

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Classification: Forester - Advanced

Working Title: Tax Law Compliance Specialist

Location: Madison or Rhinelander

POSITION SUMMARY: The Tax Law Compliance Specialist is responsible for developing, maintaining, monitoring, and enforcing policies and standard operating procedures to ensure compliance with statutes, administrative codes and handbook requirements affecting the implementation and administration of Wisconsin's Forest Tax Laws. This position provides critical support and consultation to tax law section staff, partners, landowners, and certified group members to collaboratively resolve tax law compliance and forest certification conformance issues in a timely and effective manner. As an expert in forest tax laws and forest certification requirements, this position maintains and advises a diverse professional network of internal and external leadership, department staff and inter-divisional teams.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS: The preferred location is in Madison (GEF2) or Rhinelander Forestry Headquarters however, all DNR facilities within the state will be considered. The position will have statewide jurisdiction and authority. Periodic travel is required throughout the state.

SCOPE OF AUTHORITY: This position works under the general supervision of the Tax Law Section Chief within the Forestry Field Operations Bureau and has regular interface with the Tax Law Policy Specialist, Tax Law Operations Specialist, Tax Law Administration Coordinator, WisFIRS Private Land Data Professional, and Forest Certification Coordinator.

GOALS & ACTIVITIES:

35% A. Lead Administration of Forest Tax Law Compliance Program

- A1. Implement, monitor, and develop Forest Tax Law enforcement policies and procedures to ensure consistent compliance with statutes administrative rules and handbook requirements.
- A3. Review and consult tax law staff to determine enforceability of violations and appropriate enforcement response to gain compliance.
- A3. Initiate final enforcement actions and penalties in accordance to statutes, administrative codes, and handbooks by preparing, drafting, and issuing voluntary, involuntary, and correction orders in collaboration with Department Legal Counsel for final approval by Tax Law Section Chief.
- A4. Consult DNR tax law section staff on tax law compliance issues including case preparation and assistance. This includes cases of timber theft, cutting notice violations, backlog mandatory practices, and eligibility requirements.
- A5. Collaborate with the Forest Fire Enforcement Specialist to ensure consistent enforcement implementation and outcomes.
- A6. Coordinate activities associated with managing large and complex tax law cases that involve multiple counties including assisting with enforcement on industrial tax law clients.
- A7. Serve as lead enforcement agent on large and complex tax law cases statewide and testify as an expert witness.
- A8. Assist to develop and implement processing procedures for difficult entries, transfers, withdrawals, and other issues by working closely with other tax law program specialists.
- A9. Assist to regularly update the Forest Tax Law Handbook and DNR forms.
- A10. Assist with NR 46 Administrative Rule updates including the public hearings and the Natural Resource Board presentation as necessary.

A11. Assist to answer questions interpreting tax law operational policies, procedures and regulations for tax law staff, Department of Revenue officials, town assessors, legislators and their assistants, private attorneys, and the public in all phases of tax law administration and accountability. Consult with the Forest Tax Law Policy Analyst as necessary.

35% B. Serve as Group Manager for the MFL Certified Group

- B1. Ensure group and group member conformance to ATFS and FSC standards.
- B2. Lead forest certification monitoring program to include conducting internal audits and assisting DNR Forest Certification Coordinator with annual external audits.
- B3. Consult with DNR tax law section staff on forest certification conformance issues including case preparation and assistance in developing voluntary compliance agreements.
- B4. Recommend decertification as applicable.

10% C. Provide Public Awareness Services

- C1. Collaborate with other tax law program specialists in the development of web-based information targeted to landowners, local officials, and partners, addressing forest land management, enforcement issues, and forest tax law changes and regulations that impact them. Ensure accuracy and continuity in all outreach efforts.
- C2. Author articles for newsletters, magazines, and other relevant media to raise awareness, minimize violations and improve enforcement.

10% D. Develop Training and Continued Education Opportunities

- D1. Develop and deliver tax law enforcement and forest certification related training and other learning forums for Tax Law Section Staffs, DNR private lands foresters, cooperating foresters and certified plan writers using techniques that are effective and produce lasting results, especially where there are chronic sources of misunderstandings and/or misinformation. Venues may include regional in-services, annual law enforcement recertification training, statewide, etc.

10% E. Team Memberships & Liaison work with Internal & External Partnerships

- E1. Represent the Section, Bureau, Division, and Department on teams and special projects that are studying and evaluating operational policies of the forest tax laws and/or enforcement related issues.
- E2. Serve as the Tax Law representative and active member of the Forestry Law Enforcement Specialist Team (FLEST).
- E2. Work with external partnerships such as WWOA, FISTA, forest industries, etc. to gain understanding and support for forestry and Division objectives.

SPECIAL REQUIREMENTS:

This position will be required to obtain and maintain Deputy Forest Ranger credentials to reflect its civil forest tax law enforcement responsibilities. Deputy Forest Rangers are not sworn officers of the state but are credentialed to deal with civil enforcement situations.

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment:

- 1. Knowledge and skill in applied and field forestry as typically gained through a degree or professional work experience.
- 2. Knowledge of forest management principles and procedures including silviculture, forest ecology, forest economics, inventory and analysis techniques, and remote sensing common to the Great Lakes Region.

3. Skill in the development, implementation, monitoring, and evaluation of operational procedures.
4. Ability and experience to produce finished documents using word processing software and spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation, and email software necessary to communicate with others. Programs used may include MS Word, MS Excel, ArcView, GIS, and PowerPoint.
5. Experience in public awareness and outreach (i.e., technical transfer).
6. Oral and written communication skills.
7. Ability to develop, maintain and strengthen partnerships.
8. Customer service skills.
9. Ability to administer or enforce regulations.
10. Ability to work as part of a team.
11. Experience monitoring conformance to forest certification or similar standards, including detecting opportunities for improvement and implementing corrective action.

Full Performance:

12. Knowledge and skill in the principles of quality assurance.
13. Knowledge of Department forestry policies and programs, including the forest tax laws, and other relevant statutes, rules, handbooks, and policies.
14. Database software and field applications.
15. Knowledge of Great Lakes States silvicultural prescriptions, harvesting methods and systems.
16. Knowledge of forest industry facilities, utilization standards, management commitments, and administrative and field staff.
17. Knowledge of MFL Certified Group requirements including all applicable standards, and ability to detect non-conformities and implement corrective action, including external audits.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

- **Physical Activity Requirements:** Physical requirements include talking in front of groups, sitting for long periods of time, and lifting and carrying 5 to 30 lb.
- **Environmental Factors:** Environmental factors include working indoors in an office setting and independently traveling to offices around the state.

EQUIPMENT USED: Computer, fax machine, printing equipment, calculator, copier, telephone, cell phone, vehicles.

TELEWORK EVALUATION: Based on an assessment of the goals and work activities, this position may be eligible for up to 60% telework. This assessment does not convey approval to telework or the exact percentage of telework. Telework approval is based on individual circumstances and is subject to supervisor approval, department telework policies, and is subject to change without notice based on business needs.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.