

**STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES**

**WASHINGTON GENERAL SERVICE (WGS)  
POSITION DESCRIPTION**

For assistance completing this form, contact your Human Resources (HR) Office.

Position Information			
DNR Region/Division: <b>Forest Practices Division</b>	Action <b>Update</b>		
Current Class Title <b>Natural Resource Specialist 2</b>	Current Salary Range <b>49</b>		
Proposed Class Title <b>Enter text.</b>	Position Number <b>7413</b>		
Incumbent's Name (If filled position) <b>Vacant</b>	Working Title <b>Forestry Riparian Easement Forester</b>		
Supervisor's Name and Title <b>Dan Pomerenk</b>	Supervisor's Position Number <b>6582</b>		
Address Where Position Is Located (Duty Station) <b>1111 Washington Street SE, Olympia, WA 98504</b>	Position Included in a Bargaining Unit: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> , indicate Bargaining Unit: Agencywide - WPEA (PT)		
Position Status <b>Project</b>	If <b>seasonal</b> or <b>non-permanent</b> , typical months per year: <b>Enter text.</b>		
Work Schedule Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> If <b>part time</b> , hours per week: <b>Enter text.</b>	Position Eligible for Telework: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	Position Eligible for Flextime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Position Eligible for Compressed Workweek: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
For HR Contact/Designee Use Only			
Organization Code:	Change in Organization Code? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary Distribution By: DPR <input type="checkbox"/> D20 <input type="checkbox"/>	Paid Hourly: Yes <input type="checkbox"/> No <input type="checkbox"/>
County Code:	Unique Facility Identifier (UFI):	PDF Checked for Completeness Contact/Designee Initials:	
For Human Resources Division Use Only			
Approved Class Title:		Class Code:	Effective Date:
FLSA Designation: O/T Eligible <input type="checkbox"/> O/T Exempt <input type="checkbox"/>	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Worker's Compensation Code: Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reviewer signature:	Reviewer Title:	Date:	

### Position Objective

Briefly explain the purpose of the position and how it supports the organization's mission (**attach an organization chart**).

The mission of the Department of Natural Resources is to manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Vision: Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission: Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values: Safety and Well-Being; Public Service; Innovation and Creative Problem-Solving; and Leadership and Teamwork

Core Competencies: Are referenced in detail on the last page of this document.

This position supports the DNR 2018-2021 Strategic Plan priorities such as:

Priority B - Build strong and healthy communities.

Priority B 2 - Partnerships that strengthen rural economies.

Priority B 2.2 - Strengthen and build partnerships with federal, state, and local stakeholders and tribes in order to help address community economic development issues.

Priority B 2.4 - Develop and implement collaborative solutions to protect working farms and forests, including landowner assistance and incentives.

Priority D - Strengthen the Health and Resilience of Our Lands and Waters.

Priority D 1 – Lands and waters that can remain productive and adapt to changing conditions, including climate change and a growing population.

Priority D 1.3 – Expand efforts to ensure sustainable food and fiber production by conserving working farms and forest, securing water resources, and protecting high-productivity soils in the face of population growth.

This position serves as a natural resources professional for the Forestry Riparian Easement Program. This position contributes to the DNR's mission and goals of the Small Forest Landowner Office. This position works on Forestry Riparian Easement applications located statewide under the guidance of state regulations, agency policies and procedures and applicable collective bargaining agreements. DNR is required by Washington State statute to implement the forest landowner conservation easement programs, including the Forestry Riparian Easement Program. Implementation of the Forestry Riparian Easement Program is incorporated in the Washington State Forest Practices Rules which facilitates compliance with the Clean Water Act and aids in the restoration of Puget Sound.



**Assigned Work Activities (Duties and Tasks)**

Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the **action** performed; to **whom or what**; using what **tools, equipment, methods, and/or processes**; and the **final product or outcome**.

For more guidance, see [Essential Functions Guide](#) and [Examples of Work Statements](#)

<b>% of time</b> (Must total 100%)	<b>List the assigned work in order of importance, with essential functions underlined.</b>
<b>55%</b>	<p>This natural resources professional position consistently applies advanced knowledge, as well as skills, and experienced practices to administer Forestry Riparian Easement applications that the State purchases as conservation easements in the Forestry Riparian Easement Program.</p> <p><b>Duty:</b> Will act as part of a team of natural resources professionals to apply knowledge, skills, and abilities to the Forestry Riparian Easement Program in the Forest Practices Division. This position functions independently as a skilled and experienced practitioner to coordinate easement valuations and transactions for the agency.</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• <u>Perform field and office tasks to gather information and process applications and documents for the State to purchase conservation easements under the Forestry Riparian Easement Program.</u></li> <li>• <u>Independently plan and perform tasks to be accomplished at Forestry Riparian Easement application sites: determine qualifying timber, gather Baseline Document data, assist in the preparation of site for timber cruise contract, etc.</u></li> <li>• <u>Independently determine easement values by gathering and analyzing timber data, timber market information, data from cruise, and current market conditions.</u></li> <li>• <u>Produce easement maps for display and use in easement files using Geographic Information System (GIS) software and data gathered in the field.</u></li> <li>• <u>Coordinate with DNR Engineering Division on legal description and land survey projects for Forestry Riparian Easement transactions.</u></li> <li>• <u>Research for and create the Baseline Document for Forestry Riparian Easements.</u></li> <li>• <u>Coordinate with title and escrow companies to perform transaction closing tasks.</u></li> </ul>

	<ul style="list-style-type: none"> <li>Review property reports for encumbrances and liability status of Forestry Riparian Easement applications and notify landowner of issues.</li> <li>Prepare easement acquisition closing documents for the Conservation Easement Program Manager's review prior to FP Management review and Division Manager or Deputy Supervisors approval and signatures.</li> <li>Ensure easements are properly recorded with County Auditor's office.</li> <li>Facilitate landowners obtaining Subordination Agreements, as needed.</li> </ul>
20%	<p><b>Duty:</b> Under the direction of the Conservation Easement Program Manager, consult with small forest landowners to provide onsite technical assistance regarding acquisition of Forestry Riparian Easements.</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li><u>Independently advise landowner of easement location options to allow for future land management activities.</u></li> <li><u>Provide advice to landowners regarding documentation requested to process their application to the Program.</u></li> <li><u>Assess easement areas to ensure compliance with easement acquisition rules.</u></li> <li><u>Independently determine accuracy of landowner reimbursement requests of eligible costs to mark the easement area.</u></li> </ul>
15%	<p><b>Duty:</b> Work with the Conservation Easement Program Specialist to construct timber cruise contracts for review by the Conservation Easement Program Manager and Division Management approval.</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li><u>Assist with determining the most efficient grouping of applications into Personal Services Timber Cruise Contracts, taking into account the location of applications and size and difficulty of each application to cruise.</u></li> <li><u>Assist with Timber Cruise Contract Pre-work Conference.</u></li> </ul>
5%	<p><b>Duty:</b> Under the direction of the Conservation Easement Program Manager, interact professionally with small forest landowners and with other Agency staff, as a representative of the Small Forest Landowner Office.</p> <p><b>Tasks may include:</b></p> <ul style="list-style-type: none"> <li><u>Create and deliver quality presentations about the Forestry Riparian Easement Program to internal staff, external stakeholders, and other interested parties.</u></li> <li>Communicate current forest management and regulatory information to the public as it relates to the Forestry Riparian Easement Program, on chance encounters or at occasional public events.</li> <li>Educate and inform the public about the Forestry Riparian Easement Program on chance encounters or at occasional public events.</li> </ul>
5%	<b>Duty:</b> Other duties as assigned.

**Problem Solving**

What are the most complex and/or challenging issues addressed by this position? Give 3 to 4 examples and how each is resolved.

Complex/Challenging Issue	How Resolved	Frequency
Determine qualifying timber for eligibility in the Program.	Conduct Field visit, gather data, map reconnaissance and discuss with Conservation Easement Program Manager.	40+ field visits/year
Determine uneconomic to harvest unit's eligibility in the Program.	Field visit to gather data, study all options, research the costs and values, provide justification to Conservation Easement Program Manager.	10 applications per biennium
Determine risk of property encumbrances on applicant's Title Report to establish eligibility in the Program.	Work with title officer and easement applicant. Work with Conservation Easement Program Manager to help landowner obtain subordination agreement from lean holder.	Once every 3 months

**Decision Making**

*What duties are performed that require the position to make choices, determinations or judgments?*

- Approve eligibility of Forestry Riparian Easement Program applications.
- Identify Qualifying Timber for eligibility in the Forestry Riparian Easement Program.
- Determine conservation easement values.
- Determine the reimbursement value is accurate for the Forestry Riparian Easement Program.
- Negotiate Forestry Riparian Easement contract language with applicants and request approval from the Conservation Easement Program Manager.

