned, acts as lead worker for lower-level classifications.

Performs public relations duties (e.g., assists in organizing forestry field days; makes presentations to individuals & groups; attends training sessions; interacts with agencies, officials, constituents & other organizations); makes policy & work recommendations (e.g., assists with land management prescriptions to include timber sales & forest improvement; assists service forester in making routine checks of cost-share practices or tax cases); responds to timber sale problems; assists with Ohio forest tax law re-inspections; operates state vehicle to meet with private land owners & to travel to various locations for making presentations & attending training sessions.

Maintains files, records, maps & photos; operates & maintains tools & equipment appropriate for assigned duties; performs wildfire support as directed within training & physical capabilities.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of forestry; governmental rules & guidelines pertaining to forestry (e.g., revised code, chapter 1503, federal forest incentive program); public relations; natural sciences (e.g., biology, botany, agronomy, horticulture) forest fire control & prevention\*. Skill in operation of personal computer; motor vehicle; use of common hand & fire tools. Ability to gather, collate & classify information about timber stands relative to species, size, class, stocking, quantity & quality; understand practical field of study (e.g., botany, agronomy, biology); handle routine & sensitive inquiries from & contacts with government officials & general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core course work in forestry; 6 mos. trg. or 6 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in operation of computer software programs; must have successfully completed basic firefighter/introduction to fire behavior course (i.e., S-130/S-190) pursuant to national interagency incident management system (i.e., wildland & prescribed fire qualification system guide); valid driver's license.

-Or equivalent of Minimum Class Qualification For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; exposed to inclement weather, dust, dirt, insects & poisonous plants; responds to wildfires.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Forester	22322	13	01/09/2005	30

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as service forester & provides technical forestry assistance in areas to include reforestation, forest management, timber marketing, watershed protection, insect & disease control, forest recreational facility development & wildlife habitat development, provides assistance to landowners (e.g., inspects forest land to determine eligibility for classification under Ohio forest tax law; researches, budgets & coordinates service forestry programs with other governmental agencies having complementary programs; makes field inspections to certify technical need for certain forestry practices under federal forestry incentives &/or stewardship incentives program & checks for compliance under certain practices in such programs),

OR

Serves as urban forester & provides community leaders with organizational assistance necessary to develop long-term comprehensive tree care program (e.g., assesses current urban forest resource & management capability; meets with municipal officials & involved residents to determine needs & level of commitment; holds public forum to determine community needs & desires; shares experience of other communities facing similar issues; recommends short & long-term solution to identified issues; promotes solution before city/village council & other community leaders & to community residents; establishes & guides shade tree advisory commissions; provides guidance in development of tree ordinances; identifies possible funding sources & appropriate staffing level within city/village administration; develops long-term plan of action for community),

OR

Serves as land management forester & develops & maintains multiple use resource management plans for assigned state forest lands & coordinates plans to provide needed priority to timber production, minerals, wildlife habitat, recreation, watershed protection, soils, aesthetics & other environmental qualities, prepares district forest management zone maps to ensure protection of sensitive areas, cultural/historical areas, plants & animals & consideration of appropriate forest users (i.e., general public), makes recommendations to management & staff regarding use of state forest areas to demonstrate sound forest management techniques to public & private forest landowners, submits plans for review to higher-level management staff & reviews & implements approaches & techniques for potential application to state forest land management (e.g., prescribed fire; GIS-geographical information system, GPS-global positioning system).

Collects & analyzes basic forest data & formulates into overall forest stewardship plan for forest property; makes recommendations on marking of timber, works with timber industry & provides limited assistance on timber procurement processing & marketing problems; provides community leaders with technical assistance necessary to successfully implement urban forest management activities (e.g., promotes or conducts inventory of community resources to determine level of need; holds planting clinics; conducts tree maintenance seminars; responds to insect & disease inspection requests; develops planting & maintenance specifications; reviews landscape plans; recommends tree protection practices; advises on tree removal; operates state vehicle to meet with private land owners, governmental & civic groups & to navigate throughout & between state forests & to attend various functions.

Represents assigned division & performs public relations duties (e.g., promotes interest, activity & understanding in forest conservation & writes news articles, organizes &/or participates in field days & demonstrations; makes public appearances via radio, TV & service groups; writes reports; composes correspondence; attends meetings with civic, professional & governmental agencies; serves as local contact for division of forestry programs & responds to simple inquires; works on special projects; performs wildfire support as directed within training & physical capabilities; hosts regional conferences; writes newspaper & magazine articles; speaks at regional, state or national conferences; provides field day presentations & career day presentations for high schools & colleges; sets-up special meetings to resolve conflicts between public & private entities; evaluates urban forestry program for improvement; use world wide web to convey, enhance & record information).

