

**STATE OF HAWAII  
POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Class Title:	Forester VI
Position No.:	47599
Department:	Land and Natural Resources
Division:	Forestry and Wildlife Administration
Branch:	Na Ala Hele Program
Section:	Outdoor Recreation
Geographic Location:	Admin, Honolulu

**II. INTRODUCTION**

The Division of Forestry and Wildlife (DOFAW) is responsible for a diverse range of resource management objectives, including but not limited to: watershed management, native ecosystem management, endangered species protection, multiple-use recreation management along both recreational and historic trails and access roads, forest product development on both public and private land, invasive species control, and wildland fire suppression. In addition, various programs establish cooperative natural resource management projects and access agreements for implementation on other public and privately owned lands through natural area and watershed partnerships, forest stewardship programs, trail and access management partnerships, urban forestry projects and other agreements.

DOFAW's physical infrastructure includes an administrative unit in Honolulu, Branch management offices on six islands, a central tree nursery and numerous field management structures. DOFAW has a decentralized organization structure with Forestry and Wildlife Managers supervising line operations in each County. The Division's overlapping natural and cultural resource management responsibilities demand that professionals from different disciplines work as a coordinated team to achieve program objectives and balance. DOFAW Administration is comprised of 6 program areas;

1. Watershed Protection and Management;
2. Native Resources Protection and Management;
3. Outdoor Recreation Management (Na Ala Hele and Game Management Section);
4. Forest Products Development;
5. Wildlife Management and;
6. Planning and Information Services.

The Forester VI manages the Outdoor Recreation Section (ORS) through the Na Ala Hele (NAH) Trails and Access Program. The objectives of this program

include: (1) Provide managed opportunities and facilities for the public to engage in multiple-use outdoor recreation activities (hiking, biking, equestrian riding, off-highway vehicle use, hunting, and camping) and to providing access for multiple DOFAW resource management activities; (2) Inventory, protect and restore specific historic trails and non-vehicular old government roads for public use where it is culturally appropriate; (3) Coordinate with the Wildlife Management Program Specialist (position #15015) and the Game Wildlife Biologist V (position #27072) in maintaining and enhancing a public hunting program to provide a source of food and outdoor recreation for the public and as a means to control introduced game animals in watershed areas; (4) Manage and monitor use and subsequent billing and compliance of authorized commercial trail tour operators statewide, concurrent with oversight of the Na Ala Hele Internet site and automated commercial reservation system; (5) Develop and manage a process for statewide warning signs for unimproved public lands in collaboration with State Parks; (6) Develop and manage the LNR 804 Program (in conjunction with the Wildlife Management Program Section) of the State Budget.

As one of the key DOFAW Administration Program Managers, the position provides broad program management direction, including the development of operating policies and standards of performance for the Outdoor Recreation Section (ORS) and NAH.

Specific ORS, NAH Program activities include: (1) Recreational, commercial and historic trails and access development and management, (2) Monitoring and responding to land use matters relating to trails and public access, (3) Responding to Branch issues associated with multiple trail use issues relating to both public and commercial use, (4) Assisting Branches with environmental risk assessment, management, signage development and policy related to public recreational safety; (5) Dissemination of information and education relating to program objectives, (6) Overall program budget and administration, and (7) DLNR Division and other State agency coordination.

The position also participates with the DOFAW Administrator and other senior staff in the overall planning, formulation, coordination, and direction of programs and activities on a Division wide basis.

The ORS has the responsibility of managing public use and multiple outdoor recreation activities through the NAH Program. NAH is responsible for coordinating, developing, managing and maintaining a statewide trails and access program. The program includes management of multiple-use trails and access roads located in both public and private mountain and shoreline locations, and determines the disposition and appropriate public policy and use of historic and ancient trails in collaboration with the Division of Historic Preservation - a necessary activity that extends well beyond the traditional jurisdictional areas of responsibility administered under DOFAW.

### III. MAJOR DUTIES AND RESPONSIBILITIES

The Forester VI is directly responsible for the administration, management, formulation and coordination of the ORS and NAH Programs. Provides leadership, technical expertise, guidance and policy to NAH Branch staff statewide on outdoor recreation and trail and access issues and activities, public safety issues, negotiation with private landowners, commercial eco-tour and Internet database management - utilizing the current principles and regulatory framework associated with managing multiple recreational use in a manner that will best serve the environmental, cultural and recreational needs of the general public.

#### A. Outdoor Recreation and NAH Trail and Access Program Management (65%)

Administers and manages the ORS and NAH Program and conducts Statewide program activity that includes: LNR 804 budget development and monitoring division wide spending for various appurtenant funding sources, engages in compilation of statewide performance statistics, draft policy positions, and reporting on program accomplishments. Develops standards, policies, rules, plans for trails and access evaluation, acquisition, development, regulation and maintenance. Encumbers and administers federal grants, manages and distributes revenue from the State Fuel Tax, fees collected from the commercial use of trails and access roads, allocations of the Transient Accommodations Tax in collaboration with the Hawaii Tourism Authority, and private donations.

Ensures that all revenue generated from ceded land is allocated to the Office of Hawaiian Affairs. Manages the NAH Internet commercial trail tour reservation and billing system. Assists DOFAW and State Park programs on performing environmental risk assessment and management.

As necessary, makes field inspections and conducts trail restoration activities, and executes subsequent corrective and/or appropriate actions and recommendations to assure adherence to Department, Division and NAH Program policies, work programs, plans, and budgets.

