



State of Washington

Prescribed Fire Planner, Environmental Planner 4 (EP4)

SALARY	\$5,900.00 - \$7,932.00 Monthly \$70,800.00 - \$95,184.00 Annually	LOCATION	Thurston County – Olympia, WA
JOB TYPE	Full Time - Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2023-11-7796-14938	DEPARTMENT	Dept. of Natural Resources
OPENING DATE	11/21/2023	CLOSING DATE	12/5/2023 11:59 PM Pacific
SALARY INFORMATION	The high end of the salary range, Step M is typically a longevity step		

Description



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES



Prescribed Fire Planner, Environmental Planner 4 (EP4)

Recruitment #2023-11-7796

Full-time, Permanent, Represented position

Location: Natural Resources Building- Olympia, WA

Location and Partial Telework flexibility may be available and considered

Relocation Compensation may be available and considered

Salary: \$5,900.00 - \$7,932.00 Monthly

Review of applications is ongoing. We reserve the right to make a hiring decision or close this recruitment at any time after 11/28/23. It is in your best interest to submit materials as soon as possible.

Want to join something GREAT and make a difference?

The Prescribed Fire Program is an integral part of the Division that provides expertise and coordination in prescribed fire planning & implementation for forest resilience from an all-lands perspective in close coordination with key partners. The program works to:

- Expand the pace and scale of prescribed burning across all lands in the state of Washington utilizing prescribed fire as a tool to meet not only the immense initial treatment need but also to maintain forest health treatments over time
- Conduct burns regularly across jurisdictional and ownership boundaries.
- Expand prescribed burn leadership beyond National Wildfire Coordination Group (NWCG) qualifications and create alternative training and certification pathways.
- Empower local communities to manage their surrounding landscapes by supporting and providing comprehensible plans, state guidelines, training, and resources.
- Increase fuels and fire effects monitoring to determine treatment effectiveness and to drive science-based landscape management decisions.

Duties

Responsibilities:

The Prescribed Fire Planner serves as a senior-level planner responsible for working with DNR staff, federal, state, local, and tribal partners, forest collaboratives, and external stakeholders to plan and implement coordinated prescribed fire treatments across all land ownerships to fulfill the 2020 Forest Action Plan, 20-Year Forest Health Strategic Plan: Eastern Washington, and the Forest Health Assessment and Treatment Framework. The position's responsibilities include:

- Coordinate with agency staff (Strategic Science and Planning Program, State Uplands, Wildland Fire Management, etc.) and external partners to prioritize individual projects and community-prescribed fire projects for state investment of resources.
- Develop and manage statewide cross-boundary prescribed fire project tracking system, and its integration with other agency reporting requirements and tracking tools including Forest Health Tracker.
- Track emergent funding opportunities and develop funding proposals, both independently and leading coordination amongst external stakeholders, to further landscape-scale application of prescribed fire including state, federal, and private funding sources.
- Develop, manage, and monitor contracts and agreements to invest resources and facilitate the implementation of DNR forest resilience strategic plans in coordination with DNR.
- Procurement, Contracts, and Business staff including determining appropriate procurement methods, developing initial scopes of work, and budgets, developing requests for proposals, tracking expenditures and reviewing invoices for payment, ensuring terms of contracts and intended deliverables are being met, and conducting compliance monitoring for contract closure.
- Participate in wildland fires (prescribed and wild) in operational or planning roles.
- Utilize landscape evaluations and other analyses to understand forest health treatment needs, review proposed projects in priority landscapes, and provide recommendations on necessary actions and investments to move priority landscapes into a resilient condition in coordination with the US Forest Service, tribes, forest collaboratives, DNR programs working on forest resiliency, and other partners.
- Coordinate with internal DNR staff and external partners to develop and implement landscape-scale work plans that address identified prescribed fire treatment needs for priority landscapes. Advise Science and Planning Program, Federal Lands Program, and external partners on the utilization of prescribed fire within larger integrated restoration projects.
- Lead and train others on technical components of prescribed fire project planning to incorporate science-based decision-making; including burn plan development, fuels monitoring, and RAWs installation.
- Serves as agency representative on steering committees and planning groups as needed.
- Consults with agency staff and external stakeholders on a regular basis on related policy.
- Reviews, writes and provides input into agency and state policies and procedures related to prescribed fire.
- Coordinates with communications staff to provide consistency in public messaging and interacts with other Divisions and Programs to communicate project information to and from the Prescribed Fire Program.

- Produce and review content for legislative and internal reporting
- Coordinates monitoring data collection, analysis, and reporting as appropriate.
- Provides input to the Science and Planning Program for priority monitoring sites.
- Assist in training and/or development of fire effects monitoring data collection and tools to integrate appropriate methodologies for measuring and categorizing fuel metrics.
- Assist with and provide input on related research projects and initiatives.
- Attend relevant meetings and professional conferences to represent DNR and share research or reporting results.

