

**DEPARTMENT OF NATURAL RESOURCES  
POSITION DESCRIPTION**

**Working Title:** Rural and Urban Forest Inventory Analyst  
**Classification:** Forester - Advanced

**Position Summary:**

The Forestry Division Rural and Urban Forest Inventory Analyst leads program management and training for the statewide forest inventory and analysis program for the Division of Forestry. This position is the technical expert and thought leader for the Division in forest data collection and analysis, setting the pace for the Division through leadership, innovation, adaptation, best practices, and transfer of knowledge. The Rural and Urban Forest Inventory Analyst is a key internal and external consultant for staff, leadership, inter-divisional teams, partner groups, and forest products customers. This position maintains cutting-edge knowledge and expertise by staying abreast of current research and maintaining an effective professional network. The customer base for this position is Division staff, including three central office bureaus and four districts, as well as colleagues throughout the Department, and key partner groups and businesses, including corresponding programs in the US Forest Service, and other state agencies.

**Location, Geographic Scope and Travel Requirements:**

This position is located in Madison with responsibilities statewide. Occasional travel within the state is required.

**Scope of Authority:**

This position works under the general supervision of the Forest Products Services Team Leader, within the Staff and Partner Services Section and the Bureau of Forestry Business Services. This position is responsible for administering contracts totaling over \$700,000 annually and directing the work of limited term employees.

**Responsibilities and Accountabilities:**

**40% Goal A. Program Coordination**

A.1 Direct the collection, analysis, and reporting of statewide rural and urban forest inventory data. Co-direct, with the State Forest Specialist, the collection, analysis, and reporting of State Forests Continuous Forest Inventory (WisCFI) data. With the Urban Forestry program, establish a continuous urban forest inventory program and the collection and reporting of statewide urban forest inventory data.

A.2 Assist specialists in determining the parameters of a forest resource inventory (e.g. management unit, ecological unit, or political unit, scale, species, age, site productivity, etc.) and advise on monitoring methodologies.

A.3 Direct the quality assurance and quality control (QA/QC) for preliminary rural and urban forest inventory data, from the Department or partners, and assist in its preparation for public release.

A.4 Advise on the appropriate use of inventory data, limitations with the data, and data collection methods.

A.5 Coordinate and manage contracts for forest inventory data collection and provide technical guidance to data collectors.

A.6 Provide information and analyses to requesting Department employees and other agencies, businesses and public. Provide expert consultation for the design and formulation of special studies.

A.7 Perform literature reviews and consult with other experts on rural and urban forest resource inventory, sampling methods, mensuration, growth and yield evaluation. Continually evaluate new tools and techniques for inventory and assessment.

## **20% Goal B. Policy Development**

B.1 Develop and recommend policy and budget initiatives for complex statistical data collection and analysis design to support division of forestry decision making about sustainable rural and urban forest ecosystem management.

B.2 Provide information, analyses, and reports of Division data, rural and urban forest inventory data, and forest resource information to requesting Department employees and other agencies and public. Provide information for Division leadership including trends and issues analysis to support rural and urban forest management and fire management decision making, strategic planning, and policy development on state, county and private lands.

B.3 Develop issue briefs, expert testimony, budget initiatives, Legislative inquiries and letters for the Secretary.

## **5% Goal C. Provide Technical Expertise in Collaborative Development of Training**

C.1 Identify audiences needing training in data collection and analysis and determine what information and skills staff need to learn to perform their job responsibilities.

C.2 Provide support and training for staff and partners in data collection applications such as timber cruising. Provide instruction and follow-up support to students.

C.3 Collaborate with learning/training professionals to develop training sessions and design and implement methods to determine if students have successfully learned necessary information/skills.

## **20% Goal D. Management of Human and Fiscal Resources**

D.1 Manage contracts totaling over \$700,000 annually, including requests for proposals, bidding, and auditing performance for rural and urban forest inventory.

D.2 Develop Memoranda of Understanding and contracts with USDA-FS and other partners to complete rural and urban forest inventory in compliance with agency standards.

D.3 Hire, train and provide work direction to Limited Term Employees. Participate in performance review of assigned staff.

D.4 Develop proposals for additional human and fiscal resources as needed.

## **10% Goal E. Management of Internal and External Partnerships**

E.1 Represent the Division of Forestry on department wide and division teams regarding rural and urban forest inventory work.

E.2 Serve as the department liaison to the USDA-FS Forest Inventory and Analysis (FIA) program. Represent the department on the Northern Region FIA Working Group.

## **5% Goal F. Performance Management**

F.1 Recommend to leadership how to measure success of forest inventory programs.

F.2 Direct the collection and analysis of data to measure success of forest inventory programs.

F.3 Report results of performance measurement to leadership and to affected staff and partners.

F.4 Recommend adaptations to improve performance as needed.

## **Interpersonal 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 outreach 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**

- 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.

### **Additional Competencies Needed for this Position:**

#### **Effective Problem Solver**

- Employs analytical abilities, pragmatism, and other tools to resolve complex problems in a variety of situations.
- Demonstrates accuracy in the consistent delivery of technically proficient work.
- Demonstrates sound professional judgment in analyses and decisions. Shows enthusiasm for technical and intellectually complex tasks and solving problems.

#### **Big Picture Thinker**

- Understands internal and external forces, events, partnerships and customer needs that are affecting or are being affected by the situation at hand.
- Understands the abstract and thinks in terms of whole systems and complex interrelationships.
- Synthesizes large, disparate bodies of information.

#### **Process Improvement & Continuous Learning**

- Designs, implements, and/or connects critical work processes and ensures that new ideas are integrated with established procedures and processes.
- Successfully implements improvements by connecting processes and involving appropriate staff.
- Achieves partner/customer benefit to increase the long term value of the organization by maintaining high levels of individual and organizational performance.
- Consistently applies learning new ideas and techniques.

### **Knowledges:**

Upon Appointment:

- Knowledge of a variety of data collection and inventory tools, methods, protocols, and technologies including relevant hardware and software used in the collection and assessment of data.

- Knowledge of statistical analysis of forest resource data.
- Knowledge of forest resource characteristics and the ecological, social and economic services rural and urban forests provide.
- Familiarity with geographical information systems (GIS) and the related tools and supporting software.
- Familiarity with business pattern data and census data.
- Familiarity with the use of input output models for estimating economic impacts of program and industry benefits to the states economy.

Full Performance:

- Working knowledge of forest industry and wood products produced in Wisconsin.
- Working knowledge of Wisconsin's forest-based economy and its relationship to the economy as a whole.
- Working knowledge of the principles and practices of sustainable forest management and forest protection
- Expert in rural and urban inventory tools, methods, protocols, and technologies.
- Understanding of ecological, social, and economic services provided by urban forest canopy.
- Policies and programs applicable to Division programs, including statutes, rules, handbooks, policies and budget administration process.
- Working knowledge of all Department programs.
- Knowledge of business pattern data and census data.
- Working knowledge of input output analysis.

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

**Equipment Used:** Computers, projectors, forest inventory tools, virtual meeting hardware, fax machine, calculator, copy machine, and telephone.