*Which decisions are sent to the next level of supervisor/manager or technical authority for recommendation/decision?*

- Request for easement applicant information from WA Dept. of Revenue.
- Request for Legal Description from DNR Survey Office for conservation easements with assistance from the Conservation Easement Program Manager.
- Request DNR Finance Office to transfer conservation easement purchase funds from State Treasury to Escrow.

**Potential Impact of Results**

Describe the potential impact of error (What potentially could happen in the event that the individual were to fail to perform their job correctly?).

*List who (citizens, other department/unit personnel, statewide-personnel, etc.) would be impacted and the degree of impact.*

- Required by Washington State statute ([RCW 76.13.100](#)) to implement the Forestry Riparian Easement Program.
- Failure to adequately perform as the statewide expert could allow nonqualified landowners into the program and potential misuse of state government funds.
- If these programs did not exist, non-industrial forest landowners would not get the additional services to help them maintain their economic viability.
- The taxpayers of the State of Washington would not see their funding applied as legislatively directed.
- Potential misallocation of funds by incorrect determination of eligibility of conservation easement program applications.
- Potential misallocation of funds by incorrect determination of conservation easement values.

*List what (dollars, larger systems, processes, other resources, etc.) would be impacted and the degree of impact.*

- If funds are misused, future funding of the programs from WA State Legislature may be diminished.
- Errors in implementation of the programs may cause DNR to be out of compliance with the federal Forest Practices Habitat Conservation Plan.
- DNR would be unable to fulfill required legislative mandates outlined in WA State Statute RCW 76.13.100.
- If this program was not implemented correctly it could increase the vulnerability of conversion of private forest lands in the State.
- Potential errors could cause increased exposure of the State to lawsuits from landowners.

**Financial Dimensions (if applicable)**

Describe the type and annual amount of all monies that the position directly controls, administers or manages (*excluding employee salary and benefits*) for example: delegated signature authority amount, invoice approval for contract expenditures.

N/A, funding controlled by the Conservation Easement Program Manager.

**Lead Work/Supervisory Responsibilities**

Lead Position: Yes  No

Supervisor Position: Yes  No

(For more guidance see [Glossary of Classification Terms.](#))

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Assigns Work          | <input type="checkbox"/> Instructs Work        | <input type="checkbox"/> Checks Others' Work      |
| <input checked="" type="checkbox"/> Plans work | <input type="checkbox"/> Evaluates Performance | <input type="checkbox"/> *Takes Corrective Action |
| <input type="checkbox"/> *Hires                | <input type="checkbox"/> *Terminates           |   |

(\*Has the authority to effectively recommend these actions.)

**Class Title of Direct Report(s)**

**Number of Positions**

**If Part Time, What %**

Part Time %.

Part Time %.

*Add information that clarifies this position's lead or supervisory responsibilities.*

### Working Relationships

Level of Supervision received (*check one*). For more guidance see [Glossary of Classification Terms](#).

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws and program goals.

*Add information that clarifies this position's interactions with others to accomplish work.*

This position works under the direction of state and federal regulations, agency policies and procedures, and applicable collective bargaining agreements. This position reports to the Conservation Easement Program Manager in the Forest Practices Division. This is a self-directed professional position responsible for assessing and responding to client and agency needs and request. Work is assigned both in writing and verbally by the Conservation Easement Program Manager, depending on the assignment.

### Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery

For more information see [COOP and Critical Positions](#). For higher education, refer to your list of essential personnel.

Is this position designated critical based on agency COOP? Yes  No

*If yes, describe how this position supports the agency COOP Critical Functions.*