Administers community tree care grants (e.g., notifies communities of grant opportunities; provides guidance for grant implementation; communicates & facilitates difficulties or delays; inspects grants & evaluates community grant process); conducts cruises & inventories state forest land to determine types, stock, size, growth, conditions & volumes of trees & seedlings on various sites (i.e., data is utilized in areas to include management plans, timber appraisals, timber sales & forest health monitoring); analyzes & interprets data (e.g., in conjunction with other factors such as wildlife, recreation, aesthetics & watershed) to determine forest management needs; makes recommendations to higher-level management staff for timber sales, timber stand improvement or other cultural treatments; monitors health of forest & recommends appropriate forest management actions; utilizes traditional forestry equipment, new technology & aerial photographs to

collect & analyze forest data; prepares reports & documents & maintains forest management records; monitors impacts of recreation & public activities on forest & makes recommendations for design, layout maintenance, relocation & rehabilitation of trails &/or other public uses.

Prepares timber sales (e.g., marks trees for harvesting; estimates volume by species; establishes layout for logging roads & necessary boundaries; prepares maps & summaries of marked timber required to prepare bid information; addresses concerns regarding public sentiment, neighbor impact, best management practices, erosion, road construction, harvesting equipment & other special considerations; administers timber sales for compliance; completes revenue transmittals regarding timber sale transaction; monitors assigned activities relative to exploration & development of minerals & oil & gas on state forests; trains forest industry personnel in proper harvesting practices) if assigned; as land management forester, serves as lead worker & organizes tasks to accomplish daily projects involving lower-level positions if assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of forestry; governmental rules & regulations pertaining to forestry; (e.g., revised code, chapter 1503, federal forest incentive program); public relations (i.e., communication or journalism); budgeting\*; employee training & development\*; forest fire control & prevention\*. Skill in operation of personal computer; motor vehicle. Ability to interpret variety of technical material in books, journals & manuals; define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches before technical audiences or plan training programs on timber harvesting & processing or fire control; prepare meaningful, concise & accurate reports; handle sensitive contacts with & inquiries from officials with government agencies, forestry industry or special interest groups.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core coursework in forestry or related field of study; 12 mos. trg. or 12 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in operation of computer software programs; valid driver's license.

-Or 12 mos. exp. as Forestry Technician, 22321.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must successfully complete basic firefighter/introduction to fire behavior course (i.e., S-130/S-190) within first year of employment pursuant to national interagency incident management system (i.e., wildland & prescribed fire qualification system guide).

**UNUSUAL WORKING CONDITIONS:**

Requires travel; exposed to inclement weather, dust, dirt, insects & poisonous plants; responds to wildfires.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Forestry Program Administrator	22325	EX	01/09/2005	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Administers, plans & coordinates one or more statewide or regional forestry programs (e.g., forest fire protection, forest law enforcement, state forest operations & maintenance, timber & forest land management, service forestry assistance, urban forestry assistance, reforestation, forest health management, forest utilization &/or forestry information & education) & formulates & implements program policy, or does all of preceding & supervises assigned staff.

Performs administrative duties (e.g., prepares reports & correspondence; analyzes data & reports & makes recommendations for higher approval; prepares & monitors implementation & compliance of agreements; prepares technical opinions; develops short & long term plans; assists in writing & editing publications; approves purchases; assists in budgeting; advises on personnel & collective bargaining issues; conducts program audits, reviews & surveys).

Conducts field inspections (e.g., assures proper implementation of program tasks & objectives & adherence to program policies; evaluates performance; takes corrective action; makes recommendations for actions & policies requiring higher approval).

Organizes & conducts program & staff training; conducts field days & workshops for general public, individuals & groups; makes presentations; gives interviews to radio or television talk shows; attends meetings; serves on committees; acts as liaison with private sector & public agencies; handles & resolves complaints or problems; testifies in court; performs wildfire support as directed within training & physical capabilities; operates state vehicle to meet with private landowners, governmental & civic groups & to navigate throughout & between state forests & to attend various functions.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of forestry; government rules & guidelines pertaining to forestry ( e.g., revised code, chapter 1503, federal forest incentive program); supervisory principles/techniques\*; budgeting; public relations (i.e., communication or journalism); employee training & development; forest fire control & prevention\*. Ability to administer state-wide forestry program & delegate assigned duties; handle sensitive inquiries with government officials, department administrators & public; prepare & deliver speeches before media & technical audiences.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core coursework in forestry or related field of study; 18 mos. trg. or 18 mos. exp. in forestry; 6 mos. trg. or 6 mos. exp. in budgeting; 12 mos. trg. or 12 mos. exp. in public relations; 18 mos. trg. or 18 mos. exp. in operation of computer software programs; valid driver's license.

-Or 12 mos. exp. as Forester, 22322.

**NOTE:** If position involves law enforcement related duties, must have Ohio Peace Officer Commission. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority that includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must successfully complete basic firefighter/introduction to fire behavior course (i.e., S-130/S-190) within first year of employment pursuant to national interagency management system (i.e., wildland & prescribed fire qualification system guide). Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

Required to travel; exposed to inclement weather, dust, dirt & poisonous plants; responds to wildfires.