Qualifications

Required Qualifications:

- A Bachelor's degree with a major study in natural resources (e.g. natural resource planning, forestry, landscape ecology, fire science, fire ecology), or a closely related field; AND Five years' experience in natural resources including prescribed fire planning and application.
OR equivalent combination of education and/or experience.
- Familiarity with Washington's Smoke Management Plan, burn permitting system, and fire regulation standards.
- Excellent oral and written communication skills, including teaching or public presentation experience.
- Knowledge of forest and fire ecology in the PNW or similar ecosystems and successful management strategies to address those issues.
- Experience participating in and leading multi-stakeholder natural resource groups.
- National Wildfire Coordinating Group (NWCG) qualified Firing Boss (FIRB) and/or single resource boss.
- Experience with Geographic Information Systems (GIS), including ArcMap, Survey123, Collector, and other mapping tools to document work and convey information to non-technical audiences.
- Experience with Prescribed fire.
- Demonstrated commitment to fostering and supporting an environment that honors diversity, equity, inclusion, and environmental justice practices.
- Perform assigned duties in a manner consistent with applicable laws, regulations, and public records retention and requests are followed.
- Ability to work effectively in a team setting with internal and external stakeholders.
- Excellent organizational and project management skills and the ability to develop or use systems for tracking the implementation and accomplishments of several complex projects.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication

- Inspire Others
- Commitment to Excellence

Special Requirements and Conditions of Employment:

- Positions assigned duty station is in an office setting. Approximately 70 percent of the work is expected to be performed indoors in office environments. Fieldwork, project site visits, and outdoor training will be required.
- Requires travel to communities and projects throughout Washington to interact with Region staff, landowners, and stakeholders as well as directly participate in project implementation and necessary trainings. Travel is expected year-round at least once a month.
- A valid unrestricted driver's license and have two years of driving experience. This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.

Desired Qualifications:

- A Master's degree with a major study in natural resources (e.g. natural resource planning, forestry, landscape ecology, fire science, wildlife biology), public policy and administration with an environmental emphasis, geography, or a closely related field and three years of professional work experience in natural resources planning, forest ecology, silviculture, fire science, landscape ecology, forest management, wildlife management, public policy and administration, geography, or a closely related field relying on the required position knowledge, skills, abilities and behaviors.
- Two years of experience in successfully administering contracts, interagency agreements, grants, or other partnership agreements.

Supplemental Information

Application Requirements:

- To be considered you must apply online at www.careers.wa.gov (Click on the APPLY button above).
- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired, and special requirements.
- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include it with your resume.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- Complete all supplemental questions.

- Candidates who move forward in the recruitment process may be contacted via email at info@governmentjobs.com with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

Questions? Please contact Jeff Dimke at Jeffrey.dimke@dnr.wa.gov/564-669-0946 or e-mail us at DNRrecruiting@dnr.wa.gov

About the Department of Natural Resources (DNR).

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

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 —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of which include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit www.uscis.gov.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your social security number prior to attaching it. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email DNRrecruiting@dnr.wa.gov. Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855) 524-5627 or email CareersHelp@des.wa.gov.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Benefits

More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

Read about our benefits:

The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.

Note: *If the position offers benefits which differ from the following, the job posting should include the specific benefits.*

Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

Retirement and Deferred Compensation

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems' web site](#).

Employees also have the ability to participate in the [Deferred Compensation Program](#) (DCP). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

Social Security

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

Holidays

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

Note: Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

Sick Leave

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

Vacation (Annual Leave)

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

Note: Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

Military Leave

Washington State supports members of the armed forces with 21 days paid military leave per year.

Bereavement Leave

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Additional Leave

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 12-31-2022

Agency

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Phone

[View Posting for Agency Contact](#)

Website

<http://www.careers.wa.gov>

Prescribed Fire Planner, Environmental Planner 4 (EP4) Supplemental Questionnaire

***QUESTION 1**

Please describe what interests you about the Department of Natural Resources.

***QUESTION 2**

Please describe what a work environment based on diversity, equity, inclusivity and belonging means to you.

***QUESTION 3**

Please describe your experience with and any wildland fire qualifications you may have.

***QUESTION 4**

Do you have a Bachelor's degree with a major study in natural resources (e.g. natural resource planning, forestry, landscape ecology, fire science, fire ecology), or a closely related field; AND Five years' experience in natural resources including prescribed fire planning and application? OR equivalent combination of education and/or experience?

Yes

No

***QUESTION 5**

Do you have experience participating in and leading multi stakeholder natural resource groups?

Yes

No

***QUESTION 6**

Are you National Wildfire Coordinating Group (NWCG) qualified Firing Boss (FIRB) and/or single resource boss?

Yes

No

***QUESTION 7**

Do you have experience with Geographic Information Systems (GIS), including ArcMap, Survey123, and Collector, and other mapping tools to document work and convey information to non-technical audiences?

Yes

No

***QUESTION 8**

Do you have experience with Prescribed fire?

Yes

No

***QUESTION 9**

Do you have a valid unrestricted driver's license and at least two years of driving experience?

Yes

No

***QUESTION 10**

Where did you originally hear about this job posting?

www.dnr.wa.gov

www.careers.wa.gov

WA WorkSource office or WorkSourceWA.com

Governmentjobs.com

Monster

Indeed

LinkedIn

Twitter

College/university website/career fair

Handshake

Newspaper

Direct Email Notification

Statewide Employee Business Resource Groups (BRG)

- Professional/Personal Network
- Job Board
- Job Fair
- Zip Recruiter
- Diversity Jobs
- Facebook
- Other (please specify below)

QUESTION 11

If you answered "other" to the previous question, please specify where you originally learned of this employment opportunity in the space below.

* Required Question