### Qualification – Knowledge, Skills, Abilities and Behaviors

<b>Required Qualifications</b>	<b>Application (why each qualification exists)</b>
An Associate Degree in Forestry, Natural Resource Science/Management or closely related field; or forestry experience equivalent to a Natural Resource Specialist 1.	Professional level forestry knowledge required to determine easement eligibility and value.
Professional experience in forest management skills, or successfully completed forest management college courses, or demonstrates an aptitude in forest management skills.	Professional level forestry knowledge required to determine easement eligibility.
Professional experience with creating maps using GIS software or successful completion of college GIS course(s).	The position needs to be able to prepare usable maps for routine work projects.
Experience in using Global Positioning System (GPS) in a forest setting, or successfully completed forestry college courses that includes GPS use, or demonstrates an aptitude for successfully operating a GPS in a forest setting.	This important tool must be used to obtain data used to process the easement applications.
Experience creating a map using GIS mapping software, or successfully completed forestry college course(s) that required creating a map using GIS mapping software, or demonstrates an aptitude for successfully creating a map using GIS mapping software.	This important tool must be used to obtain data used to process the easement applications and provide reports.
Experience in management unit layout in a forested setting, or successfully completed forestry college courses that provided exposure to management unit layout tasks, or demonstrates an aptitude for successfully establishing a management unit in a forested setting.	Professional level forestry knowledge required to determine easement eligibility and easement value determination.
Current knowledge of WA State forest practices rules.	Professional level forestry knowledge required to determine easement eligibility and easement value determination.
Demonstrated experience providing technical information to a wide variety of audiences.	Professional level forestry knowledge is required to provide the best information and communicate in a way is helpful to the audience.
Excellent written and verbal communication skills.	To communicate effectively and professionally to both internal and external customers.

Working knowledge of business support software, Microsoft Office.	To communicate effectively and professionally to both internal and external customers.
DNR Core Competencies: <ul style="list-style-type: none"> <li>• Personal Accountability</li> <li>• Value Others</li> <li>• Compassionate Communication</li> <li>• Inspire Others</li> <li>• Commitment to Excellence</li> </ul>	All employees of the DNR are required to consistently demonstrate the core competencies. (Key behaviors for the DNR Core Competencies are described on the last page of this form).
Communication Effectiveness	Clearly and effectively communicate with text, individuals and groups. Responsive to the various communication styles and needs of other individuals/groups. Present ideas effectively in formal and informal situations. Keeps supervisor and co-workers informed.
Relationship Building	Work well and has acceptance, cooperation and mutual regard with internal and external staff and stakeholders. Role model effective group process behavior, such as listening, discussing, negotiating, rewarding, encouraging, and motivating. Anticipate and seek to resolve confrontations and disagreements in a constructive manner. Act as a positive influence on others.
Self-Management	Effectively manage multiple tasks at different stages. Manage own time, priorities, and resources to achieve goals. Efficient, effective use of work time, agency equipment, and resources.
Creative and Innovative thinking	Seeks opportunities for creative problem solving while staying within the parameters of good practice. Develop innovative ideas that provide unique solutions to organizational problems. Research and apply for new grants to be used as incentives for small forest landowners. Continually search for other creative methods to gain additional program funding.
Accountability	Can be relied upon to achieve excellent results with little need for oversight.
Teamwork	Promote cooperation and commitment within a team to achieve goals and deliverables
<b><i>Desirable/Preferred Qualifications</i></b>	<b><i>Application (why each qualification exists)</i></b>
Experience using timber cruise software, or successfully completed forestry college courses that provided exposure to timber cruise software, or demonstrates an aptitude for successfully creating reports using a timber cruise software.	Knowledge and skill of cruise software is required to obtain accurate data to process the easement applications.
Bachelor's degree in forest management, forest operations or silviculture.	Understanding forest management including designing and managing timber harvest plans or contracts.
Experience with general forest management theory and practices including timber cruising methods and procedures; as well as measurement and marketability by species, grade, and defect.	Professional level forestry knowledge required to determine easement eligibility and easement value determination.
Experience with land transaction process (title examination, valuations, closing process, etc.)	To communicate effectively and professionally with Title Company and Escrow Companies during the easement acquisition phase for each easement.

Current working knowledge of WA State forest practices statute, rules, regulations, policies, procedures, and agency practices.	Knowledge and skills are needed to correctly delineate qualifying timber and interpret FREP-related laws.
Working knowledge of business support software (word processing, spreadsheets, and GIS analysis).	Provides skills to correctly delineate qualifying timber and develop maps and documents for easement acquisition.
Highly motivated toward accomplishing set goals.	To promote cooperation and commitment within the team.
Excellent public speaking skills.	To provide the best forestry information and communicate in a way that will be helpful for small forest landowners.
Convey messages clearly and persuasively.	To provide the best forestry information and communicate in a way that will be helpful for small forest landowners.
Experience working with small forest landowners.	To provide the best forestry information and communicate in a way that will be helpful for small forest landowners.

