PERSONNEL DEVELOPMENT MANUAL

Minnesota Department of Natural Resources

Division of Forestry — 1985

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY

CIRCULAR LETTER TO: All Supervisory Personnel

SUBJECT: Division Personnel Development Program

The Division of Forestry's personnel development policies and procedures are described in the Division of Forestry Personnel Development Manual. Division supervisory personnel will pursue the goals and objectives and follow procedural guidelines as described.

The key component of the program is the annual development of individual training plans based on identified career objectives. All permanent classified Division employees plus anyone else designated by individual supervisors, will be given the opportunity to discuss career goals and to develop an annual training plan with their supervisor. This will occur during annual performance review process each June.

Division personnel development policy and procedure will remain flexible to meet changing times. Suggestions and comments should be directed to the Chairperson, Division Training Board for review and discussion.

Raymond B Hitchcock,
Director
Division of Forestry

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

DIVISION OF FORESTRY

PERSONNEL DEVELOPMENT MANUAL

JANUARY 1 1985

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DIVISION OF FORESTRY

PERSONNEL DEVELOPMENT MANUAL

DIVISION POLICY STATEMENT

ON

CONTINUING EDUCATION

Department of Natural Resources

Division of Forestry

Policy Statement on Continuing Education

January 1, 1985

Supervisory position descriptions should include a task statement and performance indicator pertaining to employee career development planning.

Example -

Task Statement -

Complete individual training plans as outlined in the Division Career Development Program.

Performance Indicator -

Submit individual training plans to Training Board by June 30 of each year.

3. Division Personnel Development Program

The main objective of the Division's Personnel Development Program will be to prepare individuals for Division positions <u>prior</u> to appointment. This goal emphasizes the need for continuing education planning and growth potential assessment on an individual basis.

The Division of Forestry Personnel Development Program will also be used by all Division employees as a guide for career growth. Individual continuing education plans will be developed <u>annually</u> based on:

1. Division personnel needs.

2. Individual career growth potential and developmental need determined by supervisory personnel using the State Performance Review Program.

3. Recommended minimum requirements by position.

4. Continuing education available.

5. Available Division budget.

Another important objective of the program is to provide continuing education for individuals who have reached a stabilized level of career growth. Without minimum exposure to new ideas, technological innovations, etc. individuals can quickly stagnate in their positions. Annual training plan development is critical for this group of employees to ensure continued growth and effective performance.

4. Definitions of Sources of Continuing Education

   Continuing education consists of:

   1. "Division In-Service Training" including:

      a) basic operational training for entry-level personnel needed to function effectively on the job.

      b) training designed to develop specialized program expertise

      c) supervisory/administrative training for new or prospective supervisors/managers

   2. "Other Training" includes:

      a) job related continuing education offered by organizations such as the Society of American Foresters, the Agricultural Extension Service, and the University of Minnesota, College of Forestry

      b) specialized forestry training offered by other forestry organizations such as the USDA Forest Service, industry sponsored, etc.

c) non-forestry, job-related training such as computer use, business, etc., available from educational institutions such as community colleges, state universities, etc.

d) courses designed to improve an individual's _general_ level of education but is not directly job-related; available from educational institutions such as community colleges, state universities, etc.

5. How and When Sources of Continuing Education will be used

Continuing education needs for Division employees will be met by two broad sources of instruction; Division In-Service Training and other Training.

Division In-Service Training

Entry level personnel need basic Division operational training to function effectively on the job. This training is Division specific. It is, in general, provided by the Division. Recommended Minimum Qualifications (RMQ) for all positions in the Division have been developed as part of the Career Development Program. They outline the recommended basic Division In-Service training needs by position.

Program specialists need additional training to develop required expertise. Part of this training can be provided by the Division. RMQs for these positions outline specific needs by position.

Supervisory and management personnel need additional training to make the transition from natural resource managers to people managers.

The Department is responsible for this type of training. Department of Employee Relations training courses fill most of these needs. Division RMQs outline the suggested training for these types of positions.

Other Training

Other sources of continuing education are needed to complement Division In-Service Training. Seminars, workshops, field tours, and courses offered by organizations such as the Society of American Foresters, University Extension, local community and state colleges and universities, USDA Forest Service, private consultants, etc. are valuable additions to the program and should be utilized by the Division. They can be a cost effective source because they do not require state time for preparing and conducting the sessions. They also provide a flow of new ideas and techniques into the Division.

Employees who have received all the Division basic operational training and have reached a stable level of career growth should be encouraged to take advantage of continuing education offered by other sources. Unless these employees choose to specialize or move to supervisory/managerial positions, the Division has little to offer them for continuing education. They need this job related training to remain current and effective on the job.

The Division can not efficiently provide all the continuing education needed by program specialists. Other sources of this type of training will be used to complement Division offerings to develop and maintain specialized program expertise.

Non-forestry, and other natural resources management job related skills, are becoming increasingly important to Division operations. Business skills such as computer operations, budget and financial management, office management and operations, etc. must be developed. The Department fills part of the need for this type of training. However, other sources should not be overlooked in special instances.

General, non job-related continuing education benefits the Division. Continuing education develops employees who are better able to deal with an ever-expanding variety of new problems and situations. The broader perspective used in problem solving increases the quality of decisions made.

The Division encourages its employees to raise their general level of education. It can not, however, provide all the resources to accomplish it. The employee must be willing to contribute a major portion of the cost in time or other resources. The Division's continuing education program is <u>not</u> intended to finance an individual's education.

Many options exist where the employee and the Division can share in the cost of job-related, or general, non job-related continuing education. <u>Partial tuition reimbursement</u>, work release time, and modification of work schedules, are examples of methods available. Specific options can be selected jointly by supervisors and employees on a case-by-case basis. All state laws, personnel rules and regulations, Department Operational Orders, and Division policy must be adhered to at all times.

6. Training Session Review

The continuing education sessions utilized by Division employees

need to be reviewed continually to help ensure a cost effective program. The Training Board is responsible for the reviews, and for making recommendations to the Director of Forestry.

Three sources of information will be utilized for review purposes:

1. Trainee evaluations - Trainees will complete a course evaluation immediately following each session. The evaluations will be reviewed by the Lead Instructor and the Training Board. Evaluations will be filed by the Training Board and referred to prior to conducting the session again.

2. Managerial/Supervisory evaluations - A manager/supervisor will be assigned to review and evaluate selected Division In-Service Training Sessions. A written evaluation will be submitted to the Training Board upon completion of these reviews.

3. Post-session job performance evaluation by supervisors - Supervisors will annually review individual training records to assess the effectiveness of training received during the last appraisal period on job performance. Training sessions that fail to improve job performance will be reported to the Training Board.

7. Quality of Instruction

Quality instruction is an important factor in the overall effectiveness of the Division In-Service Training Program. Because the Division relies heavily on trained Division resource managers as instructors, it is important that these people receive effective instructor training. They also must be afforded enough instructor time to sharpen and maintain acquired skills.

Care must be exercised in selecting instructors for the various Division Training sessions. The most technically qualified resource manager may not always be the best instructor for a particular subject.

Instructors must also be evaluated for effectiveness. Instructor evaluation should be a part of the course evaluation process. Instructor evaluations will be reviewed by the session Lead Instructor and the Training Board.

The Training Board will develop a list of qualified instructors for the In-Service Training Session conducted by the Division. This list will be incorporated into the Division's Training and Experience Records System.

8. Individual Credit for Continuing Education Efforts

Individual employees should receive credit for their efforts to improve themselves and their job performance through continuing education. This is particularly important when an individual participates voluntarily using off-duty time and personal resources for this purpose.

Continuing education accomplishments can be recognized as part of the following programs:

1. Annual Performance Reviews

2. Annual Achievement Awards

3. Division Outstanding Achievement Awards

The Division recognizes and encourages its employees to participate in the Society of American Foresters Continuing Education Award Program. The Society awards certificates to individuals meeting the requirements of the program. Employees who receive these certificates should receive Division-wide recognition.

Other professional and technical societies may sponsor programs similar to the SAF CFE Program. If applicable to Division goals, participation by its employees should be endorsed.

9. Out-of-State Continuing Education

This policy statement applies only to out-of-state travel for continuing education. It does not apply to situations where individuals travel out of state for instructing courses, presenting papers, participating on committees with national scope, or other non-training assignments.

Out-of-state travel for continuing education benefits the Division by exposing employees to new technology, methods, procedures, and ideas.

Control of out-of-state travel is necessary to ensure efficient use of Division resources. Procedural guidelines for this program will be established to maintain this control.

The goals of the guidelines will be to:

1. control the expenditure of Division budget dollars

2. control the utilization of Division time resources

3. control the allocation of out-of-state travel among Division

   programs

4. ensure the necessary transfer of knowledge and ideas gained to

   Division programs and personnel.

Procedure:

1. Section Supervisors and Regional Forest Supervisors will submit

   out-of-state travel proposals to the Director's office by March

   15 of each fiscal year.

2. The Assistant Director will develop a Division out-of-state

   travel plan and submit it to the Director by May 1.

3. The Division out-of-state travel plan will be reviewed, modified as necessary, and approved by the Director's Management Team.

4. The approved plan will be submitted to the Commissioner's Office prior to June 1 of each fiscal year.

5. The Commissioner's Office will review, modify as necessary, and approve the Division plan.

6. Employees travelling out-of-state will submit a report to their immediate supervisor and the Director within 15 working days of returning to their work station. The report will include:

   1. employee name

   2. work unit

   3. meeting/training session name

   4. sponsoring organization

   5. summary of meeting/training

   6. how the information will be used to improve Division program accomplishments

   7. plans for disseminating the information to the Division

   8. other information required by the Department (see Operational Order 19)

7. The Director's Management Team will review all trip reports and evaluate them for utilization as future staff meeting seminar topics.

8. The employee will submit an article for publication in <u>ROOTS</u> summarizing the meeting/training session. The article will be submitted within 20 working days of returning to the work station.

No out-of-state travel will be allowed without Division approval. Not all out-of-state meetings/training sessions are known well enough in advance to be submitted as part of the annual Division proposal. When these meetings/training sessions become known during the year, individual travel proposals may be submitted to the Director for review. This will help ensure that all out-of-state sessions are evaluated for inclusion in the program.

Operational Order 19, Out-of-State Travel, will be followed to ensure that the Division complies with Department Policy.

SUMMARY:

The Division of Forestry will concentrate its efforts on personnel development through continuing education in areas unique to the forestry specialization. The Department will review and comment on all proposed programs as directed by Operational Order and Department Personnel Memo.

The key to a successful program is to continually review Division policy and allow for flexibility in special instances. A program with the size and scope of this effort can not function effectively, or efficiently, when bound by inflexible policy and procedural guidelines. Individual managers and supervisors should have the authority to make specific policy decision under special circumstances as long as general Division continuing education needs are met.

The Division Training Board is responsible for advising the Director of Forestry on career development policy. It will ensure the effective operation of the Career Development Program. Problems and suggested alternative policy and procedure should be directed to the Chairperson, Division Training Board, through established lines of communication.

DIVISION PERSONNEL DEVELOPMENT PROGRAM

PROGRAM DESCRIPTION

PERSONNEL DEVELOPMENT PROGRAM

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

DIVISION OF FORESTRY

June 1, 1985

INTRODUCTION:

The Department of Natural Resources - Division of Forestry employs approximately 400 individuals in six broad employment categories including clerical, mechanical, technical, professional, supervisory, and managerial. The majority are hired at the entry level classifications with varying degrees of career development needs. Presently, the Division does not have a formalized career planning process for identifying and meeting these needs.

The Division Career Ladder Task Force Report, January 1, 1984, identified the need for a career development program. One goal identified by the Task Force, was to "improve opportunities for training and orientation". One recommendation was to "emphasize career planning, training, and development programs" for all the employment categories in the Division.

Recommendation number 10, in the report: Continuing Education of Foresters in Minnesota, A Report to the Legislature, May 1, 1983, states that "the DNR Division of Forestry should continue to develop and refine its continuing education requirements for various positions in the Division".

The St. Paul Staff Reorganization Study, October 1, 1983, also recognized the need for the development of a career planning system. It gave responsibility for the development of this system to the Division Training Board. The deadline for the development of the review draft of the program was set at June 30, 1984.

The Training Board is appointed by the Director, Division of Forestry. It is responsible for coordinating personnel training and development activities for the Division.

Members of the committee include:

David Schipper, Chairperson, Personnel Development Supervisor, Grand
    Rapids

Bob Hance, Assistant Director, St. Paul

Bruce Humrickhouse, Air Operations - Chief Pilot, Grand Rapids

Dale Peterson, Assistant Regional Forest Supervisor, Region I

Jim Tarbell, Area Forest Supervisor, Deer River Area, Region II

Greg Kvale, Silviculturist, Backus Area, Region III

Len Braun, District Forester, Mankato, Region V

Peter Malecha, Forestry Technician, Blackduck Area

Carla Gillson, Office Assistant, Hill City Area

John Guenther, Department Training Director, St. Paul (ex-officio)

STATEMENT OF PURPOSE:

The Division of Forestry Training Board has been given the responsibility of developing a Personnel Development Program. The deadline for the development of the review draft of the system was set at June 30, 1984.

A Personnel Development Program will serve three purposes:

1. Assist individuals with career planning by identifying personal career goals.

2. Identifying the recommended requirements to meet these goals and establishing a timetable to accomplish them.

3. Coordinating the personal development needs of the individual with the overall personnel and program needs of the Division.

The Training Board has identified the following as goals for the Personnel Development Program:

1. Establish a system for individuals to identify both long and short term goals.

2. Identify broad Division personnel needs.

3. Establish recommended minimum qualifications for all positions in the Division.

4. Establish a system for individual career planning based on recommended minimum requirements by position and estimated Division personnel needs.

Recommended procedures to meet these goals were developed by the Training Board. Following final Division approval, the program will be implemented on June 1, 1985.

PROCEDURE:

The Division Training Board is responsible for recommending personnel development policy and procedure to the Director, Division of Forestry. The Director is responsible for implementing Division policy in compliance with the Department policy as stated in Operational Order Number 13, and other pertinent rules, regulations, and statutes.

A. Recommended Minimum Qualifications by Position

The Division Personnel Development program will be based on "Recommended Minimum Qualifications" for each position in the Division. Recommended qualifications will be based on :

1. formal education

2. experience

3. continuing education, including both Division in-service training and training available from other sources

4. past performance

These qualifications are recommendations only. They will serve as a guide to career development, and as a guide for making personnel management decisions. Not all the qualifications must be met to obtain a specific position.

A performance based system will be employed. Experience and fully meets standards of job performance in technical areas may be substituted for selected basic entry level training sessions. For example, if an individual has not attended Scaling School, but is meeting all established Division scaling criteria, he/she may receive credit for completing the school. When this is done, a memo should be placed in the personnel file documenting the procedure.

Basic skill training and experience received from other agencies may also be substituted for recommended Division In-Service Training and Experience. When this is done, it should be documented in memo form and placed in the personnel file.

The Division recognizes the value of training and experience gained outside the Division of Forestry. It will be considered in making personnel management decisions.

B. Training and Experience Records

Accurate training and experience records will be maintained to facilitate individual career development. Supervisors and managers will have access to these records to assist in making personnel management decisions.

The records will be stored and maintained using existing Division computer hardware. A master statewide file will be stored and maintained in St. Paul with unit (region, area, nursery) records stored and maintained in the field on the personal computers.

Training and experience records will be developed and maintained for all permanent classified and unclassified employees. It will be the responsibility of each unit supervisor to update and maintain the training and experience records for all employees covered by the system. These records will be reviewed and updated at least once a year.

