

## Washington General Service (WGS) Position Description

For assistance completing this form, contact your Human Resource Office or see the [WGS Position Description Guide](#) and [WGS Sample Position Description](#).

Position Information		
Action: Update    Date: 12/8/2023 Proposed Class Title:	HR Approved Class Title:	Effective Date:
Current Class Title: Administrative Intern 2	HR Approved Overtime Eligible: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Seasonal/Cyclic: Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Position Number/Object Abbreviation: 71076245	Salary Range: 38
Position Included in a Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If <b>yes</b> , indicate union:	Assignment Pay: Dual Language <input type="checkbox"/> Other <input type="checkbox"/>	
Incumbent's Name (If filled position):	Address Where Position Is Located: 1130 University Way Ellensburg WA 98926	
Agency/Division/Unit: WDFW/Lands/Forest Management	Supervisor's Name and Title: Leland Lauffer, Natural Resource Specialist 3	
Supervisor's Position Number: 71085376	Supervisor's Phone: 360-584-8180	
Position Objective		
Briefly explain the purpose of the position and how it supports the organization's mission ( <b>attach an organizational chart</b> ).		
<p>The intern will be responsible for laying out thinning projects (both commercial and pre-commercial) on forested portions of WDFW Wildlife Areas throughout Central Washington. Interns may also collect post-treatment data. Work performed by interns will facilitate thinning projects that are managed by agency foresters to improve forest health, restore wildlife habitat, and reduce wildfire risk consistent with the agency mission of preserving, protecting, and perpetuating the state's fish, wildlife, and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.</p> <p>The incumbent will be expected to perform technical forestry assignments statewide. Intern will be expected to locate and traverse timber sale boundaries, cruises timber on sale areas, locates access roads, appraises timber sales. Marks timber sale boundaries, surveys previously located access roads, collects, compiles and computes data for timber sales appraisals, and observes and assists in timber sale compliance.</p>		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the <b>action</b> performed; to <b>whom or what</b> ; using what <b>tools, equipment, methods, and/or processes</b> ; and the <b>final product or outcome</b> .		
For more guidance, see the <a href="#">Essential Functions Guide</a> and <a href="#">Examples of Work Statements</a> .		
% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.	
85%	<p><b>Duty:</b> Project Layout</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• <u>Delineating and traversing unit boundaries in the field using a tablet or GPS device for navigation.</u></li> <li>• <u>Marking leave trees on commercial restoration thinning units using a thinning prescription provided by the project forester.</u></li> <li>• <u>Delineating and traversing Riparian Management Zone (RMZ) and Channel Migration Zone</u></li> </ul>	

	<p><u>(CMZ) buffers as per Forest Practice Guidelines and direction of the project forester.</u></p> <ul style="list-style-type: none"> <li>• <u>Downloading traverse data (shape files) of unit boundaries and buffers as directed by the forester.</u></li> </ul>
10%	<p><b>Duty:</b> Timber Cruising/Inventory</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• <u>Variable plot cruising of harvest volume in commercial restoration thinning units.</u></li> <li>• <u>Variable pot cruising of leave trees to determine species mix and stocking levels of residual stand to see if we achieved prescription objectives of thinning prescription.</u></li> <li>• <u>Fixed radius plots of viable non-merchantable trees (&lt;6" dbh and greater than or equal to 4' tall) to determine species mix and stocking levels of understory trees.</u></li> </ul>
5%	<p><b>Duty:</b> Other Duties as assigned</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>• <u>Attend meetings with professionals inside and outside the agency.</u></li> <li>• <u>Updating and creating data within ArcGIS using ArcPro.</u></li> <li>• <u>Assisting in archeological surveys</u></li> <li>• <u>Assisting in wildlife surveys</u></li> <li>• <u>Assisting in tree planting compliance</u></li> </ul>

**Lead Work/Supervisory Responsibilities**

Lead Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> Assigns Work	<input type="checkbox"/> Instructs Work	<input type="checkbox"/> Checks Others' Work
Supervisory Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> Plans work	<input type="checkbox"/> Evaluates Performance	<input type="checkbox"/> *Takes Corrective Action
If <b>yes</b> , list each direct report below.	<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates	

(\*Has the authority to effectively recommend these actions.)

Class Title of Direct Report(s)	No. of Positions	Work Schedule

Add information that clarifies this position's lead or supervisory responsibilities:

**Working Relationships**

Level of Supervision received (check one): For more guidance see: [Glossary of Classification Terms.](#)

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:

The interm will work under the direction of a project lead forester.

**Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery**

For more information see: [COOP and Critical Positions.](#)

Is this position critical based on agency COOP? Yes  No

If **yes**, describe how the position supports the agency COOP Critical Functions:

**Working Conditions**

Work Setting, including hazards:	Forests on WDFW lands primarily within 60 miles of Ellensburg, Washington. Field hazards include slipping and falling on uneven ground and steep slopes, high temperatures, biting/stinging insects and rattlesnakes. Travel includes hazards associated with primitive, unmarked roads.
Schedule (i.e., hours and days):	Monday - Thursday 7:00AM - 5:30PM
Travel Requirements:	Typically day trips to forests within 50 miles of Ellensburg. Occasional overnight trips to forests throughout other parts of Eastern Washington may occur but are unlikely.
Tools and Equipment:	Field: Tablet /GPS device, relaskop, range finder, increment borer, diameter tape, clinometer, field vest, boots. Office: Computer.
Customer Interactions:	Minimal incidental interaction with the public is anticipated.
Other:	Per Governor Inslee's Directive 22-13.1, state employees must be fully vaccinated at the time of employment.

**Qualifications**

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

**Required Qualifications:**

- Must be a college student working towards a bachelor's or associate's degree in forest management or a closely related field.
- Must be able to walk long distances and navigate rugged terrain under variable weather conditions.
- Ability to lift and carry 40 pounds.
- Must have the ability follow instructions and work independently.
- Competent user of GPS navigation devices, tablets and laptop computer.
- A valid driver's license is required.

**Preferred/Desired Qualifications:**

- Completed two years of forestry program course work.
- Completed a course in forest mensuration (measurements).
- Experience with timber sale layout.
- Familiarity with forest road engineering requirements and logging systems.
- Familiarity with ecology of eastern Washington dry forests.
- Familiarity with Forest Practices rules.

**Special Requirements/Conditions of Employment**

List special requirements or conditions of employment beyond the qualifications above.

**In-Training Plan, If Applicable**

**Acknowledgement of Position Description**

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date: 12/8/23	Supervisor's Signature (required): <i>Leland Lauffer</i>	
Date:	Appointing Authority's Name and Title:	Signature (required):

**As the incumbent in this position, I have received a copy of this position description.**

Date:	Employee's Signature:
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**Position details and related action have been taken by Human Resources as reflected below.**

For Human Resource/Payroll Office Use Only						
Approved Class Title:		Class Code:		Salary Range:		Effective Date:
Pay Scale Type:		Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Type (Employee Group):		EEO Category:
Employee Sub-Group:		Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>		Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>		Workers Comp. Code:
County Code:		Business Area:		Personnel Area (FEIN):		
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>				Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>		
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>				Unique Facility Identifier (UFI) For more information see: <a href="#">UFI Search Feature</a>		
Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:		HR Designee's Name:		HR Designee's Title:		HR Designee's Signature:
Date:		Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature: