

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Classification: Forestry Specialist
Working Title: Tax Law Forestry Specialist

POSITION SUMMARY: The Tax Law Forestry Specialist provides field administration, coordination, and enforcement of the forest tax laws and policy development in collaboration with the Tax Law Team Leader. The Tax Law Forestry Specialist is a key internal and external consultant for staff, leadership, inter-divisional teams, and partner groups. This position maintains cutting-edge knowledge and expertise in the forest tax laws and silviculture by staying abreast of current research and maintaining an effective professional network. The customer base for this position includes Division staff with private forestry responsibilities, as well as colleagues throughout the Department and key partner groups, including corresponding external customers (small non-industrial private landowners).

LOCATION, GEOGRAPHIC SCOPE & TRAVEL RESPONSIBILITIES: Frequent travel is required throughout the service area with occasional travel across the team and to Division headquarters with some over-night stays required.

SCOPE OF AUTHORITY: This position works under the general supervision of the South Tax Law Team Leader within the Tax Law Section of the Bureau of Forestry Field Operations. This position implements major work projects with minimal oversight or review, assumes an independent role in working with consultants, other governmental agencies, and DNR staff; and independently makes decisions on complex assignments.

GOALS & ACTIVITIES:

70% A. Administer the Forest Tax Law Programs

- A1. Advise landowners of forest tax law program eligibility and requirements.
- A2. Review and approve applications for entry of lands into forest tax law programs.
- A3. Verify scheduled mandatory practices and update plans as necessary.
- A4. Ensure completion of mandatory practices to maintain compliance.
- A5. Assist with, evaluate and audit cutting notices & reports for approval and compliance with sound forestry principles and Tax Law program requirements.
- A6. Refer transfer and withdrawal requests of Tax Law lands and FCL terminations to Tax Law Administration Specialist while assisting with field duties as needed.
- A7. Assist Tax Law Section upon request to evaluate tax law policy for interpretation or update and communicate policy decisions to customers.
- A8. Maintain accurate information in WisFIRS to include landowner information, mandatory practices, completion of scheduled practices and other.

10% B. Enforce the Tax Law Programs

- B1. Communicate compliance concerns and work with customers towards resolution.
- B2. Coordinate enforcement activities through the compilation of evidence, completion of investigation, and testimony as needed.
- B3. Testify at contested case and public hearings as required.

10% C. Provide Technical Expertise

- C1. Provide silviculture, forest management, and tax law support for all tax law landowners, including sharing of silvicultural knowledge, working with foresters in the field, and reviewing of new scientific data.
- C2. Assist in training certified plan writer's initial certification and annual Tax Law recertification updates and assist with certification compliance.
- C3. Provide training, as needed, of new forest tax law policies and programs.

5% D. Partnerships Related to Forest Tax Law Programs

- D1. Serve on teams, projects, working groups, ad hoc groups, committees, etc. to advance the awareness for program goals and to promote sustainable forestry.

5% E. Performance Management

- E1. Work closely with the third-party auditors to select audit sites, contact landowners, contact field foresters, handle logistical needs, and facilitate that the proper documents are available to the auditors.
- E2. Prepare necessary documentation and forward results and recommendations for Corrective Action Requests to the Division's Sustainable Forest Certification Coordinator.

SPECIAL REQUIREMENTS:

- Meet requirements to operate a state vehicle.
- Ability to travel independently and on a timely basis.

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment:

1. Knowledge and skill in the principles and practices of silviculture (science-based forest management practices) as applied to forest types common in the Great Lake Region or Lake States.
2. Knowledge and skill related to practical field forestry procedures including data collection, tree and site identification, regeneration assessment, forest aesthetics, silvics, pest identification and pest control procedures.
3. Knowledge of soils, their characteristics and potential impacts on forest cover types.
4. Knowledge and skill related to site preparation and reforestation techniques.
5. Knowledge and skill related to forest management practices that enhance wildlife habitat in the Lake States.
6. Knowledge and skill related to preparation of forest management plans.
7. Knowledge and skill related to word processing software to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation and GIS software, and email software necessary to communicate with others.
8. Knowledge and skill related to forestry tax laws.
9. Ability to work collaboratively in a team setting.
10. Oral and written communication skills, including training and presentation skills.
11. Interpersonal skills.

Full Performance:

12. Knowledge of DNR's statewide Forestry Program, including the principles of sustainable forestry and science-based natural resources management; the various Forestry sub-programs; emerging program growth areas; the forest types and forestry practices common to Wisconsin; and the associated policies, regulations, handbooks, and manual codes.

13. Knowledge and skill related to timber sale establishment, administration, and close out.
14. Knowledge and skill related to BMP (Best Management Practices) and their application.
15. Knowledge of forest industry facilities, utilization standards, and management commitments
16. Working knowledge of forestry interests within the state.
17. Within one year of appointment, or as soon as certification course is offered, must become a certified American Tree Farm System Inspector.

A bachelor's degree in forestry is preferred from a school with a SAF accredited curriculum or equivalent as determined by the State Forester.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

- **Sedentary work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force between 50-75% in a year's time.
- **Light work:** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, about 25% in a year's time.
- **Medium Work:** Exerting up to 20-50 pounds of force occasionally and/or up to 25-50 pounds of force frequently, 10% in a year's time.
- **Heavy Work:** Exerting up to 50-100 pounds of force occasionally and/or up to 25-50 pounds of force infrequently.

Physical Activity Requirements: The position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, fingering, sitting, standing, talking, hearing, seeing, clarity of vision at 20 feet or more, clarity of vision at 20 inches or less, and walking on foot.

Physical Surroundings and Hazards: Depending on the time of year, activities occur indoors and outdoors in varying amounts. This means that the employee could be exposed to temperatures below 32 degrees for periods of an hour or more, and temperatures above 100 degrees for periods of more than one hour.

Equipment Used: Primarily a 4x4 truck or vehicle will be operated, often for many miles and hours per day, and occasionally during inclement weather conditions. Additional equipment to be used at times in the performance of the position duties includes cell phone; GPS (Geographic Positioning System) units; radio, chainsaw, shovel; hand winch; clinometer; cruising stick; diameter tape; increment borer; computer (including word processing, spreadsheet, data base, GIS, ArcView, and multimedia presentations software), and hand-held data recorders.

TELEWORK EVALUATION:

Based on an assessment of the goals and work activities, this position may be eligible for telework. Telework approval is based on individual circumstances and is subject to supervisor approval and DNR telework policies. Approval is subject to change without notice based on business needs.