The system was designed to be operational at the lowest administrative level possible to facilitate efficient maintenance of records and practical use by middle and upper management supervisors.

The Personnel Development Unit will provide operational training at the unit level to facilitate efficient use of the system.

C.   Career Planning Process

Individual career development planning will become part of the overall Division personnel management program. It will be intergrated into the Annual Performance Review process conducted each June.

Employees and supervisors will jointly complete an "Annual Personnel Development Worksheet" during the Annual Performance Review.

Individual career objectives will be discussed. Supervisor input is important during this portion of the process. Career objectives must be realistic considering individual ability, as well as Division personnel needs.

Once realistic career objectives have been established, reference will be made to the appropriate "Recommended Minimum Qualifications Data Sheet". Required training still needed will be identified for each career objective position. Additional training needed may also be listed to meet special circumstances.

Training completed during the past fiscal year will be listed and compared to the previous year's training plan. The effectiveness of training received will be evaluated.

A new training plan will be developed in two steps. The first step will be to schedule training for the next fiscal year. This schedule will be based on the following:

1.   Division In-Service Training already scheduled and available

2.   Training available from other organizations such as the SAF,

University Extension, etc. that will improve job performance.

The Training Board and Lead Instructors will use this information for planning and conducting scheduled Division In-Service Training.

The second step will be to list training needed in the following fiscal year. Availability of the training is not a consideration. It is based strictly on need. The Training Board will use the information for assessing Division training needs and for developing the next Division In-Service Training Calendar.

Training plans are developed jointly by the employee and the supervisor. It is a negotiated plan designed to meet the needs of the individual as well as the Division.

Supervisors have final approval as to what training is scheduled. Their approval is also a commitment on the Division's part to deliver the scheduled training. However, employees must understand that circumstances may dictate the modification of the plan at any time. Budget problems, other program needs, availability of training, travel restrictions, etc., are examples of circumstances that may force the modification of training plans.

A practical target for individual training plans will be 80 hours per year, or approximately 4% of available work time. The actual amount will vary as to stage of career development, specialized program involvement, availability of training courses, Division needs, individual career objectives, and Division budget.

An "Individual Career Development Worksheet" is provided to promote employee involvement in the process. It provides a means for the employees to keep track of the progress they are making toward their specific career objectives.

Procedural instructions for developing individual training plans
have been developed. They outline the steps to follow when developing
Annual Individual Training Plans. These step by step instructions are
included in the next section of the manual. Please refer to them for a
detailed explanation of how to proceed through the process. If
questions still exist, call the Division Human Resources Development
Supervisor.

SUMMARY:

The Division Personnel Development Program was developed to meet
the needs of both the Division as a unit and the needs of the
individual. It was designed so that it did not create large quantities
of additional "paper work" for supervisors. It was designed to be as
simple as possible and still meet the stated goals.

The process is flexible enough to meet the needs of individuals
with a strong interest in career planning as well as the established
individual who has reached his/her chosen career objective. It is
important, however, to recognize the need for career development
planning for all employees regardless of career objectives and stage of
career growth. The individual who neglects these considerations can
rapidly lose technical/professional/supervisory/managerial competence.
Neither the individual nor the Division can afford to allow this to
happen.

PROCEDURAL INSTRUCTIONS

ANNUAL INDIVIDUAL TRAINING PLAN DEVELOPMENT

DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY

Individual Training Plan Development

PROCEDURAL INSTRUCTIONS

All permanent classified, and unclassified, Division of Forestry personnel, plus anyone else that individual supervisors decide will benefit, will be given the opportunity to develop an Annual Training Plan with their immediate Middle Management supervisor, or someone designated by the MMA supervisor.

Training plans will be based on:

1. individual career goals

2. Division personnel needs

3. individual career growth potential

4. Division budget

5. available time/other Division program needs

6. available training

Career development planning will be completed in conjunction with the Annual Performance Review (APR) during June of each year. Training plan development will be part of the Division Career Development Program.

Prior to the APR session, the supervisor should obtain the following information:

1. updated training records for each employee

2. previous year's Annual Personnel Development Worksheet - FPD-1

3. Division In-Service Training Schedule for the next fiscal year

4. Division Training Catalog

5. Recommended Minimum Qualification Data Sheets for Division positions

6. blank Annual Personnel Development Worksheet - FPD-1

7. blank Individual Career Development Worksheet - FPD-2

Following the APR, the supervisor and employee will follow these steps to jointly develop an Individual Annual Training Plan:

Step 1. Review the Annual Individual Training Plan developed for the previous year.

    a. Which planned courses were completed? List completed courses in Section A, FPD-1.

    b. What courses on the plan were not completed?

    c. Did completed training improve job performance and/or prepare individual to meet career objectives?

Step 2. Review training completed records for accuracy and completeness using the computerized training file. A suggestion would be to send a hard copy of the training records to each employee prior to the APR for review purposes. This will ensure that our training records are reviewed and corrected at least once per year.

Step 3. Discuss individual career objectives by position and location. Career objectives must:

    a. meet individual needs

    b. be feasible based on individual ability

    c. be feasible based on availability of positions

    d. meet Division personnel needs

Step 4. List chosen career objective positions on the "Annual Personnel Development Worksheet, FPD-1, Section B, 1 and 2. Two-year and five-year objectives are listed. These years may be changed to meet individual needs.

Some individuals may have reached their chosen career objective. If so, this portion need not be completed. In these cases, training plans will be developed solely on the needs of the individual to stay current in present position responsibilities.

Step 5. Review the "Recommended Minimum Qualification Data Sheet(s)" for the selected career objective positions listed in Section B (if applicable). Compare recommended training needed against recommended training completed.

Step 6. List the recommended training that has not yet been completed for each career objective position on the worksheet (FPD-1) in Section B, 1 and 2.

Step 7. List additional training that would benefit the employee on the worksheet FPD-1, Section C. This is training that is not required for any specific career objective position, but is needed to improve job performance.

Step 8. Develop a training plan for the coming fiscal year and list on

the worksheet FPD-1 in Section D, 1. This training plan is

based on:

a. what is <u>available</u> through the Division In-Service Training

Program

b. what is <u>available</u> from other sources of continuing

education such as the Society of American Foresters,

Forestry Employees Association, University Extension,

community colleges, vo-tech schools, other technical and

professional societies, DOER, etc.

A practical target for individual training plans will be 80

hours per year, or approximately 4% of available work time.

The actual amount will vary based on:

1. stage of career development

2. specialized program involvement

3. availability of training courses

4. Division budget

5. Division program needs

6. individual career objectives

This plan will be stored in the computer.

These records will be used by the Training Board and Lead

Instructors to begin developing class rosters for Division

training sessions scheduled for the year. It will eliminate

the need for developing the rosters throughout the year. This

will save time for supervisors and Lead Instructors.

Step 9. Develop a training plan for the fiscal year following the
fiscal year listed in Step 8 and list in Section D, 2. This
training plan is based on:

a. what is needed only

b. it is <u>not</u> based on availability

This plan will be stored in the computer.

This portion of the process will serve two purposes:

a. it will provide a basis for developing next years training
plan for the individual

b. The Training Board will use the information for developing
the next Division In-Service Training Schedule

Step 10. Employee signs and dates the plan.

Step 11. Supervisor signs and dates the worksheet. This signifies the
Division's commitment to attempt to complete the training
plan.

Employees must understand that circumstances may dictate the
modification of the plan. Budget problems, other program
needs, availability of training, travel restrictions, etc. are
examples of circumstances that may cause training plans to be
changed.

Step 12. Employees may use the "Individual Career Development
Worksheet" FPD-2 to track their progress in meeting career
objectives. Its main purpose is to promote employee
involvement in the process.

Step 13.   Update, if needed, the employee's "training completed" records in the computer file.

Step 14.   Enter the employee's "training needed" records by fiscal year in the computer file.

NOTE: The "training needed" plan will contain non-Division courses that are not in the Division Training Catalog. These courses can not immediately be entered into the computer files because they do not have an assigned course number. THIS IS ACCEPTABLE.

Enter what you can now and send to the Master File in St. Paul via Area PCs. The Training Board will receive 99.9% of the information it needs for planning purposes because we are basically interested in the need to conduct Division In-Service Training.

Most of the courses that are listed on individual training plans which do not have a catalog number are conducted by organizations other than the Division of Forestry. The Training Board does not need this information immediately for planning purposes. However, it should be included on the individual training plan for use by supervisors throughout the year.

Step 15.   File the "Annual Personnel Development Worksheet" - FPD-1, in the employee's personnel file for reference next year.

Contact Supervisor, Human Resources Development, 218-327-4450, if you have any questions concerning the development of Individual Training Plans as part of the Division Career Development Program.

EXAMPLES

DEPARTMENT OF NATURAL RESOURCES
Division of Forestry

ANNUAL PERSONNEL DEVELOPMENT WORKSHEET
(to be completed with the Annual Performance Review - APR)

Employee Name: ID#

Current Position: Location:

Review Date:

SECTION A -- TRAINING COMPLETED - previous appraisal period

                                                  Code

  1.
  2.
  3.
  4.
  5.
  6.
  7.
  8.

Use personal training records to review total training
accomplishments.

SECTION B - CAREER OBJECTIVES

1. Two year: Position -   Location:

Recommended Training Not Yet Completed:

                                                  Code

  1.
  2.
  3.
  4.
  5.
  6.
  7.

2. Five Year: Position -   Location:

Recommended Training Not Yet Completed:

  1.
  2.
  3.
  4.
  5.
  6.
  7.

SECTION C - ADDITIONAL TRAINING NEEDED:

                                                        Code

    1.
    2.
    3.
    4.
    5.

SECTION D - TRAINING PLANS

    1. Coming FY: (based on what is available)
                                            Code   Hours

        1.   -
        2.   -
        3.   -
        4.   -
        5.   -
        6.   -
        7.   -

                                    TOTAL   -   _____

    2. Following FY: (based strictly on need - do not consider
                        availability)

                                            Code

        1.
        2.
        3.
        4.
        5.

This training plan was developed cooperatively by me and my supervisor.
It is intended to improve my present job performance and to meet
realistic career goals. I realize that circumstances such as budget
restraints, other program needs, availability of training, travel
restrictions, etc., may cause this plan to be modified.

Employee Signature _____ Date _____

I developed this training plan cooperatively with the employee. I
approve it and will attempt to carry it out. Uncontrollable
circumstances may dictate its modification.

Supervisor's Signature: _____ Date: _____

                    File in Personnel File for reference

EXAMPLE

DEPARTMENT OF NATURAL RESOURCES
Division of Forestry

ANNUAL PERSONNEL DEVELOPMENT WORKSHEET
(to be completed with the Annual Performance Review - APR)

Employee Name: Fred Johnson   ID# 00000

Current Position: Inventory Specialist   Location: Grand Rapids

Review Date: 6-15-85

SECTION A - TRAINING COMPLETED - previous appraisal period

Code:

1. New Employee Orientation   A-9-003
2. Basic Firefighter   F-1-001
3. Division Inventory Training   M-2-001
4. First Aid   A-3-012
5. Level I Law Enforcement   E-3-001
6. Scaling School   M-5-001
7.
8.

Use personal training records to review total training
accomplishments.

SECTION B - CAREER OBJECTIVES

1. Two year: Position - Forester   Location: Brainerd Area

   Recommended Training Not Yet Completed:

Code:

1. Equipment School   A-5-001
2. Timber Appraisal Workshop M-1-001
3. Pesticide Application
      Certification Training E-5-002
4. Level II Law Enforcement E-3-002
5. Supervision: Managing
      the Human Resource   S-2-001
6. Fire Simulator Training   F-1-002
7. Basic Silviculture   L-2-007
8. NFDR Training   F-2-037

2. Five Year: Position - Area Staff Forester-PFM Location: Park Rapids

   Recommended Training Not Yet Completed:

Code:

1. Dealing with the Public   S-3-001
2. Supervision -
      2 Basic Modules   S-2-020/021
3. Pesticide Recertification E-5-006
4.
5.
6.
7.

A-2.1

SECTION C - ADDITIONAL TRAINING NEEDED:

Code:

1. DOER: Effective Presentations
        for Professionals   A-4-009
2. PFM Workshop   P-1-003
3.
4.
5.

SECTION D - TRAINING PLANS

1. Coming FY: (based on what is available)

		Code	Hours
1.	Equipment School	A-5-001	40
2.	Timber Appraisal Workshop	M-1-001	40
3.	NFDR Training	F-2-037	16
4.	SAF Spring Meeting	G-8-002	16
5.	Fire Simulator	F-1-002	8
6.			
7.			
		TOTAL -	120

2. Following FY: (based strictly on need - do not consider availability)

1. Level II Law Enforcement   E-3-002
2. Basic Silviculture   L-2-007
3. Pesticide Application
   Certification Training   E-5-007
4. SAF Spring Meeting   G-8-002
5. Supervision: Managing
   the Human Resource   S-2-001

This training plan was developed cooperatively by myself and my supervisor. It is intended to improve my present job performance and to meet realistic career goals. I realize that circumstances such as budget restraints, other program needs, availability of training, travel restrictions, etc., may cause this plan to be modified.

Employee Signature _____   Date _____

I developed this training plan cooperatively with the employee. I approve it and will attempt to carry it out. Uncontrollable circumstances may dictate its modification.

Supervisor's Signature: _____   Date: _____

File in Personnel File for reference

Department of Natural Resources

Division of Forestry

INDIVIDUAL CAREER DEVELOPMENT WORKSHEET

Name:

Career Objective Position:

Completed Recommended Minimum Qualifications:

_____ 1. Education (list)

_____ 2. Experience (list)

_____ 3. In-Service Training Completed

Date   Course   Substitute

_____ 4. Continuing Education

Date   Course   Hours

_____ 5. Performance (last appraisal)

Department of Natural Resources

Division of Forestry

INDIVIDUAL CAREER DEVELOPMENT WORKSHEET

Name: Fred Johnson

Career Objective Position: District Forester

Completed Recommended Minimum Qualifications:

_____   1. Education (list)

BS Forestry - U of MN - 6/82

_____   2. Experience (list)

12 months - Trainee   6/82 to 5/83

24 months - Inventory   6/83 to 5/85

_____   3. In-Service Training Completed

Date	Course	Substitute

See attached Training Record

_____   4. Continuing Education

Date	Course	Hours
9/82	SAF-PFM-Bemidji	16
3/84	SAF-Remote Sensing- Brainerd	16

_____   5. Performance (last appraisal)

Fully meets all appraisal standards.

RECOMMENDED MINIMUM QUALIFICATIONS

BY POSITION

TECHNICAL

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Forestry Technician I (Entry Level)
(General District or Area assignment)

Education: Completion of a two year forestry technician curriculum, or
a closely related natural resources field, from a vocational school or
community college that is accredited by the Society of American
Foresters, or other similar accrediting institution.

Experience: None required

Continuing Education:

In-Service Training -

None

Other Training (Workshops, Symposia, Tours, Seminars)

None

Performance:

Not Applicable

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Forestry Technician II
(General Field assignment)

Education: Completion of a two year forestry technician curriculum, or
a closely related natural resources field, from a vocational school or
community college that is accredited by the Society of American
Foresters, or other similar accrediting institution.

Experience: 3 years Forestry Technician I

Continuing Education:

In-Service Training –

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-012
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Fire Fighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silviculture School	L-2-007

Other Training (Workshops, Symposia, Tours, Seminars)

None

Performance:

Fully meets standards of performanced during the last
appraisal period.

