COMMONWEALTH OF PENNSYLVANIA invites applications for:

Forester

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

**SALARY:** $45,880.00 - $69,748.00 Annually

**JOB TYPE:** Civil Service Permanent Full-Time

**DEPARTMENT:** Game Commission

**LOCATION:** Clarion County

**OPENING DATE:** 04/11/19

**CLOSING DATE:** 04/25/19 11:59 PM

**JOB CODE:** 54410

**POSITION NUMBER:** 00066551

**BARGAINING UNIT:** B4

**PAY GROUP:** ST06

**BUREAU/DIVISION:** GC Forst Mgmt

**WORKSITE ADDRESS:** 854 Roberts Hill Road

**WORKSITE ADDRESS:** SGL #63

**CITY:** Shippenville

**ZIP CODE:** 16254

**CONTACT NAME:** Holly Koppenhaver

**CONTACT PHONE:** 717-787-7836

**CONTACT EMAIL:** gamevacancybids@pa.gov

**THE POSITION:**

**IMPORTANT:** YOU MUST APPLY TO THIS VACANCY POSTING, MEET ELIGIBILITY REQUIREMENTS, COMPLETE THE SUPPLEMENTAL QUESTIONS, AND RECEIVE A SCORE. YOUR SCORE IS ONLY VALID FOR THIS SPECIFIC VACANCY. ONCE THIS POSITION IS FILLED, YOUR SCORE IS NO LONGER VALID.

- Must be willing to travel. Travel expenses will be paid
• Work location will be headquartered at the Clarion County Headquarters building (SB # 794) on State Game Lands #63 in Shippenville, PA; however, work will cover all of the Pennsylvania Game Commission's Northwest Region.

DESCRIPTION OF WORK:

Prepare forest resource inventory maps and required documents for the development of comprehensive management plans for game lands.

Provide recommendations for annual work plan of forest management activities including timber harvest, herbicide spray areas, deer-deterrent fencing, timber cover mapping, management plan development and other projects.

Collect, analyze, and interpret timber stand data to through the use of SILVAH to determine silvicultural treatment.

Prepare and implement silvicultural prescriptions to achieve habitat goals in accordance with the PGC Forestry Manual and comprehensive game lands plans.

Implement specific wildlife habitat considerations and select and mark wildlife reserve trees and cut trees on timber sale areas.

Locate, identify and delineate timber sale boundaries, haul roads, skid roads, and log landings.

Prepare documents and maps for all forest management projects as required.

Participate in tours of sale areas for prospective timber operators.
Develop, implement, coordinate and evaluate timber harvest, herbicide, prescribed fire, deer-deterrent fence, and other forestry-related activities.

Inspect timber operations as directed to evaluate compliance with the timber sale contract, with environmental rules and regulations, and with all state, Federal and PGC rules and regulations. Estimate and tally damage and impacts to forest products in support of regional OGM and ROW related activities.

Communicate with staff to coordinate forest management activities with other land management personnel.

Communicate with planning team to coordinate the development of comprehensive forest management plans and forest cover maps, and subsequently review and evaluate management plan documents for accuracy and completeness.

Obtain and maintain required training, experience, and qualifications to participate in the application of prescribed fire as a habitat management tool, or engage in the suppression of wildfires when necessary. Prepare and submit automotive, time & activity, expense reports, supply requests, correspondence and other written material as required.

Properly maintain and upkeep automotive and field equipment.

Provide information for submission of accident and work-related injury reports.

Collect biological data for the white-tailed deer program and maintain a positive working relationship with deer processor-cooperators.

Collect census data for ruffed grouse or other wildlife species as assigned.

Observe mast production and submit fall food reports for wildlife as assigned.

Assist with law enforcement in matters of timber damage and timber theft by identifying occurrences, investigating circumstances, and estimating volume and value of material.
Maintain files for forms and records concerning all phases of timber sales and forest management planning.

Observe, monitor, and report impacts to forests from insects and disease problems. Recommend actions such as the use of pesticides in designated treatment areas to reduce damage to wildlife habitats.

Develop and deliver public information programs.

Participate in agency and non-agency tours of game lands management areas and programs.

Conference with timber operators, agency staff, or other constituents by telephone after normal working hours.

Answer inquiries from the public concerning agency programs and/or direct them to other sources of information available.

Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Utilize and implement the goals, objectives, practices and principles of forest management.
2. Utilize procedures, methods and techniques in conducting forest management, wildlife management, forest insect and disease control, watershed management, and oil, gas and mineral development on Game Lands.
3. Interpret and write technical forestry material.
4. Communicate effectively, orally and in writing.
5. Perform mathematical calculations utilized in the forestry program.
6. Develop and implement work plans.
7. Promote safety precautions for work performed by the unit.
8. Traverse adverse terrain in all types of weather conditions.
9. Carry equipment up to 40 pounds over long distances.
10. Maintain effective working relationships.
11. Use computer and office equipment.
12. Utilize a variety of hand tools and equipment.
13. Operate a two-way radio and respond/communicate clearly.
14. Utilize ArcView, SILVAH, and/or GPS and GIS required applications/software.
15. Identify trees, shrubs, vines, forbs, grasses and ferns.
16. Operate motor vehicles including 4-wheel drive trucks, SUVs and ATVs.
17. Travel throughout the Commonwealth as required.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Qualifications:

- PA residency currently waived for this title
- **Minimum Experience and Training Requirements** - Two years of technical forestry experience, and an associate's degree in forest technology, forestry, forest management, forest ecosystem management, urban forestry, forest science, agroforestry, or a related forestry degree; **OR** a bachelor's degree in forest technology, forestry, forest management, forest ecosystem management, urban forestry, forest science, agroforestry, or a related forestry degree; **OR** a master's degree in forest technology, forestry, forest management, forest ecosystem management, urban forestry, forest science, agroforestry, or a related forestry degree.
- **Necessary Special Requirement** - possession of a valid PA non-commercial Class C driver's license or equivalent

**Veterans:** Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment
EXAMINATION INFORMATION:

- **Score valid for this specific posting only**
- Score based on information reported on application and supplemental questions
- Provide complete and accurate information or:
  - score may be lower than deserved
  - application processing may be delayed
  - disqualification may result
- Based on your answers to the application supplemental questions regarding education, you may be instructed to attach a copy of your college transcripts to your application.
- May only test once under this announcement
- Email notice of test results provided

Further information on testing, assistance for persons with disabilities, veterans' preference, and other items can be obtained from:

- **Harrisburg:** 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (717) 783-3058
- **Philadelphia:** 110 North 8th St., Suite 503, Phila., 19107; Telephone (215) 560-2253
- **Pittsburgh:** 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (412) 565-7666
- **Telecommunications Relay Service (TRS):** 711 (hearing and speech disabilities or other individuals)
- **Internet:** [https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx](https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx)

APPLICATIONS MAY BE FILED ONLINE AT:
[http://www.employment.pa.gov](http://www.employment.pa.gov)

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

An Equal Opportunity Employer

### Forester Supplemental Questionnaire

* 1. Do you have two years of technical forestry experience?
  - [ ] Yes
  - [ ] No

* 2. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

* 3. Do you possess any of the below degrees in forest technology, forestry, forest management, forest ecosystem management, urban forestry, forest science, agroforestry, or a related field? If you are
claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted.

- Master Degree
- Bachelor Degree
- Associate Degree
- None

* 4. Do you possess a current driver's license which is not under suspension?
- Yes
- No

* 5. If Yes, please provide the issuing state and license number. If you do not have a valid driver's license please type N/A in the text box below.

* 6. You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application, or result in a lower-than-deserved score or disqualification. You may attach a resume, but you must also complete the application and answer the supplemental questions.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each work behavior carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. The "Level of Performance" you choose for each work behavior must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered. In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.

- Yes

* 7. WORK BEHAVIOR 1 – SELECTS SITE AND DETERMINES TREATMENT
Selects a site and determines what treatment will be employed by reviewing forest management plans, topographical maps, aerial photographs, criteria determined by the U.S. Forest Service and judgments of other foresters and supervisors in order to implement a particular treatment such as logging, thinning, clear cutting, spraying for insects, etc.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- A. I have experience independently, or as the leader of a team, selecting a site and determining what treatment will be employed by reviewing forest management plans, topographical maps, aerial photographs, criteria determined by the U.S. Forest Service and judgments of other foresters and supervisors in order to implement a particular treatment such as logging, thinning, clear cutting, spraying for insects, etc.

- B. I have experience as a member of a team selecting a site and determining what treatment will be employed by reviewing forest management plans, topographical maps, aerial photographs, criteria determined by the U.S. Forest Service and judgments of other foresters and supervisors in order to implement a particular treatment such as logging, thinning, clear cutting, spraying for insects, etc.
insects, etc.; OR I have completed a paid internship in the area of forestry where my duties included selecting a site and determining what treatment will be employed.

C. I have completed college coursework related to this work behavior.

D. I have NO experience or training related to this work behavior.

* 8. Describe your experience as it relates to the level of performance you claimed on this Work Behavior. Please be sure your response addresses the three items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to the level of performance you claimed on this Work Behavior.
3. Your level of responsibility.

* 9. If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 10. WORK BEHAVIOR 2 – SURVEYS SITES
Surveys a site using a compass, GPS, GIS, and various surveyors' equipment, paints boundary lines, calculates total acreage and breaks down total area into smaller plots if necessary; cruises area to gather data such as species of trees, number of logs, diameter of trees, basal area, etc.; flags site and marks reserve trees; computes volumes and/or value of trees using set criteria and formulas by species, grade and type (saw timber, pole timer, cord wood, pulp wood) by board feet, cords, tons and/or dollar value and enters data on a tally sheet.

Levels of Performance
Select the "Level of Performance" which best describes your claim.