Evaluates concerns and subsequent effects of Division and other agency programs on the ORS and NAH Program. Provides technical guidance to DOFAW Branch personnel on recreational trail and access issues and both public and commercial outdoor recreational activities, legal issues relating to State historic trail ownership on private land and in coordination with the National Park Service, the implementation of the Ala Kahakai National Historic Trail on the island of Hawaii. Reviews and coordinates reviews by appropriate Division and DLNR staff of: Commercial Trail Tour Activity Permits; Trail Environmental Assessments and Cultural Resource Management Plans; development and land use plans that affect public access and/or ancient and

historic trails; permits and applications, as requested by the counties and other divisions; submittals to the Board of Land and Natural Resources; memorandums of agreement, or other settlement agreements; easement documents, legal correspondence and representation on trail and access issues, litigation and other cases requiring participation with the Attorney General's office; reviews conclusions of the NAH Abstractor relating to ancient and historic trails or government roads and other related trails/access legal documents; and develops appropriate policy, and reviews and responds as necessary to legislative proposals that affect the ORS and NAH Program.

In addition, assists in the selection of trails and accesses to be included into the NAH Program via acquisition, development and also features eligible for commercial tour activity. Coordinates the meetings and represents DOFAW at the NAH Statewide Trail and Access Advisory Council. Assists in the resolution of trails and access related complaints, as necessary. Administers the writing and approval process for contracts and other documents deemed necessary to the fulfillment of NAH Program mandates.

Explains, coordinates and promotes trail and public access development and management, division policies, work programs, plans, and budgets to other DLNR divisions and other government agencies, industry and professionals. Also explains, coordinates and promotes trails and access development and management to private landowners, trails and access user groups, and educational and social service institutions. Prepares correspondence and legislative testimony on specific issues relating to land use, public access, landowner liability, budgets and may represent the Division and Department before the State Legislature and the Governor. [1.2.3]

B. Supervisory Responsibilities (15%)

Supervises the Abstractor VI (position# 46404). This position works independently but is subject to general supervision by the Forester VI who coordinates tasking for all work activities for which the position is responsible and reviews and signs all title research documents produced by this position. The position also supervises the Program Specialist (92339C). May also from time to time, provide direct supervision over other professional, technical and field crew personnel and public volunteers on specific trail and access projects and activities. [2.3]

C. Coordination (10%)

Determines the appropriate role of DOFAW and other DLNR divisions and State agencies in projects that will frequently require the coordinated DLNR and State effort. Attends meetings between representatives of other divisions, departments and agencies in order to promote coordination and cooperation necessary to program accomplishments. Represents the BLNR Chairperson on the ACT 82

SLH 2002 Risk Assessment Working Group and on other interagency committees in developing departmental environmental risk assessment, management and signage. Represents the department and the division on as a member of the Hawaii Tourism Authority Natural Resource Working Group to assist in annual review of grants and distribution of Proviso funds for natural resources. Performs other duties as required. [1.2.3]

D. Information and Education (5%)

Administers and coordinates information and education activities on all aspects of the NAH Program on a statewide administrative level interpedently and with Division Information and Education Section. Oversees and manages the NAH Trail and Access and commercial reservation Internet site and coordinates pertinent updates of data. Collects and provides information and drafts annual reports and produces other documents such as trail and access fact sheets and brochures. [1.2.3]

E. Other Duties (5%)

May work with and/or assist biologists, foresters, archaeologists, botanists, planners and others relative to the protection and management of archaeological sites, rare and endangered native plants and wildlife, and native forest ecosystems, which may be related to or in the vicinity of trail systems. The position also includes rough terrain fieldwork and participates in fire suppression as a trained wildland fire fighter. [2.3]

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. **Supervisor:** Position No. 2882 Forestry and Wildlife Administrator

**B. Nature of Supervisory Control Exercised Over the Work**

1. Instructions provided:

Nature of instruction and guidance is general. This position exercises independent discretion in planning and administration of the Division's trails and access program. Specific directives may be issued, generally on overall Division objectives. Major policy recommendations and program decisions are subject to review for conformity to established objectives and State Board of Land and Natural Resources policies. Applicable State and Department policies are included in procedural controls and existing Division and Branch directives. Working guides, procedures and policies are confined to the Division's Standards of Performance, and the Division's trails and access management goals and operating procedures.

2. Assistance Provided:

Guidance is general unless solicited or particular or peculiar situations arise.

3. Review of Work:

Completed work is reviewed on a spot-check basis for professional approach and accomplishment of management goals and objectives.

**C. Nature of Available Guidelines Controlling the Work**

1. Policy and Procedural Guides Available:

Hawaii Revised Statutes, Hawaii Administrative Rules and Administrative Policies; Applicable Departmental and Divisional Policies, Directives, Rules and Regulations; Division's trails and access management goals and operating procedures.

2. Use of Guidelines:

Procedural guides cover all situations. The employee is expected to know and apply all laws, rules and regulations, policies and procedures pertaining to the management goals and operation procedures.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

Valid Class III Driver's License

**V. QUALIFICATION REQUIREMENTS OF THE WORK**

**A. Knowledge:**

Refer to the minimum qualifications specifications for Forester VI class.

**B. Skills/Abilities:**

Refer to the minimum qualifications specifications for Forester VI class.

**C. Education:**

Refer to the minimum qualifications specifications for Forester VI class.

**D. Refer to the minimum qualifications specifications for Forester VI class.**

**TOOLS, EQUIPMENT & MACHINES**

Computer, off-road vehicles, four-wheeled drive vehicles.