PROFESSIONAL

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Entry Level Professional Forester

Education: Bachelor of Science degree from a college or university that
is accredited by the Society of American Foresters, or other
professional accrediting institution, with a major study in Forestry, or
a closely related field.

Experience: None required

Continuing Education:

In-Service Training –

None Required

Other Training (Workshops, Symposia, Tours, Seminars)

None

Performance:

Not Applicable

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Forest Resource Evaluation Specialist

Education: Bachelor of Science degree from a college or university that is accredited by the Society of American Foresters, or other professional accrediting institution, with a major study in Forestry, or a closely related field.

Experience: 12 months Division of Forestry experience to include:
         12 months Forestry Trainee
                2 months State Land Management
                2 months Fire Management
                2 months Private Forest Management
                6 months Area/District assignment

Continuing Education:

           In-Service Training -

           New Employee Orientation   A-9-003

           Division Forest Inventory Training   M-2-001

           First Aid   A-3-012

           Level I Law Enforcement   E-3-001

           Other Training (Workshops, Symposia, Tours, Seminars)

           24 hours per year

Performance:

           Successfully complete Forestry Trainee assignment.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Assistant Forester

Education: Bachelor of Science degree from a college or university that is accredited by the Society of American Foresters, or other professional accrediting institution, with a major study in Forestry, or a closely related field.

Experience: 24 months Division of Forestry experience to include:

12 months Forestry Trainee

12 months Forest Inventory assignment

OR equivalent experience gained outside the Division to be evaluated on a case by case basis.

Continuing Education:

In-Service Training -

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-001
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Firefighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002

Other Training (Workshops, Symposia, Tours, Seminars)

24 hours per year

Performance:

Fully meets standards of performance during the last appraisal period for current principal responsibilities.

DRAFT
11-20-85

Minnesota Department of Natural Resources
Division of Forestry

Circular Letter To: All Division of Forestry Personnel

SUBJECT: Promotional Requirements - Specialist II Forester

PURPOSE: It is essential that entry level professionals demonstrate
            certain Division knowledge and skills prior to assuming the
            responsibilities of Specialist II Forester. This Circular
            Letter will specify the requirements for promotion to
            Specialist II - Forester and how the Division will measure
            individual performance to ensure that these requirements are
            being met.

PROCEDURE: The Division's minimum requirements for promotion to
            Specialist II - Forester are:

Experience: A minimum of two years Division experience which includes
one year as a Trainee and one year as an Inventory Forester.

Division In-Service Training:

            -Division Forest Inventory Training
            -First Aid Training
            -Level I Law Enforcement Training
            -Timber Appraisal Workshop
            -Basic Fire Fighter Training
            -Scaling School
            -Basic Silviculture Workshop
            -Introduction to Private Forest Management
            (approximately 264 hours of Division Training over 2 years)
            -New Employee Orientation

The In-Service Training requirements will be flexible because all the
required sessions may not be available during any two year time period.
Self-study, on-the-job training, or comparable training received from
other agencies may be substituted for Division training if the necessary
knowledge and skills are demonstrated.

The Division will use the following methods to measure individual
performance:

            Performance Review - probationary and annual reviews
            Written Exam - to cover basic Division operating procedures
            Oral Presentation and Interview - to include a presentation on a
            previously assigned Division program.

Individuals who meet the established requirements will be submitted for
promotion to Specialist II Forester.

Individuals who do not meet the requirements will be provided with
career counseling and a plan will be developed to correct knowledge and
skill deficiency areas. In the event an individual does not meet the
minimum requirements, they may be reexamined in six months.

                                    _____
                                    Raymond B. Hitchcock, Director
                                    DNR Division of Forestry

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Forester

Education: Bachelor of Science degree from a college or university that
is accredited by the Society of American Foresters, or other
professional accrediting institution, with a major study in Forestry, or
a closely related field.

Experience: 36 months Division of Forestry experience to include:

12 months Forestry Trainee

1 year Forest Inventory assignment

1 year Assistant Forester

OR equivalent experience gained outside the Division to be
evaluated on a case by case basis.

Continuing Education:

In-Service Training –

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-001
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Fire Fighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silviculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certification Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
DOER: Dealing with the Public	S-3-001
Forest Management Workshop	L-2-001
DNR Supervision: Managing People	S-2-021
DNR Supervision: Communicating with People	S-2-020
Position Description Training	S-2-043
DOER: Clear Writing	G-1-005
Oral Communications	G-1-007

Other Training (Workshops, Symposia, Tours, Seminars)

24 hours per year

Performance:

Fully meets standards of performance during the last
appraisal period for current principal responsibilities.

Department of Natural Resources
Division of Forestry
<u>Recommended</u> Minimum Qualifications Data Sheet
(by position)

<u>POSITION</u>:   Area Staff Forester - Private Forest Management

<u>Education</u>:   Bachelor of Science degree in forest resources.

<u>Experience</u>:   Five years Division of Forestry experience to include:

    1 year Forestry Trainee
    1 year Forest Inventory
    1 year Assistant Forester
    2 years Forester

    <u>OR</u> equivalent experience gained outside the Division to be
    evaluated on a case by case basis.

<u>Continuing Education</u>:

    <u>In-Service Training</u> -

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-001
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Fire Fighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silvilculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certification Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
Dealing with the Public	S-3-001
Supervision - 2 Basic Modules	
1 - Managing People	S-2-021
2 - Communicating with People	S-2-020
Basic Computer Operations and Use -	
general (16 hours)	A-1-003
Pesticide Recertification (annually)	E-5-006

    <u>Other Training (Workshops, Symposia, Tours, Seminars)</u>

    24 hours per year

<u>Performance</u>:

    Fully meets standards of performance during the last
    appraisal period for current principal responsibilities.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Area Staff Forester - Silviculturist

Education: Four year Bachelor of Science degree in forest resources.

Experience: Five years Division of Forestry experience to include:

1 year Forestry Trainee
1 year Forest Inventory
1 year Assistant Forester
2 years Forester

OR equivalent experience gained outside the Division to be
evaluated on a case by case basis.

Continuing Education:

In-Service Training -

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-001
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Fire Fighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silvilculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certification Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
Dealing with the Public	S-3-001
Forest Management Workshop	L-2-001
Pesticide Recertification (annually)	E-5-006
35 mm Aerial Photography Training	L-3-001
Pesticide Training - general (8 hours)	E-5-002
Supervision - Two Basic Modules	
1 - Managing People	S-2-021
2 - Communicating with People	S-2-020
Basic Computer Operations and Use -	
general (16 hours)	A-1-003

Other Training (Workshops, Symposia, Tours, Seminars)

24 hours annually

Performance:

Fully meets standards of performance during the last
appraisal period for current principal responsibilities.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Assistant Area Forest Supervisor

Education: Minimum of a Bachelor of Science degree in forest resources or a related field.

Experience: 5 years Division of Forestry experience to include:

     1 year Forestry Trainee
     1 year Forest Inventory
     1 year Assistant Forester
     2 years Forester

     OR equivalent experience gained outside the Division to be evaluated on a case by case basis.

Continuing Education:

In-Service Training –

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-001
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Firefighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silviculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certificate Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
Forest Management Workshop	L-2-001
Pesticide Recertification (annually)	E-5-006
Dealing with the Public	S-3-001
Supervision – Two Basic Modules	
1 – Managing People	S-2-021
2 – Communicating with People	S-2-020
Basic Computer Operations and Use –	
general (16 hours)	A-1-003
SWAS: An Overview for Managers	A-9-019

Other Training (Workshops, Symposia, Tours, Seminars)

24 hours annually

Performance:

    Fully meets standards of performance during the last appraisal period for current principal responsibilities.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Area Forest Supervisor

Education: Minimum of a Bachelor of Science degree in forest resources
              or a related field.

Experience: Total of ten years Division experience:

              1 year training
              1 year Forest Inventory
              3 years as a Forester
              5 years as an Assistant Area Forest Supervisor or related
                  administrative and budgetary experience

              OR equivalent experience gained outside the Division to be
              evaluated on a case-by-case basis

Continuing Education:

    In-Service Training -

    New Employee Orientation   A-9-003
    Division Forest Inventory Training   M-2-001
    First Aid   A-3-012
    Level I Law Enforcement   E-3-001
    Timber Appraisal Workshop   M-1-001
    Basic Firefighter   F-1-001
    Level II Law Enforcement   E-3-002
    Scaling School   M-5-001
    Fire Simulator Training   F-1-002
    Basic Silviculture   L-2-007
    Equipment School   A-5-001
    Pesticide Applicators Certificate Training   E-5-007
    Supervision: Managing the Human Resource   S-2-001
    National Fire Danger Rating System   F-2-037
    Forest Management Workshop   L-2-001
    Pesticide Recertification (annually)   E-5-006
    Dealing with the Public   S-3-001
    Supervision - 2 basic modules
          1 - Managing People   S-2-021
          2 - Communicating with People   S-2-020
    Basic Computer Operations and Use
          - general (16 hours)   A-1-003
    Effective Interviewing Skills   S-2-002
    Employee Performance Appraisal Workshop   S-2-003
    Data Processing Concepts   A-1-001

Continuing Education, cont.

In-Service Training, cont.

Supervisor's Role in State Government	S-2-005
Problem Solving - Decision Making	S-2-010
Problem Solving: People and Process(Banzhaf)	S-2-017
Supervision: 12 McGraw-Hill Modules	S-2-020+
Affirmative Action Sensitivity - general(8 hours)	S-1-001
Stress Management	S-2-004
Effective Presentations	A-4-001
Labor Relations/Contract Administration	S-2-012
SWAS: An Overview for Managers	A-9-019

Other Training (Workshops, Symposia, Tours, Seminars)

24 hours annually

Performance:

Fully meets standards of performance during the last
appraisal period for current principal responsibilities.

POSITION: Regional Staff Forester – Utilization and Marketing
Specialist

Education: Bachelor of Science – Forestry with minor in Forest Products
or Bachelor of Science – Forest Products
or Master of Science – Forest Products

Experience: with Bachelor of Science:
5 years total field experience including
4 years with the Division of Forestry split between
Area and Program Manager positions

with Master of Science:
3 years total field experience including
2 years with the Division of Forestry

OR equivalent experience gained outside the Division to be
evaluated on a case by case basis.

Continuing Education:

In-Service Training –

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-012
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Firefighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silviculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certificate Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
Forest Management Workshop	L-2-001
Pesticide Recertification (annually)	E-5-006
Dealing with the Public	S-3-001
Supervision – Two Basic Modules	
1 – Managing People	S-2-021
2 – Communicating with People	S-2-020
Basic Computer Operations and Use	
– general (16 hours)	A-1-003
Hardwood Log and Lumber Grading	U-1-001
Softwood Lumber Grading	U-1-002

<u>Continuing Education</u>, cont.

<u>In-Service Training</u>, cont.

Sawyers Training	U-2-001
Rough Mill Improvement	U-2-002
Kiln Drying Shortcourse	U-4-003
Personal Time Management	
for Professional/Technical Staff	S-2-009
Clear Writing	G-1-005
Effective Presentations	A-4-001
Listening	G-1-008
Instructor Training	A-4-002
Problem Solving – Decision Making	S-2-010
Supervision – Two Basic Modules	
1 – Managing People	S-2-021
2 – Communicating with People	S-2-020
Logged Area Analysis	
Forest Products Marketing Training	
– general (16 hours)	
Problem Solving: People and Process (Banzhaf)	S-2-017

<u>Other Training (Workshops, Symposia, Tours, Seminars)</u>

24 hours annually

- National PFU Workshops
- Wood Energy Conferences
- FPL Research Conferences
- FPRS National and Chapter Meetings

<u>Performance</u>:

Fully meets standards of performance during the last
appraisal period for current principal responsibilities.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Regional Staff Forester - Soil Scientist

Education: Bachelor of Science degree in Soil Science or a closely
related field with a minimum of 24 quarter credits in soil science.

Experience: Two years of soils mapping experience: (need not be
Division)

plus

2 years total Division experience

1 year Trainee

1 year Inventory Specialist

OR equivalent experience gained outside the Division to be
evaluated on a case by case basis.

Continuing Education:

In-Service Training -

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-012
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Firefighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silviculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certificate Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
Forest Management Workshop	L-2-001
Pesticide Recertification (annually)	E-5-006
Dealing with the Public	S-3-001
Supervision - Two Basic Modules	
1 - Managing People	S-2-021
2 - Communicating with People	S-2-020
Basic Computer Operations and Use	
- general (16 hours)	A-1-003

In-Service Training, cont.

Effective Presentations	A-4-001
Instructor Training - general (8 hours)	A-4-002
Personal Time Management for Professional/Technical Staff	S-2-009
Reforestation Training - general (16 hours)	
Problem Solving: People and Process(Banzhaf)	S-2-017
Clear Writing	G-1-005
35 mm Aerial Photography	L-3-001

Other Training (Workshops, Symposia, Tours, Seminars)

24 hours per year to include:

Lake States Forest Soils Workshop
Cooperative Soil Survey Workshop

Performance:

Fully meets standards of performance for all principal
responsibilities during the last appraisal period.

POSITION: Regional Staff Forester - Silviculturist

Education: Bachelor of Science degree from a college or university that is accredited by the Society of American Foresters, or other professional accrediting institution, with a major study in forestry, or a closely related field.

Experience: 10 years total Division of Forestry experience to include:

    1 year Forestry Trainee
    1 year Forest Inventory
    3 years Area Forester
    5 years Area Program Manager with specialty in Silviculture

    OR equivalent experience gained outside the Division to be evaluated on a case by case basis.

Continuing Education:

    In-Service Training -

    New Employee Orientation   A-9-003
    Division Forest Inventory Training   M-2-001
    First Aid   A-3-012
    Level I Law Enforcement   E-3-001
    Timber Appraisal Workshop   M-1-001
    Basic Firefighter   F-1-001
    Scaling School   M-5-001
    Fire Simulator Training   F-1-002
    Basic Silviculture   L-2-007
    Equipment School   A-5-001
    Pesticide Applicators Certificate Training   E-5-007
    Supervision: Managing the Human Resource   S-2-001
    National Fire Danger Rating System   F-2-037
    Forest Management Workshop   L-2-001
    Pesticide Recertification (annually)   E-5-006
    Dealing with the Public   S-3-001
    Supervision - Two Basic Modules
            1 - Managing People   S-2-021
            2 - Communicating with People   S-2-020
    Basic Computer Operations and Use
            - general (16 hours)   A-1-003

Continuing Education, cont.

In-Service Training, cont.

Road Construction and Maintenance
    - general (16 hours)
Pesticide Training
    - general (8 hours)
Supervision
    - 12 McGraw Hill modules   S-2-020+
Problem Solving: People and Process(Banzhaf) S-2-017
35 mm Aerial Photography Training   L-3-001

Other Training (Workshops, Symposia, Tours, Seminars)

24 hours annually

Performance:

Fully meets standards of performance during the last
appraisal period for current principal responsibilities.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Regional Staff Forester - Pest Specialist

Education: Bachelor of Science - Forestry or closely related field plus
Master of Science in either Plant Pathology or Entomology.

Experience: 3 years total field experience, including 2 years Division
of Forestry experience

OR equivalent experience outside the Division to be
evaluated on a case by case basis.