**Special Requirements/Conditions of Employment**

**Driving Requirements:** (Check only one of the following boxes)

- This position requires driving as an essential function. Essential means that driving is a fundamental, crucial part of this position and not a marginal function. Employees who drive for state business, whether in a state or privately-owned vehicle, are required to possess a valid license as defined in policy PO02-006 and abide by all other driver responsibility requirements.
- This position does not require driving as an essential function. However, employees who drive for state business, whether in a state or privately-owned vehicle, are required to possess a valid license as defined in policy PO02-006 and abide by all other driver responsibility requirements.

**Additional required licensing, certification, and/or other conditions of employment:** N/A

**In-Training Plan, If Applicable**

Does this position have an in-training plan? Yes  No

If **yes**, attach a copy of a new or updated in-training plan. Also include a description of the required qualifications for being hired at the in-training level.

This position may be hired as an in-training opportunity and an in-training plan is attached.

**Working Conditions**

Work Setting	The work will be split between work in an office setting (40%) and work in the field (60%). Field work will be conducted in isolated, managed forests throughout Washington State; must be able to traverse by foot in uneven terrain safely and may be exposed to inclement weather, insects and wildlife. A vehicle will be available when needed. Office work is done at an open work station (i.e., "cubicle") in the Forest Practices Division's work area at the Natural Resources Building in Olympia; this workstation is subject to background noise such as nearby conversations and "white noise" generated by the heating and air conditioning system.
Schedule Variations	Most work will be completed within a 4x10 work week, Monday-Thursday, 7:00am to 5:30pm; however occasional work shifts may be extended to accommodate specific goals. Hourly adjustments will be made as compensation.
Travel Requirements	Travel will be required with a few overnight stays a month. Field work will be accessed by vehicle, often in remote areas on unpaved road surfaces.
Equipment Used	Field equipment used will be mapping grade Global Positioning System (GPS), compass, maps, laser rangefinder, android or apple tablet, cell phone, increment borer, two-way radio, a Relaskop. Office equipment used will be a Microsoft-based computer and copy/scan machine.
Hazardous Materials	Exposure to Hazardous material would be limited to filling up the state vehicle with gasoline and chemicals found in a typical office setting.
Customers	Frequent contact (likely daily) with a wide variety of customers. Some customers include:



	<ul style="list-style-type: none"> <li>• Landowner applicants in the Forestry Riparian Easement Program.</li> <li>• DNR Staff (Surveyor's Office, Finance Office, Title &amp; Records Office, Executive Management, FP Foresters).</li> <li>• External clients (WA Dept. of Revenue, Dept. of Fish &amp; Wildlife, Escrow and Title Company, County Auditor, Treasury Office).</li> </ul>
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**Acknowledgement of Position Description**

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date <b>4/27/2020</b>	Supervisor's Signature (required) <b>Daniel Pomerenk</b>
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Date <b>Enter a date.</b>	Appointing Authority's Name and Title <b>Enter text.</b>
	Signature (required) <b>Enter text.</b>

**As the incumbent in this position, I have received a copy of this position description.**

Date	Employee's Signature <b>Enter text.</b>
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## **Core Competencies**

### ***Personal Accountability***

Take risks; Own your thoughts, feelings and actions; Accept and incorporate feedback; Ask for help when you need it; Act with honesty and integrity; Do what you say you are going to do; Demonstrate ethical behavior; Be self-aware and manage your own reactivity; Accept and facilitate change

### ***Value Others***

Put people first; Practice compassion and assume best intentions; Support safety and well-being; Make the time to connect; Treat others with respect; Embrace diversity, equity and inclusion; Build and maintain relationships; Be approachable; Be willing to collaborate and consider all ideas and perspectives; Be an ally

### ***Compassionate Communication***

Practice active listening through reflection, validation and empathy; Build trust through transparency, consistency, and communicating the “why” in a timely manner; Share your thoughts and ideas in a respectful way; Take the time to ensure understanding

### ***Inspire Others***

Recognize, discover and foster individual growth and potential; Encourage diversity of thought and perspective; Use your sphere of influence for positive progress; Coach, mentor and encourage initiative; Give feedback and recognition

### ***Commitment to Excellence***

Be creative in problem-solving; Embrace your role as a public servant; Model agency core values; Exhibit Innovation and dedication; Be intentional and deliberate in your actions; Be open to being coached and mentored; Grow from your failures; Do your best work