

STATE OF SOUTH DAKOTA REQUISITION REQUEST

Position Number(s) <u>030651</u> Class Title: <u>Service Forester</u> Class Code <u>90132</u> Pay Grade <u>N14</u> Salary if other than minimum \$ _____	BOP USE ONLY Requisition# _____ Closing Date _____ Salary _____
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Department <u>Agriculture</u> Division/Program <u>Resource Conservation & Forestry</u> Location <u>Rapid City</u> Number of positions <u>1</u> SELECT ONE SELECT ONE X Hourly X Full Time <input type="checkbox"/> Salaried <input type="checkbox"/> Part Time Most recent incumbent: Tiffany Arp Date position vacated: December 4, 2009	Type of Announcement: SELECT ONE X Open and Competitive (open to the public) <input type="checkbox"/> Statewide Promotional (state employees only) <input type="checkbox"/> Department Promotional <input type="checkbox"/> Unit-specific Promotional _____ Type of Recruitment: SELECT ONE <input type="checkbox"/> Recruitment with Firm Closing Date. Indicate DURATION of announcement (in weeks) _____ (Must be open a minimum of one week) X Open Until Filled <input type="checkbox"/> Continuous Recruitment
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<input type="checkbox"/> yes Is a Keyboarding Test required (for clerical positions only)? <input type="checkbox"/> yes Is a Commercial Driver's License (CDL) required? <input type="checkbox"/> yes Does this position require a background investigation? <input type="checkbox"/> yes Does this position require a drug test (safety sensitive positions only)? <input type="checkbox"/> yes Does this position require an abuse and neglect screening?
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Position Purpose: Indicate any additions, deletions, or revisions to the Position Purpose from the class specification. Also list duties of the position if you want to include them on the announcement. Include the following duties: evaluate tree health and management issues in towns and communities; provide technical advice to local communities, tree boards, private landowners/homeowners, conservation districts, other agencies and organizations; assist with special urban forestry field projects; participate in meetings, and workshops concerning urban forestry; assist with the community enhancement grants; assist communities to conduct urban tree inventories; coordinate and conduct tree care workshops; and respond to sick tree calls; tree insect and disease management; assist communities with establishing and/or maintaining a community forestry program.

Entry-level Knowledge, Skills and Abilities: Indicate any additions, deletions, or revisions to the Knowledge, Skills and Abilities listed in the class specification.
(Add the following)

A Bachelor of Science degree in Forestry, Urban Forestry, or equivalent skills and experience is necessary.

Ability to: work independently with minimal supervision; use a clinometer, increment borer, Biltmore stick, measuring wheel, compass, and GPS unit; establish and maintain working relationships with co-workers and the public; keep records and prepare reports; diagnosis tree health problems and determine the appropriate action.

Knowledge of: Urban and Community Forestry; project design and management; horticulture and tree care;

Selective Certification: If this position has specific education or license requirements because of state or federal regulations, please indicate.

The individual hired for this position will be required to become International Society of Arboriculture (ISA) certified. This is not a requirement of hiring.

Comments: Please describe any additional information that may be beneficial to the applicant, including, but not limited to amount of travel, hours of work, physical requirements, etc.

This position will be part of the division's Urban and Community Forestry team. Incumbent will travel one or two days per week with some overnight stays and occasional extended travel for one week or more. The incumbent may occasionally assist the Forest Health team with Mountain pine beetle marking in Custer State Park; which will require navigating rugged terrain.

I would like assistance with the screening process from the Bureau of Personnel.

Initial Screening Methods: If you wish to use a questionnaire or other screening device *at the time of announcement*, please indicate your preference and attach appropriate documents.

Questionnaire mailed to each applicant. Attach questionnaire.

X Questions to be included in the announcement when posted. Attach list of questions.

Other. Please indicate the process and attach appropriate information or document.

Approval Signatures

Supervisor of the Position

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BUREAU OF PERSONNEL USE ONLY	
Send Certification of Eligibles and application copies to:	
SELECT ONE	
<input type="checkbox"/> Supervisor <input type="checkbox"/> Human Resource Manager	
HRM Signature _____	Date _____
HRM Employee Number _____	