Continuing Education:

In-Service Training -

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-012
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Firefighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silviculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certificate Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
Forest Management Workshop	L-2-001
Pesticide Recertification (annually)	E-5-006
Dealing with the Public	S-3-001
Supervision - 2 basic modules	
1 - Managing People	S-2-021
2 - Communicating with People	S-2-020
Basic Computer Operations and Use	
- general (16 hours)	A-1-003
Herbicide Seminar - Missouri	E-5-001
35 mm Aerial Photography Workshop	L-3-001
Sketch Mapping - USFS/S & PF	
Instructor Training	A-4-002
Communications Training	
- general (16 hours)	
Reforestation Training - general (16 hours)	
Written Communications - general (16 hours)	
Problem Solving: People and Process (Banzhaf)	S-2-017

Continuing Education, cont.

Other Training (Workshops, Symposia, Tours, Seminars)

40 hours annually

- CIFIDC Meetings
- USFS/S & PF Cooperators Meetings
- SAF Technical Conferences
- Pesticide Seminars sponsored by MPFCA or Chemical
    Industry

Performance:

Fully meets standards of performance for all principal
responsibilities during the last appraisal period.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Assistant Regional Forest Supervisor

Education: Bachelor of Science degree - Forestry or closely related field.

Experience: 10 years total Division Experience to include:

1 year Forestry Trainee
1 year Forest Inventory
3 years Area Forester
5 years Assistant Area Forest Supervisor or related admininstrative and budgetary experience

OR equivalent experience gained outside the Division to be evaluated on a case by case basis.

Continuing Education:

In-Service Training -

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-012
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Firefighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silviculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certificate Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
Forest Management Workshop	L-2-001
Pesticide Recertification (annually)	E-5-006
Dealing with the Public	S-3-001
Supervision - 2 basic modules	
1 - Managing People	S-2-021
2 - Communicating with People	S-2-020
Basic Computer Operations and Use	
- general (16 hours)	A-1-003
Effective Interviewing Skills	S-2-002
Employee Performance Appraisal Workshop	S-2-003
Data Processing Concepts	A-1-001

Recommended Minimum Qualifications Data Sheet
(by position)
Assistant Regional Forest Supervisor

Continuing Education, cont.

In-Service Training, cont.

Supervisor's Role in State Government	S-2-005
Problem Solving - Decision Making	S-2-010
Supervision: 12 McGraw-Hill Modules	S-2-020+
Affirmative Action Sensitivity - general (8 hours)	S-1-001
Stress Management	S-2-004
Effective Presentations	A-4-001
Labor Relations/Contract Administration	S-2-012
Assertiveness Training	S-2-006
Personal Time Management for Managers	S-2-013
Clear Writing	G-1-005
More Effective Meetings	S-2-015
SWAS: An Overview for Managers	A-9-019

Other Training (Workshops, Symposia, Tours, Seminars)

24 hours per year

Performance:

Fully meets standards of performance in all principal
responsibilities during the last appraisal period.

POSITION: Regional Forest Supervisor

Education: Bachelor of Science degree from a college or university that is accredited by the Society of American Foresters, or other professional accrediting institution, with a major study in Forestry, or a closely related field.

Experience: 15 years Division Experience to include:

1 year Forestry Trainee
1 year Forest Inventory
3 years Area Forester
5 years Assistant Area Supervisor or related administrative
    and budgetary experinece
5 years Area Supervisor or St. Paul Staff

OR equivalent experience gained outside the Division to be evaluated on a case by case basis.

Continuing Education:

In-Service Training -

All training as recommended to advance up the Career Ladder from entry level professional to Area Forest Supervisor. Plus:

New Employee Orientation	A-9-003
Division Forest Inventory Training	M-2-001
First Aid	A-3-012
Level I Law Enforcement	E-3-001
Timber Appraisal Workshop	M-1-001
Basic Firefighter	F-1-001
Scaling School	M-5-001
Fire Simulator Training	F-1-002
Basic Silviculture	L-2-007
Equipment School	A-5-001
Pesticide Applicators Certificate Training	E-5-007
Supervision: Managing the Human Resource	S-2-001
National Fire Danger Rating System	F-2-037
Forest Management Workshop	L-2-001
Pesticide Recertification (annually)	E-5-006
Dealing with the Public	S-3-001
Supervision - Two Basic Modules	
1 - Managing People	S-2-021
2 - Communicating with People	S-2-020

Continuing Education, cont.

In-Service Training, cont.

Basic Computer Operations and Use	
- general (16 hours)	A-1-003
Effective Interviewing Skills	S-2-002
Employee Performance Appraisal Workshop	S-2-003
Data Processing Concepts	A-1-001
Supervisor's Role in State Government	S-2-005
Problem Solving - Decision Making	S-2-010
Supervision: 12 McGraw-Hill Modules	S-2-020+
Affirmative Action Sensitivity	
- general (8 hours)	S-1-001
Stress Management	S-2-004
Effective Presentations	A-4-001
Labor Relations/Contract Administration	S-2-012
Assertiveness Training	S-2-006
Personal Time Management for Managers	S-2-013
Clear Writing	G-1-005
More Effective Meetings	S-2-015
Business Administration Training - 40 hours	
Labor Relations Training - 16 hours	
SWAS: An Overview for Managers	A-9-019

Other Training (Workshops, Symposia, Tours, Seminars)

40 hours per year of continuing education training to
maintain an understanding of all pertinent subjects such
as:

Forest Management
Personnel Management
Office Management

Performance:

Fully meet standards of performance in all principal
responsiblities during the last appraisal period.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Fire Operation Specialist   (Fire Staff)

Education: A minimum of Bachelor of Science Degree or equivalent with a
major study in forestry or a closely related field, with
emphasis on fire management.

Experience:

Must have a minimum of five years field experience in fire fighting
with conventional ground equipment. Have a minimum of five years
in helicopter management and tactical air operations. Be a
certified forest officer with the Department of Natural Resources.
Have a thorough knowledge of aircraft and aircraft capabilities.

Continuing Education:

In-Service Training –

Basic Fire Fighting S130 – S190   F-2-003 – F-2-004
Basic Air Operations   F-2-013
Helicopter Management & Safety   F-1-003
Fire Simulation   F-1-002
First Aid   A-3-012
Heavy Equipment School   A-5-001
Sector Boss Training   F-2-015
Helitak Training   F-1-012
Helitak Bucket & Maintenance
Wildfire Investigation   F-1-009
Instructor Training Classes
Prescribed Burn School   F-4-001
Law Enforcement   E-3-001
Air Service Manager   F-2-019
NIIMS   F-3-001
NFDRS   F-2-037
Air to Air and Air to Ground Communications Methods and Procedures

Other Training (Workshops, Symposia, Tours, Seminars)

Minimum of 40 hours annual training on administrative and tactical
air operations. Keep current with NFDRS, NIIMS, and Federal
related programs.

Performance:

Have a proven ability to work independently and have a working
knowledge of fire behavior, suppression, fire organization, and
fire equipment.

Should consistently perform above accepted standards. Must be
physically and mentally capable of working long periods under
severe fire fighting conditions.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Rural Fire Protection Specialist

Education: BS Degree in Forest Resource Development

Experience:

    3 years Division District Level Field Experience
    2 years Division Area Staff Level Experience Experience
    1 year Fire Department Experience
    5 years Overhead Team Incidents as Staff or above

Continuing Education:

    In-Service Training –

Basic included through Area Staff	
Crew Boss	F-2-008
NIIMS I-220 (Basic ICS)	F-3-001
I-330 Sector Boss	F-2-015
I-420 Overhead Team Training	F-1-011
I-520 Fire Generalship	F-2-032
Air Service Manager	F-2-019
Instructor Training	A-4-002
Level II Law Enforcement	E-3-002
Fire Investigation	F-1-005
NFDRS (including AFFIRMS)	F-3-027
Basic Computer (Database Management	A-1-003
I-224 (Strike Team/Task Force Leader)	F-3-004
NIIMS for Managers I	
NIIMS Coordinators Workshop	
GSA Screeners Workshop	
Railroad Fire Cause Investigation	F-1-017
Basic Air Operations S-270	F-2-013
Helicopter Management & Safety	F-1-003
NIIMS Instructor Training	F-3-005
Mixmaster S-253	F-2-020
Maps & Records S-341	F-2-039
Air Tanker Contract Administration	

Other Training (Workshops, Symposia, Tours, Seminars)

Performance:

CLERICAL

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Clerk Typist I

Education: Vocational School Certificate - Clerical, or High School
training equivalent to Vo-Tech, or Experience (1 year).

Experience: One year office experience required if training
requirements are not met.

Continuing Education:

>   In-Service Training -

>   None

>   Other Training (Workshops, Symposia, Tours, Seminars)

>   None

Performance:

>   Pass the Clerk Typist I exam.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Clerk Typist II

Education: Vocational School Certificate - Clerical, or High School
training equivalent to Vo-Tech, or Experience (1 year).

Experience: One year office experience required if training
requirements are not met.

Continuing Education:

In-Service Training -

Efficient Filing	A-2-001
Basic Dispatch Training	
(OJT) (if applicable)	
Dealing with the Public	S-3-001
Shortwave Radio Operations - general	
Computer/Word Processor Training - general	A-2-014
Extensive Fire Dispatch Training	
(if applicable)	
Listening	G-1-008
Fire Weather and AFFIRMS - general	
Clear Writing	G-1-005
Forms Design	

Training needs vary as to duty station.

Other Training (Workshops, Symposia, Tours, Seminars)

Performance:

Fully meets standards of performance in all principal
responsibilities during the last appraisal period.

Pass the Clerk Typist II exam according to Employee
Relations.

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Office Manager I/Clerk Typist III

Education: Vocational School Certificate - Clerical, or High School
           training equivalent to Vo-Tech, or Experience (1 year).

Experience: One year as a Clerk Typist II (or equivalent)

Continuing Education:

           In-Service Training -

           In addition to previous training -

           Assertiveness Training   S-2-006
           Advanced Fire Dispatching
               - if applicable
           Timber Sales - if applicable
           Computer User Training - general   A-1-003
           Fiscal Procedures - general
           NFDRS - if applicable   F-2-037

           Training needs vary as to duty station.

           Other Training (Workshops, Symposia, Tours, Seminars)

           24 hours

Performance:

           Fully meet standards of performance in all principle
           responsibilities during the last two appraisal periods.

           Evaluation by Division Review Board

MECHANICAL

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: General Repairworker

Education: Degree of Occupational Proficiency in Auto Mechanics, or equivalent, from a Vocational-Technical Institute or equivalent.

Experience: None required before hire.

Continuing Education:

> In-Service Training -
>
> None required before hire.
>
> The following courses should be completed within two years of initial hire:
>
> 1. Equipment School   A-5-001
>
> 2. Basic Fire   F-1-001
>
> Other Training (Workshops, Symposia, Tours, Seminars)
>
> 8 hours per year
>
> Building Maintenance
> Periodic training in high tech automobile systems
> Welding - Arc/Gas

Performance:

> N/A

Department of Natural Resources
Division of Forestry
Recommended Minimum Qualifications Data Sheet
(by position)

POSITION: Automobile Mechnic

Education: Degree of Occupational Proficiency in Auto Mechanics, or
equivalent, from a Vocational-Technical Institute, or equivalent.

Experience: Five years experience as a General Repairworker or three
years as an auto mechanic for a government agency or for private
industry

Continuing Education:

        In-Service Training -

        None required before hire.

        The following courses should be completed within two
        years of initial hire:

        1. Equipment School   A-5-001

        2. Basic Fire   F-1-001

        Other Training (Workshops, Symposia, Tours, Seminars)

        8 hours per year

        New automotive technology

Performance:

        Fully meets standards of performance for the last two
        years as a General Repairworker.

COMPUTERIZED TRAINING AND EXPERIENCE RECORDS SYSTEM

INTRODUCTION
Overview

The Personnel Training/Experience System is a record keeping
and reporting system for Division employees' training and
experience records. It is a component of the Personnel
Career Development Program developed by the Training Board.

The system provides employees and their supervisors assistance
in planning participation in courses which are recommended
for advancement in their careers within the Division. It
also provides the Personnel Development Unit with current
data for planning the annual and bi-annual in-service training
plan for the Division.

Master files of all Division records are maintained on the
TI-990 in St. Paul. Unit records are maintained on the IBM-PC
in each area and regional office within the Division. Additions
and changes to unit records are sent to the TI in St. Paul
by way of a communication link.

A user manual has been developed for use of this system. The
programs included in the system are described below. A user manual
will be provided to each area office. If you are missing a user
manual or if you have questions concerning information to be included
in the system, or questions about operating the system, please call
the Personnel Development Unit located in Grand Rapids.

PS101 - ENTER PERSONNEL RECORD

This program is to be used only when a new employee begins work with
the Division of Forestry on a permanent basis (either classified or
unclassified). If the employee worked for the Division in another
unit, his/her records should already be on the Master files in St.
Paul, and s/he should have a diskette with the transfer records to
be used with PS407. PS101 will allow you to enter the new personnel
record.

PS102 - ENTER TRAINING RECORD

Use this program to enter new records on the training file for a
new or old employee. These records contain the data for each
training course completed or needed by that employee while employed
by the Division.

PS103 - ENTER EXPERIENCE RECORD

PS103 is used when entering new records on the experience file for a
new or old employee. The records contain data for each work and/or
classification and/or location an employee experienced within the
Division.

PS201 - UPDATE PERSONNEL RECORD

Use this program to make changes to existing records on the
personnel file. You are not allowed to change the four character id
number, but all other data can be changed.

PS202 - UPDATE TRAINING RECORD

If an existing training record needs to be changed, this is the
program that will do it. You can change all the data on the record
and, if necessary, you can delete the entire record for a training
course taken or needed.

PS203 - UPDATE EXPERIENCE RECORD

This program makes changes to all data on a record in the
experience file for an employee. It will also allow you to delete
that record, if necessary.

PS301 - QUERY PERSONNEL RECORD

PS301 will allow you to look at an employees general information
record. It only contains id number, name and location code. You
must know the employees id number to access the record.

PS302 - QUERY TRAINING RECORD

Here is the program you have been waiting for! It will show you
what courses an employee has taken and when. It can also show you
what courses s/he needs in the next two years in order to progress
within his career development plan.

PS303 - QUERY EXPERIENCE RECORD

This program is similar to PS302 except it displays the employees
experience records.

PS403 - COURSE CATALOG LISTING

PS403 is a report program which prints a listing of all the
training courses on the course file. It is sorted by categories in
an easy to read format. It is very handy for looking up course
names and numbers when using PS102. Keep a copy of this catalog in
the back of the User Manual and circulate other copies among the
employees within your unit.

PS404 - COURSES COMPLETED REPORT

When you want to know which individuals in your unit have completed
a specific course, use PS404 to generate a report with that
information. This program will allow you to print a report for one
or many courses.

PS405 - COURSES NEEDED REPORT

In answer to the question "Who Needs It?", PS405 will generate a
report indicating which employees within your work unit need a
specific course. This program will alow you to print a report for
one or many courses.

PS406 - TRANSFER EMPLOYEE OUT

When an employee transfers to another work unit (such as out of the
area), or when an employee retires (or leaves) from the Division,
this is the program to use. It will delete that employees records
from your PC and copy transferring employee's records to a floppy
for transporting to the new work unit.

PS407 - TRANSFER EMPLOYEE IN

If an employee transfers to your work unit from another unit, this
is the program that will add his records to the PC files. S/He
should have a floppy diskette which contains his/her old records
from the previous unit. (The previous unit used PS406 to create this
floppy).

PS408 - EMPLOYEE TRAINING RECORDS REPORT

Most employees would like to have a printed copy of their training
records. This program will allow you to print a report for one or
many employees, and it will list either courses completed or needed
by that employee. The report looks exactly like the query screen in
PS302.

