



State of Washington  
**Seed Orchard Development Manager, Natural Resource  
 Specialist 3 (NRS3)**

<b>SALARY</b>	\$4,723.00 - \$6,349.00 Monthly \$56,676.00 - \$76,188.00 Annually	<b>LOCATION</b>	Thurston County – Olympia, WA
<b>JOB TYPE</b>	Full Time - Permanent	<b>JOB NUMBER</b>	2023-11-5421-14962
<b>DEPARTMENT</b>	Dept. of Natural Resources	<b>DIVISION</b>	Forest Resources
<b>OPENING DATE</b>	11/21/2023	<b>CLOSING DATE</b>	12/3/2023 11:59 PM Pacific
<b>SALARY INFORMATION</b>	The high end of the salary range, Step M is typically a longevity step		

Description



WASHINGTON STATE DEPARTMENT OF  
**NATURAL RESOURCES**



## **Seed Orchard Development Manager, Natural Resource Specialist 3 (NRS3)**

**Recruitment #2023-11-5421**

**Full-time, Permanent, Represented position**

**Location: Meridian Seed Orchard - Olympia, WA**

**Relocation Compensation may be available and considered**

**Salary: \$4,723.00 - \$6,349.00 Monthly**

Review of applications is ongoing. We reserve the right to make a hiring decision or close this recruitment at any time after 11/28/2023. It is in your best interest to submit materials as soon as possible.

### **Want to support reforestation in Washington?**

The Washington Department of Natural Resources (DNR) is looking for a **Seed Orchard Development Manager**. Seed orchards are blocks of trees, similar to fruit orchards, that are managed to produce seed that is sent to our nursery to grow tree seedlings. This position leads the team that is responsible for new orchard development, orchard restoration, and improving orchard management practices. In this role, you will learn horticultural skills and tree biology as well as get practical experience with agricultural equipment like tractors and irrigation systems. While our main facility is in the Olympia area, we also manage sites around the state, so you'll get to travel and see different forest types.

## **Duties**

### **Responsibilities:**

- Set workgroup priorities and schedule projects
- Lay out and establish new orchard sites
- Restore older orchard sites, including inventory and thinning
- Develop an orchard monitoring program
- Evaluate orchard cultural practices to find improved techniques

## Qualifications

### Required Qualifications:

- Bachelor's degree in forestry, horticulture, or closely related field, AND one year of professional experience; OR, an equivalent combination of education and/or experience.
- Working knowledge of forest stand establishment practices, including site preparation, planting, and vegetation management.
- Working knowledge of tree maintenance and horticultural care.
- Experience navigating in unfamiliar remote areas using maps, photos, GPS, or other navigational aids.
- Demonstrated commitment to fostering and supporting an environment that honors diversity, equity, inclusion, and environmental justice practices.
- **Ability to perform assigned duties in a manner consistent with applicable laws, regulations, and public records retention and requests are followed.**
- Experience using computers and common software applications, such as MS Word and Excel, and ideally MS Access.
- DNR Core Competencies:
  - Personal Accountability
  - Value Others
  - Compassionate Communication
  - Inspire Others
  - Commitment to Excellence

### Special Requirements and Conditions of Employment:

- This is primarily a field position that requires extensive work, sometimes on difficult terrain under adverse weather conditions. Office work is required and may range from 10% to 40%, depending upon the season and project workload.
- Worksites are located throughout the state, so overnight travel is often required during periods of fieldwork in eastern Washington, which mostly occurs late spring through fall.
- 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.
- This position is required to obtain a Washington State Pesticide Applicator's license within one year of employment.
- This position is required to live within a 30-minute driving distance of Meridian Seed Orchard to perform frost-protection duties in an effective manner.

### Desired Qualifications:

- Experience working with seed orchards & seed collections.
- Familiarity with basic principles of forest genetics.

## Supplemental Information

### Application Requirements:

- To be considered you must apply online at [www.careers.wa.gov](http://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](mailto: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 DeBell at (360) 789-1830 / [jeff.debell@dnr.wa.gov](mailto:jeff.debell@dnr.wa.gov) or e-mail us at [DNRrecruiting@dnr.wa.gov](mailto: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](http://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](mailto: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](mailto: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>

**Seed Orchard Development Manager, Natural Resource Specialist 3 (NRS3) 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**

Do you have a Bachelor's degree in forestry, horticulture or closely related field, AND one year of professional experience; OR, an equivalent combination of education and/or experience?

- Yes
- No

**\*QUESTION 4**

Do you have working knowledge of forest stand establishment practices, including site preparation, planting and vegetation management?

- Yes
- No

**\*QUESTION 5**

Do you have a working knowledge of tree maintenance and horticultural care?

- Yes  
 No

**\*QUESTION 6**

Do you have experience navigating in unfamiliar remote areas using maps, photos, GPS, or other navigational aids?

- Yes  
 No

**\*QUESTION 7**

Do you have experience using computers and common software applications, such as MS Word and Excel, and ideally MS Access?

- Yes  
 No

**\*QUESTION 8**

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

- Yes  
 No

**\*QUESTION 9**

Where did you originally hear about this job posting?

- [www.dnr.wa.gov](http://www.dnr.wa.gov)  
 [www.careers.wa.gov](http://www.careers.wa.gov)  
 WA WorkSource office or WorkSourceWA.com  
 [Governmentjobs.com](http://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 10

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

\* Required Question