A. I have experience independently, or as the leader of a team, surveying a site using a compass, GPS, GIS, and various surveyors' equipment, painting boundary lines, calculating total acreage and breaking down total area into smaller plots if necessary; cruising area to gather data such as species of trees, number of logs, diameter of trees, basal area, etc.; flagging site and marking reserve trees; computing volumes and/or value of trees using set criteria and formulas by species, grade and type (saw timber, pole timer, cord wood, pulp wood) by board feet, cords, tons and/or dollar value and entering data on a tally sheet.

B. I have experience as a member of a team surveying a site using a compass, GPS, GIS, and various surveyors' equipment, painting boundary lines, calculating total acreage and breaking down total area into smaller plots if necessary; cruising area to gather data such as species of trees, number of logs, diameter of trees, basal area, etc.; flagging site and marking reserve trees; computing volumes and/or value of trees using set criteria and formulas by species, grade and type (saw timber, pole timer, cord wood, pulp wood) by board feet, cords, tons and/or dollar value and entering data on a tally sheet; OR I have completed a paid internship in the area of forestry where my duties included the above work duties.

C. I have completed college coursework related to this work behavior.

D. I have NO experience or training related to this work behavior.

* 11. Describe your experience as it relates to the level of performance you claimed on this Work Behavior. Please be sure your response addresses the three items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to the level of performance you claimed on this Work Behavior.
3. Your level of responsibility.

* 12. If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 13. WORK BEHAVIOR 3 – DEVELOPS FOREST MANAGEMENT PLANS AND COMPiles AND UPDATES FIELD DATA
Develops forest management plans and compiles and updates field data for a forest management plan using various plots by reviewing current forest management plans, topographical maps and taking and reviewing aerial photos and stand analyses, discussing all data with other foresters and supervisors and writing up a forest management plan in prescribed report form.

Levels of Performance
Select the "Level of Performance" which best describes your claim.

A. I have experience developing forest management plans and compiling and updating field data for a forest management plan using various plots by reviewing current forest management plans, topographical maps and taking and reviewing aerial photos and stand analyses, discussing all data with other foresters and supervisors and writing up a forest management plan in prescribed report form.
B. I have experience compiling AND updating field data for a forest management plan using various plots by reviewing current forest management plans, topographical maps and taking and reviewing aerial photos and stand analyses, discussing all data with other foresters and supervisors and writing up a forest management plan in prescribed report form; OR I have completed a paid internship in the area of forestry where my duties included compiling and updating field data for a forest management plan.
C. I have experience compiling OR updating field data for a forest management plan using various plots by reviewing current forest management plans, topographical maps and taking and reviewing aerial photos and stand analyses, discussing all data with other foresters and supervisors and writing up a forest management plan in prescribed report form; OR I have completed college coursework related to this work behavior.
D. I have NO experience or training related to this work behavior.

* 14. DETAILS Describe your experience as it relates to the level of performance you claimed on this Work Behavior. Please be sure your response addresses the three items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to the level of performance you claimed on this Work Behavior.
3. Your level of responsibility.

* 15. If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours
* 16. **WORK BEHAVIOR 4 – COMMUNICATION**
Communicates orally and in writing with other employees, various governmental groups, civil
groups, school groups, landowners and the general public in order to answer questions, give advice
and disseminate information related to forest management, timber stand improvement, insect and
disease control, proper type, planting and pruning of trees in urban areas, growth and life cycle of
trees, etc.

**Levels of Performance**

Select the "Level of Performance" which best describes your claim.

- A. I have experience communicating orally and in writing with other employees, various
governmental groups, civil groups, school groups, landowners and the general public in order to
answer questions, give advice and disseminate information related to forest management, timber
stand improvement, insect and disease control, proper type, planting and pruning of trees in urban
areas, growth and life cycle of trees, etc.
- B. I have experience communicating orally OR in writing with other employees, various
governmental groups, civil groups, school groups, landowners and the general public in order to
answer questions, give advice and disseminate information related to forest management, timber
stand improvement, insect and disease control, proper type, planting and pruning of trees in urban
areas, growth and life cycle of trees, etc.
- C. I have experience communicating orally and in writing with other employees, various
governmental groups, civil groups, school groups, landowners and the general public in order to
answer questions, give advice and disseminate information on non-forestry topics; OR I have
completed college coursework in such areas as technical writing, public speaking, oral
communication, train-the-trainer, etc.
- D. I have NO experience or training related to this work behavior.

* 17. **DETAILS** Describe your experience as it relates to the level of performance you claimed on this
Work Behavior. Please be sure your response addresses the three items listed below. If you
claimed you have no work experience related to this work behavior, type N/A in the text box below.
1. The name of the employer where you gained this experience. 2. The actual duties you performed
related to the level of performance you claimed on this Work Behavior. 3. Your level of
responsibility.

* 18. If you have selected the level of performance pertaining to college coursework, please provide your
responses to the three items listed below. If you indicated you have no education/training related
to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* Required Question