PS409 - EMPLOYEE EXPERIENCE RECORDS REPORT

This program is similar to PS408 except it will print out experience
records. The report will look like the query screen in PS303.

PS500 - BACK UP DATA FILES

It is important to back up your data files (Personnel, Training, and
Experience) each time they are used. This is a simple program to
use to assure that you will not lose your data. You will need a
floppy diskette to do the backup.

DIVISION CONTINUING EDUCATION COURSE CATALOG

CATEGORY A — Administration

    1. Computer Training (general)
    2. Clerical
    3. Safety
    4. Training
    5. Equipment
    6. District
    7.
    8.
    9. General

CATEGORY E — Environmental Protection

    1. Insects and Disease
    2. Roads
    3. Enforcement
    4. Environmental Protection
    5. Pesticides
    6.
    7.
    9. General

CATEGORY F — Fires

    1. General Fire Suppression
    2. USFS Fire Courses
    3. NIIMS
    4. Fire Management
    5.
    6.
    7.
    8.
    9. General

CATEGORY G — Miscellaneous

    1. Personal Development
    2. Planning
    3.
    4.
    5.
    6.
    7.
    8. Generic Topic Areas
    9. General

CATEGORY L - Forest Development

     1. Forest Regeneration
     2. Silviculture/Management
     3. Remote Sensing
     4. Wildlife Considerations
     5. Forest Soils
     6. Timber Stand Improvement
     7.
     8.
     9. General

CATEGORY M - State Forest Management

     1. Timber Sales
     2. Forest Inventory
     3. Nursery Operations
     4. Economics
     5. Timber Scaling
     6. State Leases
     7.
     8.
     9. General

CATEGORY P - Private Forest Management

     1. Private Forest Management
     2. Urban Forestry
     3. Taxes
     4.
     5.
     6.
     7.
     8.
     9. General

CATEGORY R - Forest Recreation

     1. Forest Campgrounds
     2. Water Related Recreation
     3.
     4.
     5.
     6.
     7.
     8.
     9. General

CATEGORY S - Supervision

      1. Personnel
      2. Supervisory
      3. Public Relations
      4.
      5.
      6.
      7.
      8.
      9. General

CATEGORY U - Utilization and Marketing

      1. Log and Lumber Grading
      2. Utilization
      3. Marketing
      4. Business
      5.
      6.
      7.
      8.
      9. General

CATEGORY A - Administration

        1. Computer Training (general)
        2. Clerical
        3. Safety
        4. Training
        5. Equipment
        6. District
        7.
        8.
        9. General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
A-1-001	DOER: Data Processing Concepts			DOER
A-1-002	Division of Forestry Computer Operations Seminar			Clerical
A-1-003	Basic Computer Use			
A-1-004	Microcomputers: A New Tool for Foresters	/82		Purdue
A-1-005	IBM PC: Introductory Workshop	6/84		Brainerd
A-1-006	Management Information Systems (MIS) Training			Wetherbe
A-1-007	Info Rev .09 - Database Management System	/84		LMIC
A-1-008	Computer Training			Gr Rpds
A-1-009	CODIT - ISB			
A-1-010	1984 Upper Midwest Computer Symposium	7/84		Th'bird
A-1-011	LOTUS 1-2-3 Training			
A-1-013	ISB: IBM - TSO Time Sharing Options			
A-1-014	ISB: SAS (Statistical Analysis Systems)			
A-1-015	ISB: Assist (Applied & Basic Comp. Problems)			
A-1-016	ISB: SPF (Structured Program Facilities)			
A-1-017	ISB: DataBase Management			
A-1-018	ISB: Sync-Sort			
A-1-019	ISB: DMPCY			
A-1-020	ISB: System and Program Design			
A-1-021	ISB: Data Security Access			
A-1-022	Introduction to Computer Graphics			
A-1-023	Fund. of Data Processing: Non-Data Processing Executive			
A-1-024	Microcomputers in Government			
A-1-025	IBM PC for Administrators			St. Paul
A-1-026	MOSS/GIS			USFWS
A-1-027	Computer Graphics			Harvard
A-1-028	How to Use Software on your IBM PC			ISB
A-1-029	Benefit & Cost Analysis (Advanced)			ISB
A-1-030	Structural Program Facility			ISB
A-1-032	People Strategies for Systems Success			St. Paul
A-2-001	DOER: Efficient Filing			DOER
A-2-002	SWA Payment - CRT			
A-2-003	OS-6 Typewriter - File Seminar			
A-2-004	Clerical Training (Dispatching) - Grand Rapids	3/82		
A-2-005	Clerical Training (Computer Application - Fire)	3/83		
A-2-006	IBM Displaywriter Training			
A-2-007	Clerical Training (Timber Sales)			
A-2-008	Secretaries' Seminar			Reg III
A-2-009	Payroll Training			
A-2-010	Clerical Career Ladder Training			
A-2-011	EAF Training Session			
A-2-012	Position Description Training			

CODE	COURSE NAME	DATE	FREQ.	REMARKS
A-2-013	OS-6 Overview			
A-2-014	Word Processing (General)			Supvsrs
A-2-015	Management Education for Secretaries			St Paul
A-2-016	The Secretary as a Successful Manager			ACMD
A-2-017	Clerical Training (General)			
A-2-018	Changing Trends in Office Procedure	08/84		ArdenHls
A-2-019	Reportpack Training - Manual			SelfTrng
A-2-020	Chartpack Training - Manual			SelfTrng
A-2-021	Textpack Training - Manual			SelfTrng
A-2-022	DOER: Microfilm in Records Management			
A-3-001	Multimedia First Aid			
A-3-002	Heart-Saver CPR			
A-3-003	Explosives Training			Department
A-3-004	EMT			
A-3-005	Hazardous Material Handling			
A-3-006	Coast Guard Aux. Boat Handling and Safety			
A-3-007	Defensive Driving			
A-3-008	CPR (Division of Forestry)			
A-3-009	First Aid - Multimedia - Instructor Training			
A-3-010	Right-to-Know-Law			
A-3-011	Transportation of Hazardous Materials			
A-3-012	First Aid (General)			
A-3-013	Chainsaw Safety			
A-3-014	Advanced First Aid			
A-3-015	Safety Seminar			
A-3-016	Boat and Water Safety			
A-3-018	Disaster Training			
A-3-019	CPR Recertification			
A-3-020	Safety Seminar			
A-4-001	DOER: Effective Presentations			
A-4-002	DOER: Instructor Training			
A-4-003	Effective Instructor Training - M-410			
A-4-004	DNR Instructor Training			
A-4-005	DOER Instructor Training			
A-4-006	Using Audio-Visual Equipment			
A-4-007	DNR Course Design and Evaluation			
A-4-008	DOER: Effective Presentations/Managers & Supervisors			
A-4-009	DOER: Effective Presentations/Professionals			
A-5-001	Equipment School			
A-5-002	Welding			
A-5-003	Tractor-Trailer Drivers Course - Indianapolis			
A-5-004	General Repairman School			
A-5-005	Heavy Equipment Operation	/69		CmpRiply
A-5-006	DNR - Building and Furnaces Maintenance	12/83		
A-5-007	Repairman Training - Pollution Control and Elec Ignit.	/84		Bemidji
A-5-008	Service & Maintenance School JD350-450			
A-5-009	Small Engine Repair			
A-5-010	Computer & Radio System			
A-5-011	Equipment Training			Ohio
A-9-001	Legislative Process			
A-9-002	District Trainee Program Completion			
A-9-003	DNR Div. of Forestry Orientation Session (New Emp. Orientation)			

CODE	COURSE NAME	DATE	FREQ.	REMARKS
A-9-004	Orientation/Evaluation Assignment			
A-9-005	Work Load Analysis			
A-9-006	Citizens Participation Training	02/80		
A-9-007	Fixed Asset Inventory Training			
A-9-008	Word Processor Seminar (General)			
A-9-009	Business Law			
A-9-010	Congressional Institute			WashDC
A-9-011	Managing Declining Resources			
A-9-012	Technician School			
A-9-013	How a Bill Becomes a Law			
A-9-014	Laws and Lawmaking			Lkwood
A-9-015	Biennial Budget WS			
A-9-016	SAF Resource Policy Workshop			

CATEGORY E - Environmental Protection

1. Insects and Disease
2. Roads
3. Enforcement
4. Environmental Protection
5. Pesticides
6.
7.
8.
9. General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
E-1-001	Insects and Disease Field Day (Area)			
E-1-002	Dutch Elm Disease Control Seminar			
E-1-003	Conference on Insects and Disease			
E-1-004	SAF - MN Forest Insect and Disease Update	1982		StPaul
E-1-005	Phytopathological Training	02/81		
E-1-006	Forest Pathology Workshop			
E-1-007	Tree Inspectors Certification Training			GRpds
E-1-008	Containment of Disease in Trees			CODIT
E-1-009	Urban & Suburban Trees: Pest Problems			Michign
E-1-010	Spruce Budworm Risk Rating WS			Kennosa
E-2-001	Logging and Access Road Construction			
E-2-002	Road Management and Construction			
E-2-003	Aerial Surveys for Road Engineering			MnDOT
E-2-004	Road Development Methods			
E-3-001	Enforcement Training - Level I			
E-3-002	Enforcement Training - Level II			
E-3-003	Arson Investigation			
E-3-004	Enforcement Training - Level III			
E-3-005	Enforcement Refresher			
E-3-006	New Laws for Law Enforcement			
E-3-007	Environmental Regulations and Enforcement			
E-4-001	Environmental Education			
E-4-002	Air Pollution Improvement			Mpls
E-4-003	Environmental Regulations			
E-4-004	PCA Regulations			

CODE	COURSE NAME	DATE	FREQ.	REMARKS
E-4-005	National Air Quality			
E-5-001	Herbicide Seminar			
E-5-002	Pesticide Training			
E-5-003	Herbicides in Forestry Seminar - Long Beach, MS			
E-5-004	Velpar L. Application Training	5/82		Dupont
E-5-005	SAF - Herbicide Use - Bemidji	9/83		
E-5-006	Pesticide Use Recertification			
E-5-007	Pesticide Applicator's Certification Training			
E-9-001	Aerial Sketch Mapping			USFS
E-9-002	Rural Clean Water Program Training			ASCS

CATEGORY F - Fire

1. General Fire Suppression
2. USFS Fire Course
3. NIIMS
4. Fire Management
5.
6.
7.
8.
9.   General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
F-1-001	Basic Firefighter			
F-1-002	Fire Simulator			
F-1-003	Helicopter Management and Safety			
F-1-004	Hot Shot Training			
F-1-005	Fire Cause Investigation			
F-1-006	Fire Behavior			
F-1-007	Fuel Loading Workshop - Williams	/80		
F-1-008	Fire Prevention			
F-1-009	National Wildfire Cause Investigational School			
F-1-010	Fire Dispatching			
F-1-011	Joint Overhead			
F-1-012	Helitak/Air Attack Training			
F-1-013	Advanced Fire Behavior			DNR
F-1-014	BCA Fire Investigation, Arson			
F-1-015	National Fire Investigation			
F-1-016	Helitak Foreman			
F-1-017	R.R. Fire Investigation and Prevention			WiscDNR
F-1-018	Logistic Support Training (Aircraft)			Boise
F-1-019	Ramp Training (Aircraft)			Boise
F-1-020	Fire Pre-Suppression Training			
F-1-021	Forest Fire Supervisors Training			
F-1-022	USFS: Dispatchers WS			
F-2-001	Basic Fire Orientation S-100			
F-2-002	Basic Firefighter Orientation S-110			
F-2-003	Basic Firefighter S-130			
F-2-004	Introduction to Fire Behavior S-190			
F-2-005	Use of Fireline Equipment S-210			

CODE	COURSE NAME	DATE	FREQ.	REMARKS
F-2-006	Portable Pumps and Water Use S-211			
F-2-007	Power Saws S-212			
F-2-008	Crew Boss S-230			
F-2-009	Basic Plans S-240			
F-2-010	Basic Service S-250			
F-2-011	Supply Officer S-256			
F-2-012	Business Management Principles in Fire Control S-260			
F-2-013	Basic Air Operations in Fire Suppression			
F-2-014	Organizing Fire Suppression S-320			
F-2-015	Sector Boss S-330			
F-2-016	Plan S-340			
F-2-017	Service S-350			
F-2-018	Air Service Management in Fire Suppression S-351			
F-2-019	Air Service Management - Heliport S-352			
F-2-020	Mixmaster S-353			
F-2-021	Camp Officer S-354			
F-2-022	Equipment Officer S-355			
F-2-023	Intermediate Air Operations - Fire S-370			
F-2-024	Intermediate Fire Behavior S-390			
F-2-025	Fire Organization and Management S-420			
F-2-026	Line Boss Division Boss S-430			
F-2-027	Plans Chief S-440			
F-2-028	Service Chief S-450			
F-2-029	Air Service Officer S-451			
F-2-030	Finance Chief S-460			
F-2-031	Air Attack Boss S-470			
F-2-032	Fire Generalship S-520			
F-2-033	Advanced Fire Safety Management S-590			
F-2-034	Advance Fire Behavior S591			
F-2-035	Fire Behavior Officer S-591			
F-2-036	Fire Command S-620			
F-2-037	NFDR System			
F-2-038	Crew Liaison Officer			
F-2-039	Maps and Records Officer S-341			
F-2-040	Ground Tankers S-214			
F-2-041	Tractor Course S-213			
F-2-042	Aviation Management and Safety Course (Marana)			USFS
F-2-043	First Attack Fire Boss			
F-2-044	Fire Supervision			
F-3-001	NIIMS I-220: Basic Command System			
F-3-002	NIIMS Federal Disaster Reporting WS			Arden H
F-3-003	NIIMS I-420: Transition Training			
F-3-004	NIIMS I-222-4: Task Force Strike Team Leader			
F-3-005	NIIMS I-220 Instructor Training			
F-3-006	Multi-Resource Incident Commander			
F-4-001	Prescribed Fire WS	10/4-7/82		
F-4-002	Aerial Ignition System			
F-4-003	Fuel Inventory Assessment			
F-4-004	Fire Management Analysis			
F-9-001	Building Construction and Fire Tactics			
F-9-002	Fire Weather Reporting			
F-9-003	Firemanship Training			
F-9-004	Managing Fire Department Liability			
F-9-005	Vehicle and Structure Arson			

CATEGORY G - Miscellaneous

                1.   Personal Development
                2.   Planning
                3.
                4.
                5.
                6.
                7.
                8.   Generic Topic Areas
                9.   General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
G-1-001	DOER: Forms Design Workshop			DOER
G-1-002	DOER: Clear Writing			DOER
G-1-003	DOER: Preparing for Retirement			DOER
G-1-004	DOER: Pre-retirement Planning			DOER
G-1-005	DOER: Clear Writing			DOER
G-1-006	Dale Carnegie			
G-1-007	Oral Communications			
G-1-008	DOER: Listening			DOER
G-1-009	AA, AAS Degree - NR Tech.			
G-1-010	BS Forestry			
G-1-011	MS Forestry			
G-1-012	PhD Forestry			
G-1-013	Degree of Occupational Proficiency - NR Technology			
G-1-014	Efficient Reading			
G-1-015	Written Communications			
G-1-016	SAF - National Convention			
G-1-017	Image of Self Projection for Women			
G-1-018	BS Other			
G-1-019	MS Other			
G-1-020	PhD Other			
G-1-021	Public Speaking			
G-1-022	Combining Work and Family			
G-1-023	Technical Writing			
G-1-024	Personnel & Professional Development NR Design			
G-1-025	Time Management and Effective Administration			
G-1-026	Report Writing			
G-1-027	Understanding Deafness			
G-1-028	Court Procedures			
G-1-029	Sign Language I			
G-1-030	Sign Language II			
G-1-031	Non-verbal Communication			
G-1-032	Professional Writing			
G-2-001	NE Forest Resource Planners WS			
G-2-002	State Forest Resource Planning WS	/82		Del
G-2-003	Participatory Planning	/80		
G-2-004	Forest Resources Planning	/78		
G-2-005	NE Resource Planners Conference			
G-2-006	Interactive Planning - Forest Resources			
G-2-007	Interactive Management Workshop			
G-2-008	Public Participation and Networking			

COURSE	NAME	DATE	FREQ.	REMARKS
G-8-001	Association Professional Tour			
G-8-002	SAF Workshop			
G-9-001	Distinguished Visitor Program			UofMFor
G-9-002	Volunteers in National Forests			Col.
G-9-003	Association Professional Day			

CATEGORY L - Forest Development

    1. Forest Regeneration
    2. Silviculture/Management
    3. Remote Sensing
    4. Wildlife Considerations
    5. Forest Soils
    6. Timber Stand Improvement
    7.
    8.
    9. General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
L-1-001	Hardwood Regeneration Conference - Cloquet			
L-1-002	Artificial Regeneration of Conifers in the Upper Great Lakes Region - Green Bay, WI	10/82		
L-1-003	Site Preparation Management - Long Beach, MS			
L-1-004	Regeneration of Southern Pines - Long Beach, MS			
L-1-005	Conifer Reforestation WS			
L-1-006	Oak Regeneration Conference			
L-1-007	Site Preparation and Regeneration	/80		
L-1-008	Tree Improvement WS			
L-1-009	Cone Procurement WS			
L-1-010	SAF-Intensive vs. Minimal Mechanical Site Prep	09/84		
L-2-001	Forest Management WS			
L-2-002	Hardwood Management WS			
L-2-003	Intensive Forest Management Conf. - Cloquet	/75		
L-2-004	Aspen Symposium			
L-2-005	Black Spruce Management - Int'l Falls	/76		
L-2-006	SAF - The Silviculture of Established Stands in North Central Forests	9/83		
L-2-007	Basic Silviculture School			
L-2-008	SAF - Black Spruce Management - Int'l Falls	6/84		
L-2-009	SAF - Experimental Forest Tour	1982		CassLk
L-2-010	Association Black Spruce Management Tour	1983		Littlefork
L-2-011	Northern & Bottomland Hardwood Management			
L-2-012	Upper Great Lakes Forestry WS			
L-2-013	Walnut Symposium			
L-2-014	Walnut Council			
L-2-015	Land Management			
L-2-016	Timber Harvesting Short Course			
L-2-017	Red Pine Plantation Management	/80		
L-2-018	Timber Management Plans	/81		
L-2-019	Pine Monoculture	/82		
L-2-020	Hardwood Thinning in the Lake States			
L-2-021	White Spruce Research Workshop	10/84		Grand Rapids
L-2-022	International Poplar Commission			Canada
L-2-023	SAF - Tech Conf - Red Pine Management	/84		

CODE	COURSE NAME	DATE	FREQ.	REMARKS
L-3-001	35 mm Aerial Photography			
L-3-002	SAF - Forest and Environmental Monitoring:			
	Techniques and Applications	4/84		
L-3-003	Remote Sensing Applications Workshop			
L-3-004	Color Infrared Aerial Photography for Crop Mngt			
L-4-001	SAF - Threatened and Endangered Species			
L-4-002	Association Professional Tour - Wildlife			
L-4-003	Non-game Forest Wildlife Management WS	/83		St Clou
L-4-005	Wildlife Management	/82		
L-4-006	Land Management/Wildlife Management			
L-4-007	Cooperative Forestry/Wildlife Meeting			
L-5-001	DNR/SCS Cooperative Soils Training	/80		
L-5-002	Soils Symposium - Cloquet	/79		
L-5-003	MN Forest Soils - Waskish	/79		
L-5-004	Forest Soils WS - Side Lake	8/82		
L-5-005	Region Soils Training			
L-5-006	Lake States Forest Soils Conference			
L-5-007	Soils Training			
L-6-001	Cruising and TSI Workshop			
L-6-002	Timber Stand Improvement - Cost Estimation			
L-9-001	Land Management Conference	/71		
L-9-002	Long Range Management Mtg.	8/77		
L-9-004	Tri-State Forestry Tour			
L-9-005	U of M Scandinavian Forestry Tour			
L-9-006	Land Classification			Wisc
L-9-007	NR Management			
L-9-008	Weed Control for Management			
L-9-009	NE Area State Forest Land Managers Conf.			
L-9-010	Certification Training - Silviculturist			USFS
L-9-011	Forest Vegatation Management			Duluth
L-9-012	Resource Management & Modelling			USFS

CATEGORY M - State Forest Management

    1.   Timber Sales
    2.   Forest Inventory
    3.   Nursery Operations
    4.   Economics
    5.   Timber Scaling
    6.   State Leases
    7.
    8.
    9.   General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
M-1-001	Timber Appraisal Workshop			
M-1-002	Land Line/Corner Relocation			
M-1-003	Timber Sales Design Workshop			
M-1-004	Short Cuts to Cruising			
M-1-005	Timber Sales Manual Training			
M-1-006	SAF - Aesthetics in Timber Harvesting			
M-1-007	Biology and Economics in Mechanized Harvests			
M-2-001	Phase II Forest Inventory			
M-2-002	Forest Inventory - Project Leader Training			
M-2-003	Forest Inventory Retrieval			
M-2-004	SAF In-Place Resource Inventories	/81		
M-2-005	Renewable Resources Inventory	/83		Oregon
M-2-006	Forest Inventory - Annual Workshop			
M-2-007	Phase I Inventory			
M-2-008	Integrated Resource Inventory			USFS
M-3-001	Seed and Cone Workshop			
M-3-002	Nurserymen's Conference			
M-3-003	Nursery Operations			
M-4-001	Forest Economics			
M-4-002	Economic Analysis and Decision Making Workshop			
M-4-003	Resource Management Economics			
M-4-004	Pine Plantation Planting Economics			
M-4-005	Forest Policy and Economics			
M-4-006	Economics Short Course - USFS	09/84		St.Paul
M-4-007	Cost/Benefit Analysis (Detailed)			
M-4-008	Economic Decisions in Timber Harvest			Miss.
M-4-009	Biology and Economics in Mechanized Harvesting			
M-4-010	Midwest Forest Economics			Duluth
M-4-011	Economics of Intensive Forestry			DukeUnv
M-5-001	Scaling School			
M-5-002	Poles and Piling Training Session			
M-5-003	Special Products Scaling			
M-6-001	Easement and Lease Problems			
M-6-002	Cons. Tillage, Farm Management and Leasing			

CATEGORY P - Private Forest Management

    1. Private Forest Management
    2. Urban Forestry
    3. Taxes
    4.
    5.
    6.
    7.
    8.
    9. General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
P-1-001	Forester's Role in Land Use Planning			
P-1-002	PFM Selling Skills WS	1/82		
P-1-003	PFM WS			
P-1-004	Cooperative Forest Management Conference - Conn.	/82		
P-1-005	SAF - Non-Industrial PFM	3/83		
P-1-006	PFM - Hardwood Timber Sales WS	10/83		
P-1-007	CFM Conference			
P-1-008	Tree Farm Workshop			
P-1-009	Forest Owners and Users Conference			
P-1-010	Woodland Owners Conference			
P-2-001	National Urban Forestry Conference - Cincinnati, OH	/82		
P-2-002	Community Forester Workshop			
P-3-001	Timber Tax Management			

CATEGORY R - Forest Recreation

    1. Forest Campgrounds
    2. Water Related Recreation
    3.
    4.
    5.
    6.
    7.
    8.
    9. General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
R-1-001	Campground Maintenance, Contracts and Development			
R-2-001	BWCA Portage Training - Wilderness Philosophy			
R-2-002	Recreation Water Craft Enforcement & Education School			
R-9-001	Applying Recreational Opportunity Spectrum			Univ/OR

CATEGORY S - Supervision

        1. Personnel
        2. Supervisory
        3. Public Relations
        4.
        5.
        6.
        7.
        8.
        9. General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
S-1-001	Affirmative Action			
S-1-002	Personnel Transaction Training	/79		
S-1-003	Management Rights in Labor Relations			
S-1-004	Managing the Workforce of the Future			
S-1-005	Human Side of Management			
S-1-006	Dispute Resolution			
S-2-001	DOER: Supervision: Managing the Human Resource			DOER
S-2-002	DOER: Effective Interviewing Skills			DOER
S-2-003	DOER: Employee Performance Appraisal WS			DOER
S-2-004	DOER: Stress Management for Managers			DOER
S-2-005	DOER: Supervisor's Role in State Government			DOER
S-2-006	DOER: Assertiveness Training			DOER
S-2-007	DOER: Management Orientation for Non-Managers			DOER
S-2-008	DOER: Personal Time Management for Administrative Support Staff			DOER DOER
S-2-009	DOER: Personal Time Management for Prof. - Tech. Staff			DOER
S-2-010	DOER: Problem Solving and Decision Making			DOER
S-2-011	Organization Management Training			
S-2-012	DOER: Labor Relations Contract Administration			DOER
S-2-013	DOER: Personal Time Management for Managers			
S-2-014	First Level Supervision			
S-2-015	More Effective Meetings	2/77		
S-2-016	Middle Management Institute - Duluth	8/82		
S-2-017	Problem Solving and Team Building	10/82		Banzhaf
S-2-018	Sexual Harassment: Train-the-Trainer			
S-2-019	Sexual Harassment: Awareness Training			
S-2-020	DNR Supervision: Communicating with People			
S-2-021	DNR Supervision: Managing People			
S-2-022	DNR Supervision: Getting Employee Commitment			
S-2-023	DNR Supervision: Giving Order and Instruction			
S-2-024	DNR Supervision: Assessing Employee Performance			
S-2-025	DNR Supervision: Coaching for Improved Performance			
S-2-026	DNR Supervision: Improved Employee Work Habits			
S-2-027	DNR Supervision: Dealing with Employee Response/Control			
S-2-028	DNR Supervision: Delegating Effectively			

CODE	COURSE NAME	DATE	FREQ.	REMARKS
S-2-029	DNR Supervision: Dealing with Employee Complaints			
S-2-030	DNR Supervision: Dealing with Employee Conflicts			
S-2-031	DNR Supervision: Implementing Change			
S-2-032	DNR Supervision: Using Positive Discipline			
S-2-033	DNR Supervision: Terminating an Employee			
S-2-034	DNR Supervision: Training the Trainer			
S-2-035	DOER: Introduction to Managing Volunteers			DOER
S-2-036	Corrective Discipline	04/78		
S-2-037	Handling Difficult People			
S-2-038	Personnel Dynamics			
S-2-039	Team Planning			WmMitch
S-2-040	Situation Management			
S-2-041	Effective Communication and Human Relations			
S-2-042	Managerial Awareness			
S-2-043	Position Description Training			
S-2-044	Managerial Awareness			
S-2-045	Problem Solving and Team Building			
S-2-046	DOER: Investigating Employee Misconduct			
S-2-047	DOER: Handling Discipline and Grievances			
S-2-048	Buildling on Your Own Strengths			
S-2-049	Management Skills for Women Supervisors			ArdenHl
S-3-001	DOER: Dealing with the Public			DOER
S-3-002	Communications for NR Managers			MnWLSoc
S-3-003	Communications WS for NR Managers - Ext.			UnivExt
S-3-004	Working on Advisory Committees			
S-3-005	Making the News Media Work for You			
S-3-006	Human Relations			
S-3-007	Techniques of Public Involvement			
S-3-008	Publicity Methods - Use of Mass Media	/70		
S-3-009	Public Involvement			
S-3-011	Newsletter Workshop			
S-3-012	Public Relations WS			
S-3-013	Advanced Communications WS/NR Managers			U Ext
S-9-001	Goal Programming WS	/82		WmMitch

CATEGORY U - Utilization and Marketing

1. Log and Lumber Grading
2. Utilization
3. Marketing
4. Business
5.
6.
7.
8.
9. General

CODE	COURSE NAME	DATE	FREQ.	REMARKS
U-1-001	Hardwood Log and Lumber Grading			
U-1-002	Softwood Lumber Grading			
U-1-003	Hardwood Grading and Scaling Workshop			
U-2-001	Sawyers Training			
U-2-002	Rough Mill Improvement			
U-2-003	SAF - Wood Utilization Seminar			G.R.
U-2-004	Forest Products Lab Tour			
U-2-005	Planer Workshop	11/84		
U-2-006	Forest Products Utilization Workshop			
U-2-007	Wood Utilization Update	/82		
U-2-008	Future Demand For Paper			
U-3-001	Timber Sales			
U-3-002	Pulp and Paper Seminar			
U-3-003	Seminar: Wood Demand			
U-4-001	Small Sawmill Operations Clinic			
U-4-002	Logging Cost WS			
U-4-003	Kiln Drying Shortcourse			UofM
U-4-004	Business Management for Sawmill Operators			
U-4-005	Sawmill Improvement WS			
U-5-001	Mt Logging Symposium			W. Va.
U-9-001	Lumberman's Short Course			

DIVISION SUPPLEMENTAL COURSE CATALOG

SUPPLEMENTAL IN-SERVICE TRAINING CATALOG

The Division of Forestry Supplemental In-Service Training Catalog lists training courses that are sponsored and conducted by the Division on a recurring basis. They are listed to assist supervisors with the development of Individual Annual Training Plans. The Training Plans will help the Division schedule Division In-Service Training on a needs basis.

Catalog Contents

Course Name	Division Code	Lead Instructor
Computer Environment	A-1-012	B. Anderson
Annual Clerical Meeting	A-2-017	J. Nyhus
Multimedia First Aid	A-3-001	Regions
CPR (Division)	A-3-008	Regions
Right-to-Know Act	A-3-010	Regions
Equipment School	A-5-001	C. Carlson
DNR New Employee Orientation	A-9-003	D. Schipper
Enforcement - Level I	E-3-001	B. Garvey
Enforcement - Level II	E-3-002	B. Garvey
Arson Investigation	E-3-003	B. Garvey
Enforcement - Level III	E-3-004	B. Garvey
Basic Firefighter	F-1-001	B. Humrickhouse
Fire Simulator	F-1-002	Regions
Hot Shot Training	F-1-004	B. Humrickhouse
Fire Prevention	F-1-008	G. Meadows
Joint Overhead Team Meeting	F-1-011	C. Berglund
Helitak/Air Attack	F-1-012	B. Humrickhouse
Advanced Fire Behavior	F-1-013	G. Meadows
Helitak Foreman	F-1-016	B. Humrickhouse
Fire Supervision	F-2-044	D. Casey
NIIMS I-220	F-3-001	C. Berglund
NIIMS I-330	F-3-004	J. Haas
Multi-Resource Inc. Command	F-3-006	J. Haas
NIIMS I-400	F-3-007	C. Berglund
T-101 Operations Sec. Trans.	F-3-008	J. Haas
T-102 Planning Sec. Trans.	F-3-009	J. Haas
T-103 Logistics Sec. Trans	F-3-010	J. Haas
Association Professional Day	G-9-003	Assocaition Pres.
Forest Management Workshop	L-2-001	B. ZumBahlen
Basic Silviculture School	L-2-007	B. Morse
35 mm Aerial Photography	L-3-001	L. Westfield
Remote Sensing Application WS	L-3-003	L. Westfield

DNR DIVISION OF FORESTRY

SUPPLEMENTAL IN-SERVICE TRAINING CATALOG
Catalog Contents

Timber Appraisal Workshop	M-1-001	B. Berndt
Land Line/Corner Relocation	M-1-002	K. Anderson
Phase II Inventory	M-2-001	D. Heinzen
Phase I Inventory	M-2-007	D. Heinzen
Seed Workshop (Hardwood)	M-3-004	M. Wiegand
Scaling School	M-5-001	E. Jamrock
Private Forest Management WS	P-1-003	B. Tomlinson
Urban Forestry Workshop	P-2-003	M. Hanisch
Problem Solving/Team REVIEW	S-2-045	L. Hegstad

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Computer Environment - Where Do I Fit In?

Division Course Code: A-1-012

Lead Instructor: Betty Anderson

Assisting Instructor(s):   Charles Blinn, MIS Staff

Course Objective:

   To provide Division of Forestry personnel with a basic
   understanding of computers, and how they can be used in a forestry
   environment.

Target Audience:

   All Division of Forestry personnel

Number of Trainees: Maximum: __30__   Minimum: __10__

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town: Field - Statewide

Usual Frequency: ___ every year   ___ every two years   ___ every 3 years

                   ___ every 4 years   _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks:

   Course can be given at the Region/Area offices.

                                          Date: 4-10-86

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Clerical Training

Division Course Code: A-2-017

Lead Instructor: Joyce Nyhus

Assisting Instructor(s): George Meadows
Bill Berndt

Course Objective: Subject matter varies each year as to need.
Could include:

- Update of fire procedures
- Update of timber procedures
- New office management ideas
     - time summary information
     - fiscal update

Target Audience: Clerical Staff

Number of Trainees: Maximum: __67__   Minimum: __47__

Usual Time (if applicable):   Month: March

Usual Location (if applicable):   Town: Varies

Usual Frequency: _X_ every year ___ every two years ___ every 3 years

___ every 4 years ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks:

Date: 2/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Equipment School

Division Course Code: A-5-001

Lead Instructor:

Assisting Instructor(s):

Course Objective:

Target Audience:

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year ___ every two years ___ every 3 years

___ every 4 years ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

Category -   Hours ____

Remarks:

Date:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: DNR - Division of Forestry New Employee Orientation

Division Course Code: A-9-003

Lead Instructor: David H. Schipper

Assisting Instructor(s):

Course Objective:

> Expose new Division of Forestry employees to all of
> the major Department and Division programs. Major
> program emphasis, sources of funding, and personnel
> are explained. Participants will have a better
> understanding of all Department and Division programs
> and how they relate and complement each other.

Target Audience: Division employees in all job classifications with two
years, or less, of Division experience.

Number of Trainees: Maximum: __50__   Minimum: __30__

Usual Time (if applicable):   Month: January

Usual Location (if applicable):   Town: Grand Rapids/St. Paul

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                  ___ every 4 years   _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Enforcement Training - Level I

Division Course Code: E-3-001   40 hours

Lead Instructor: Brian Garvey

Assisting Instructor(s): Brad Burgraff, Charles Spoden

Course Objective: Provide a basic introduction to Division of Forestry
laws and their enforcement. The course outlines
employee training needs and subsequent authorities.

Target Audience: New Division of Forestry Employees - Professional,
Technical, Specialist positions and non-enforcement
personnel.

Number of Trainees: Maximum: 60   Minimum: 60

Usual Time (if applicable):   Month: December

Usual Location (if applicable):   Town: Brainerd or Cloquet

Usual Frequency: ___ every year ___ every two years ___ every 3 years

___ every 4 years   X varies as to need

SAF CFE Credit Hours: Category - I   Hours   4.5

                        Category - II   Hours   14.5

Remarks:

Date: 10/14/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Enforcement Training - Level II

Division Course Code: E-3-002   40 hours

Lead Instructor: Brian Garvey

Assisting Instructor(s): Brad Brugraff, Charles Spoden

Course Objective: To provide Field Forestry personnel with added Law Enforcement training, adequate to assure safe, lawful exercise of their duties and authorities.

Target Audience: Region, District and Area personnel with enforcement duties

Number of Trainees: Maximum: 60   Minimum: 60

Usual Time (if applicable):   Month: October or June

Usual Location (if applicable):   Town: Brainerd or Cloquet

Usual Frequency: ___ every year   _X_ every two years ___ every 3 years

                  ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category - II   Hours   17.0

                         Category -   Hours _____

Remarks:

Date: 10/14/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Arson Investigation

Division Course Code: E-3-003   16 hours

Lead Instructor: Brian Garvey

Assisting Instructor(s): Brad Burgraff, Charles Spoden

Course Objective: To provide coordinated training for Division of
Enforcement and Division of Forestry Arson Team members.

Target Audience: Designated Arson Investigation Team members

Number of Trainees: Maximum: 35   Minimum: 35

Usual Time (if applicable):   Month: February or March

Usual Location (if applicable):   Town: Brainerd

Usual Frequency: ___ every year ___ every two years ___ every 3 years

              ___ every 4 years   _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks: This constitutes more a workshop than a training session. The
full "Wildfire Cause Determination" course is 44 hours. It is to be
given as needed.

Date: 10/14/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Enforcement Training - Level III

Division Course Code: E-3-004   16 hours

Lead Instructor: Brian Garvey

Assisting Instructor(s): Brad Burgraff, Charles Spoden

Course Objective: In-depth, specialized training to develop designated personnel in Law Enforcement activities.

Target Audience: Area Law Enforcement Specialist

Number of Trainees: Maximum: __20__   Minimum: __20__

Usual Time (if applicable):   Month: January

Usual Location (if applicable):   Town: Brainerd

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                  ___ every 4 years _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                        Category -   Hours ____

Remarks:

Date: 10/14/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Basic Firefighter

Division Course Code: F-1-001

Lead Instructor: Bruce Humrickhouse

Assisting Instructor(s): Ike Anderson, Cliff Carlson, Duane Moran, Jeff
Haas, Larry Bunge, Rick Olson, George Meadows,
Tom Romaine, Mark Mortenson and First Aid
Instructors.

Course Objective:

Instruct new employees in Basic Fire Fighting methods.

Target Audience: New employees - Foresters and Technicians

Number of Trainees: Maximum: ___60___   Minimum: ___30___

Usual Time (if applicable):   Month: March (last week)

Usual Location (if applicable):   Town: Camp Ripley

Usual Frequency: ___ every year _X_ every two years ___ every 3 years

___ every 4 years _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ___

                          Category -   Hours ___

Remarks: Should be mandatory for all new employees - DNR Forestry and
selected personnel from other divisions.

Date: 2/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Hot Shot Training

Division Course Code: F-1-004

Lead Instructor: Bruce Humrickhouse

Assisting Instructor(s): Ike Anderson, Cliff Carlson, Duane Moran, Jeff
Haas, Larry Bunge, Rick Olson, George Meadows,
Tom Romaine, Bud Bertschi, Mark Mortenson and
First Aid Instructors.

Course Objective:

Instruct in Basic Fire Fighting and Fire Crew Methods - to the
National Standard (red Card).

Target Audience: Hot Shot Crew Members

Number of Trainees: Maximum: 60   Minimum: 20

Usual Time (if applicable):   Month: March (last week)

Usual Location (if applicable):   Town: Camp Ripley

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                  ___ every 4 years   X varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                        Category -   Hours ____

Remarks: Is mandatory for all Hot-Shot Crews.

Date: 2/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Fire Prevention

Division Course Code: F-1-008

Lead Instructor: George Meadows

Assisting Instructor(s):

Course Objective:

Target Audience:

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                  ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks:

                                                        Date:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Joint Overhead Team Meeting

Division Course Code: F-1-011

Lead Instructor: Carson Berglund

Assisting Instructor(s):

Course Objective:

Target Audience:

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year ___ every two years ___ every 3 years

___ every 4 years ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

Category -   Hours ____

Remarks:

Date:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Helitak/Air Attack Training

Division Course Code: F-1-012

Lead Instructor: Bruce Humrickhouse

Assisting Instructor(s): Ike Anderson, Pete Tentinger, Jim Wetzel

Course Objective:

    Aviation Management Safety

    Aerial Fire Fighting

    Record Keeping and Billing Procedures

Target Audience: Helitak Foreman - Air Attack Boss

Number of Trainees: Maximum: 25   Minimum: 10

Usual Time (if applicable):   Month: February and June

Usual Location (if applicable):   Town:

Usual Frequency: _X_ every year ___ every two years ___ every 3 years

               ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                  Category -   Hours ____

Remarks: February - Administrative/Supervision

      June - Tactical

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Advanced Fire Behavior

Division Course Code: F-1-013

Lead Instructor: George Meadows

Assisting Instructor(s):

Course Objective:

Target Audience:

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year ___ every two years ___ every 3 years

___ every 4 years ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks:

Date:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Helitak Foreman

Division Course Code: F-1-016

Lead Instructor: Bruce Humrickhouse

Assisting Instructor(s): Ike Anderson, Pete Tentinger, Jim Wetzel

Course Objective:

    Aviation Management and Safety

    Aerial Fire Fighting

    Record Keeping and Billing Procedures

Target Audience: Helitak Foreman - Air Attack Boss

Number of Trainees: Maximum: __25__   Minimum: __10__

Usual Time (if applicable):   **Month:** February and June

Usual Location (if applicable):   **Town:**

Usual Frequency: _X_ every year ___ every two years ___ every 3 years

               ___ every 4 years ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                        Category -   Hours ____

Remarks: February - Administrative/Supervision

          June - Tactical

Division In-Service Training
Detailed Course Summary

Course Name: First Attack Fire Boss

Division Course Code: F-2-043

Lead Instructor: Dan Casey

Assisting Instructor(s): Dave Sterr - BIA
                          Brad Peterson - USFS

Course Objective:

    This course is designed to bring out the responsibilities of the
individual in charge of the initial attack of small non-complex
fires that are normally suppressed by the local initial attack
force. It tells the trainee when, what, where, how and why certain
actions are taken in the suppression of fires. It assures that
local policies and procedures are understood by the initial attack
leader - the text presents problems encountered in (a) Dispatch and
travel to fire; (b) Size up, ordering and planning; (c) Deployment
and containment; (d) Control, mop up and management, administrative
requirements; (e) Post-fire analysis.

Target Audience: District Foresters and Technicians in Fire Districts
                  that have some experience in fire fighting but have
                  not been involved in many fire situations calling for
                  extended operations.

Number of Trainees: Maximum: __30__   Minimum: __10__

Usual Time (if applicable):   Month: March

Usual Location (if applicable):   Town: Bemidji

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                ___ every 4 years _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                 Category -   Hours ____

Remarks:

Date: 1/87

Course Name: Fire Supervision

Division Course Code: F-2-044

Lead Instructor: Dan Casey

Assisting Instructor(s):   Greg Peterson, USFS
                           Dave Sterr, BIA

Course Objective:

   To provide the essential skills and knowledge to survive the first
   or incidental leadership assignment. To simulate problem
   situations which will occur when individuals are assigned
   supervisory roles, and the best, professional and proven ways to
   handle such situations.

Target Audience:

   It will meet the needs of the experienced fire fighter who may be
   in such positions as squad boss, crew boss, tanker boss, or first
   attack fire boss.

Number of Trainees: Maximum: __30__   Minimum: __10__

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year   ___ every two years   ___ every 3 years

                   ___ every 4 years   _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks:

   This course is designed around a basic text: Moving Up to
   Supervision by Martin Broadwell.

Date: 5/86

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: BEHAVE - Fire Behavior Prediction

Division Course Code: F-2-048

Lead Instructor: George Meadows

Assisting Instructor(s):   5 additional instructors

Course Objective:

    Provide training in fire behavior prediction systems.   Provide
    computer training on the BEHAVE computer model.

Target Audience:

        Area and Regional staff with primary fire behavior
        responsibilities, i.e. prescribed burn manager.

Number of Trainees: Maximum: 30   Minimum: 20

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year   ___ every two years   ___ every 3 years

                   ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks:

Date: 5/86

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: NIIMS - I-220   Basic Incident Command System

Division Course Code: F-3-001

Lead Instructor: Bruce Humrickhouse

Assisting Instructor(s):

Course Objective:

   This course is designed to thoroughly familiarize the student with
   the design components and organization of the Incident Command
   System and to enable the student to effectively use the "Field
   Operations Guide."

Target Audience: All individuals who will fill any ICS position - Crew
                  Boss and above.

Number of Trainees: Maximum: 60   Minimum: 10

Usual Time (if applicable):   Month: None

Usual Location (if applicable):   Town: None

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                  ___ every 4 years   X varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks:

                                                  Date: 9/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: NIIMS I-330 Task Force-Strike Team Leader

Division Course Code: F-3-004

Lead Instructor: Jeff Haas

Assisting Instructor(s):

Course Objective:

 This course is designed to develop persons into the Task Force/
 Strike Team Leader position, in which they would supervise a number
 of single resources on fire suppression.

Target Audience: Currently qualified Crew Boss or Initial Attack Fire
 Boss to be upgraded to the Task Force-Strike Team Leader position.

Number of Trainees: Maximum: __3__   Minimum: __1__

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year   ___ every two years   ___ every 3 years

 ___ every 4 years   _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

 Category -   Hours ____

Remarks:

 I-220 prerequisite.   Experience as Crew Boss or First Attack Fire
 Boss required.   This course contains a simulation exercise.

Date: 9/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Multi-Resource Incident Commander

Division Course Code: F-3-006

Lead Instructor:

Assisting Instructor(s):

Course Objective:

This course is designed to bridge currently qualified Sector Boss
or Extended Attack Fire Boss persons into Multi-Resource Incident
Commanders within the Incident Command System.   In this position
they would be in charge of a fire with from 2 to 7 single
resources.

Target Audience:

Currently qualified Sector Bosses or Extended Attack Fire Bosses.

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year   ___ every two years   ___ every 3 years

___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

Category -   Hours ____

Remarks:

I-220 prerequisite.

Date: 9/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: I-400 Incident Command

Division Course Code: F-3-007

Lead Instructor: Carson Berglund,
                   Robert Jones, Superior National Forest

Assisting Instructor(s):   Troy Kurth, USFS   Jim Whitson, USFS

Course Objective:

   To provide currently qualified Large Fire Organization persons with
   additional skills and knowledge to advance to the Incident Command
   System at the Multi-Division level.

Target Audience:

   Currently qualified Fire Boss, Multi-Division.

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year   ___ every two years   ___ every 3 years

                   ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                        Category -   Hours ____

Remarks:

   I-220 prerequisite. This course should be followed by a simulation
   exercise extracted from I-420.

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: T-101 Operations Section Transition Training

Division Course Code: F-3-008

Lead Instructor: Jeff Haas

Assisting Instructor(s):   Joe Cayou, Voyaguers National Park
                           Bill Williams, USFS

Course Objective:

   This course is designed to bridge qualified people from the Line
   section of Large Fire Organization to a comparable position in the
   Operations Section of the Incident Command System.

Target Audience:

   Currently qualified Line Boss, Division Boss, Sector Boss, Air
   Attack Boss, Helicopter Boss or Air Service Manager.

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year   ___ every two years   ___ every 3 years

                   ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks:

   I-220 prerequisite. This course should be followed by a simulation
   exercise extracted from I-420.

                                                    Date: 9/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: T-102 Planning Section Transition Training

Division Course Code: F-3-009

Lead Instructor: Jeff Haas

Assisting Instructor(s):   Wayne Smetanka, USFS

Course Objective:

    This course is designed to bridge qualified people from the
    Plans Section of Large Fire Organization to a comparable position
    in the Planning Section of the Incident Command System.

Target Audience:

    Currently qualified Plans Chief, Maps and Records Officer, Fire
    Behavior Officer, Demobilization Officer, Line Scout or General
    Scout.

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year ___ every two years ___ every 3 years

              ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                   Category -   Hours ____

Remarks:

    I-220 prerequisite. This course should be followed by a simulation
    exercise extracted from I-420.

Date: 9/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: T-103 Logistics Section Transition Training

Division Course Code: F-3-010

Lead Instructor: Jeff Haas

Assisting Instructor(s): Marv Newell, USFS
                          Toivo Sober, Superior National Forest

Course Objective:

   This course is designed to bridge qualified people from the Service
   Section of Large Fire Organization to a comparable position in the
   Logistics Section of the Incident Command System.

Target Audience:

   Currently qualified Service Chief, Camp Officer, Supply Officer,
   Equipment Officer or Communications Officer.

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town:

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                  ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks:

   I-220 prerequisite. This course should be followed by a simulation
   exercise extracted from I-420.

Date: 9/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Forestry Employees Association Professional Day

Division Course Code: G-9-003

Lead Instructor: Association President

Assisting Instructor(s):

Course Objective:

    Subject matter is different each year. It is selected annually to
    correspond with a pertinant and interesting Division job related
    subject.

Target Audience: all Division employees

Number of Trainees: Maximum: ___-___   Minimum: ___-___

Usual Time (if applicable):   Month: July or August

Usual Location (if applicable):   Town:

Usual Frequency: _X_ every year ___ every two years ___ every 3 years

                   ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks:

Date: 01/85

Course Name: Forest Management Workshop

Division Course Code: L-2-001

Lead Instructor: Bruce ZumBahlen

Assisting Instructor(s): Selected Forest Management Staff and Field
Specialists

Course Objective:

   To initiate or improve upon forest management techniques, policies,
   or knowledge. The focus for each workshop is based upon the
   recognized and perceived needs of the Division of Forestry at the
   particular time.

Target Audience: Regional and Area personnel usually responsible for
carrying out forest management activities.

Number of Trainees: Maximum: 50   Minimum: 25

Usual Time (if applicable):   Month: June

Usual Location (if applicable):   Town: Cloquet

Usual Frequency: X every year ___ every two years ___ every 3 years

                   ___ every 4 years ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks:

The range of subjects covered at the workshop may vary from
silviculture, wildlife coordination activities, to forest road
construction and maintenance. It is designed to meet current needs.
Course agenda is therefore flexible.

Date: 1/85

Course Name: Basic Silviculture School

Division Course Code: L-2-007

Lead Instructor: C. Barry Morse

Assisting Instructor(s): Program Specialists, selected field and
U of M/USFS personnel.

Course Objective:

> Present basic silviculture, management concepts, and systems
> as utilized by the Division of Forestry to insure a uniform
> level of professional forest management expertise. Emphasis
> will be placed on the management activities of harvesting,
> site preparation, regeneration and TSI by forest type.

Target Audience:

> New Foresters, Technicians, and selected others.

Number of Trainees: Maximum: __50__   Minimum: __20__

Usual Time (if applicable):   Month: June

Usual Location (if applicable):   Town: Cloquet Forestry Center

Usual Frequency: ___ every year _X_ every two years ___ every 3 years

___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

Category -   Hours ____

Remarks:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: 35 mm Aerial Photography

Division Course Code: L-3-001

Lead Instructor: Lee Westfield

Assisting Instructor(s):

Course Objective:

To instruct professional land managers in 35mm project preparation
and execution.

Target Audience: Land Management Professionals

Number of Trainees: Maximum: __20__   Minimum: __15__

Usual Time (if applicable):   **Month:** February

Usual Location (if applicable):   **Town:** Grand Rapids

Usual Frequency: ___ every year ___ every two years ___ every 3 years

___ every 4 years _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks:

Date: 2/86

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Remote Sensing Applications Workshop

Division Course Code: L-3-003

Lead Instructor: Dan Reick

Assisting Instructor(s): Lee Westfield

Course Objective: This course is intended to update, refresh and
maintain the professional land manager in
understanding and use of aerial photography.

Target Audience: Regional and Area Staff Specialists, and District
Foresters

Number of Trainees: Maximum: __20__   Minimum: __15__

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town: Grand Rapids

Usual Frequency: ___ every year _X_ every two years ___ every 3 years

                  ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category - I   Hours _14.0_

                         Category -   Hours _____

Remarks:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Timber Appraisal Workshop

Division Course Code: M-1-001

Lead Instructor: William Berndt

Assisting Instructor(s):

Mike Chapman	Alan Jones	Fred Wintermantel	Rich Anttila
Barry Morse	Bob Wennerstrand	Bruce ZumBahlen	Jim Dahlman
Jim Breyen (Wildlife)		Bob Johnson (Superworld Corp.)	

Course Objective:

> To teach basic fundamentals of timber appraisal so that
> accurate (within established standards) timber appraisals can
> be made.

Target Audience:

> New employees of the Division of Forestry or those
> with minimum timber appraisal experience.

Number of Trainees: Maximum: __50__   Minimum: __30__

Usual Time (if applicable):   Month: June

Usual Location (if applicable):   Town: Cloquet Forestry Center

Usual Frequency: ___ every year _X_ every two years ___ every 3 years

   ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category - I   Hours _21.5_

             Category -   Hours _____

Remarks:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Land Line/Corner Relocation

Division Course Code: M-1-002

Lead Instructor: Ken Anderson

Assisting Instructor(s): Norm Levdahl - Duluth
                          Jerry Sullivan - Grand Rapids
                          Roger Brand - Rochester

Course Objective: To teach trainees the original system of land survey
                   and what methods and "clues" to look for to locate
                   corners today.

Target Audience: District Foresters - Assistants or Staff Foresters

Number of Trainees: Maximum: __30__   Minimum: __30__

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town: Grand Rapids

Usual Frequency: ___ every year ___ every two years _X_ every 3 years

                  ___ every 4 years ___ varies as to need

SAF CFE Credit Hours: Category -   . Hours ____

                          Category -   Hours ____

Remarks:

Date: 12/84

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Phase II Forest Inventory

Division Course Code: M-2-001

Lead Instructor: George Deegan

Assisting Instructor(s): David Heinzen

Course Objective:

1) Provide an overview of the design, potential applications, and
    present users of the Phase II resource inventory system.

2) Develop proficiency in the field and office techniques required to
    effectively accomplish the Phase II survey.

Target Audience: Natural resource personnel engaged in or using the
                  Phase II Forest Inventory

Number of Trainees: Maximum: 25   Minimum: 5

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town: Cloquet, Grand Rapids

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                  ___ every 4 years   X varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks: Course can vary in content and length of time depending on the
background and objective of the target audience.

Date: 2/85

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Phase I Forest Inventory

Division Course Code: M-2-007

Lead Instructor: David Heinzen

Assisting Instructor(s): George Deegan

Course Objective:

1) Provide an overview of the design, requirements, and importance of
    the Statewide Phase I Inventory.

2) Develop proficiency in the field and office techniques required to
    effectively accomplish the Phase I survey.

Target Audience:

Number of Trainees: Maximum: __20__   Minimum: __10__

Usual Time (if applicable):   Month:

Usual Location (if applicable):   Town: Cloquet/Grand Rapids

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                  ___ every 4 years _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                         Category -   Hours ____

Remarks:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Scaling School

Division Course Code: M-5-001

Lead Instructor: E. A. Jamrock

Assisting Instructor(s): Richard Anttila, DNR
                          Richard DeVries, St. Regis Paper Co.

Course Objective: Review the basic principles of the art and science of
                   measuring wood products in the field and acquaint the
                   field personnel with standing specialized timber
                   products such as poles and pilings on uncut stands
                   and on wood landings.

Target Audience: All field personnel on the level of District Forester
                  and below including DNR trainees and selected
                  personnel from County and BIA agencies and with some
                  private industry people when space is available.

Number of Trainees: Maximum: __30__   Minimum: __10__

Usual Time (if applicable):   Month: August

Usual Location (if applicable):   Town: Grand Rapids

Usual Frequency: _X_ every year ___ every two years ___ every 3 years

                  ___ every 4 years ___ varies as to need

SAF CFE Credit Hours: Category - I   Hours __16__

                         Category -   Hours ____

Remarks:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Seed Workshop (Hardwood)

Division Course Code: M-3-004

Lead Instructor: Miles Wiegand

Assisting Instructor(s):

Course Objective:

    To provide information on purchasing the best quality hardwood seed
    to those personnel directly involved in seed procurement.

Target Audience:

    Those individuals directly responsible for hardwood seed
    procurement - Forester, Area Staff.   Areas 31, 32, 34, 38, 39, 35,
    53, 54.

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month: September

Usual Location (if applicable):   Town: St. John's University
                                                 Collegeville, MN

Usual Frequency: ___ every year   ___ every two years   ___ every 3 years

                   ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                        Category -   Hours ____

Remarks:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Private Forest Management Workshop

Division Course Code: P-1-003

Lead Instructor: Bob Tomlinson

Assisting Instructor(s):

Course Objective:

The workshop is intended to update Area PFM Specialists and other
Field Foresters on new technical and administrative developments
affecting the PFM Program. Also, a substantial part of the
workshop is devoted to addressing current PFM issues, and
implementing planned activities to deal with them.

Certain sections of the workshop may be devoted to introductory PFM
items, and be attended only by new field personnel. Other
sections, however, will continue to focus on more advanced topics
and include those foresters' participation who are more familiar
with private forest management.

Target Audience:

Private Forest Management Specialists, District Foresters, and
Technicians

Number of Trainees: Maximum: __35__   Minimum: __20__

Usual Time (if applicable):   Month: September

Usual Location (if applicable):   Town: Central Minnesota

Usual Frequency: _X_ every year ___ every two years ___ every 3 years

                   ___ every 4 years   ___ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks:

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Problem Solving and Team Building - REVIEW

Division Course Code: S-2-045

Lead Instructor: Larry Hegstad

Assisting Instructor(s): Alan Jones, Steve Simmer, Mike Carroll,
Tom Romaine, David Schipper

Course Objective:

> Review and reinforce the problem solving techniques presented
> at the Problem Solving and Team Building (Banzhaf) S-2-017
> training session. Review sessions are tailored to the needs
> of the group. Session length varies from 2 hours to 12 hours
> depending on the option (components) selected. Components
> include - management team, constructive meetings,
> cause/effect, decision, planning, communications/
> presentations, and practice exercises. Instructors will
> facilitate problem solving if requested.

Target Audience: All Division employees who participate as part of a
decision making/problem solving team. Completion of
the S-2-017 course is _not_ a prerequisite.

Number of Trainees: Maximum: 12   Minimum: 6

Usual Time (if applicable):   Month: Request Basis

Usual Location (if applicable):   Town: Local

Usual Frequency: ___ every year ___ every two years ___ every 3 years

___ every 4 years   _X_ varies as to need

SAF CFE Credit Hours: Category - II   Hours ____

Category -   Hours ____

Remarks: Given upon request by unit supervisors.

Minnesota Department of Natural Resources
Division of Forestry

Division In-Service Training
Detailed Course Summary

Course Name: Urban Forestry Workshop

Division Course Code: P-2-003

Lead Instructor: Meg Hanisch, DNR Urban Forestry Specialist

Assisting Instructor(s):

Course Objective:

>   To introduce urban forestry to Division personnel. To familiarize
>   individuals with how the Division defines urban forestry, what
>   practices are involved with urban forest management, and how to
>   deal with homeowners and municipal officials that are so often a
>   part of an urban forestry assist.

Target Audience:

>   First year offered: Division employees only - field, Area, or
>   Regional personnel (especially PFM Specialists) who have an
>   interest in urban forestry or who do alot of urban forestry
>   assists. Experience is of no concern in this case.
>   After first year: If this workshop is offered again, it should be
>   open to anyone who is interested in attending. Division personnel,
>   municipal officials, and homeowners.

Number of Trainees: Maximum: _____   Minimum: _____

Usual Time (if applicable):   Month: May/June

Usual Location (if applicable):   Town: St. Paul headquarters

Usual Frequency: ___ every year ___ every two years ___ every 3 years

                   ___ every 4 years   _X_ varies as to need

SAF CFE Credit Hours: Category -   Hours ____

                          Category -   Hours ____

Remarks:

CODES

-CLASSIFICATION

-WORKING TITLE

-LOCATION

Individual Experience Records

Classification Codes
(Same as MN DOER Codes)

NR Spec I (General)	000192
NR Spec I (Forester)	001739
NR Spec II (General)	001066
NR Spec II (Forester)	001745
NR Spec 3 (Forester)	001751
NR Spec 4	000194
NR Staff Specialist	002255
NR Senior Staff Specialist	002256
NR Supervisor	000195
NR Forest Soils Spec	002309
Soil Scientist	002054
Plant Health Specialist	001548
Plant Health Specialist Intermed.	001470
NR Dutch Elm Disease Project Supvr	002116
NR Regional Forest Manager	002075
Director	008412
NR Manager	000196
NR Forestry Planning Supervisor	002403
Planner	000511
Planner Intermediate	002376
Planner Senior State	000837
General Repairworker	001357
Automotive Mechanic	000105
NR Aide (General)	000189
NR Aide (Forestry)	001763
NR Tech (General)	000190
NR Tech (Forestry)	001755
Laborer	000412
Laborer, Monthly	000413
Laborer, Tenured	000414
Laborer II	000415
Student	009000
Student Worker Paraprofessional	001452
Student Worker Paraprofessional Sr.	001453
Student Worker Clerical	000989
Intern	009010

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY

Individual Experience Records

Classification Codes

Systems Analyst Unit Supervisor	002132
Systems Analyst	000894
Systems Analyst Sr.	000889
EDP Computer Programmer	000780
EDP Info Systems Technical Manager	002267
EDP Info Systems Training & Development Officer	002105
EDP Programmer/Analyst	001888
EDP Senior Programmer	000781
EDP Staff Specialist	000186
EDP Information Systems Manager	001000
EDP Information Systems Specialist	001001
EDP Major Operations Supervisor	001004
EDP Operations Ctl/Shift Supervisor	002149
EDP Operations Supervisor 1	000715
EDP Operations Supervisor 2	000716
EDP Operations Supervisor 3	000254
EDP Operations Technical Supervisor	002134
EDP Programmer/Analyst Supervisor	002126
EDP Software Services Supervisor	002137
Research Analyst	000604
Research Analyst Intermediate	002251
Research Analyst Specialist Sr.	000659
Business Manager I	000138
Office Services Supervisor I	002192
Office Services Supervisor II	002118
Office Services Supervisor III	000294
Executive I	000292
Executive II	000293
Clerk I	000176
Clerk II	000177
Clerk III	001928
Clerk IV	000642
Clerk Steno I	000179
Clerk Steno II	000981
Clerk Steno III	002090
Clerk Steno IV	000665
Clerk Typist I	000180
Clerk Typist II	000980
Clerk Typist III	001929
Clerk Typist IV	000666

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY

Individual Experience Records

Classification Codes

The following are <u>not</u> DOER codes, but are class titles with numeric codes added for this system.

NR Manager I	990001
NR Manager I, Sr.	990002
NR Manager II	990003
NR Manager III	990004
NR Manager IV	990005
Forest Guard	990006
Forest Ranger I	990007
Forest Ranger II	990008
Conservation Manager II	990009
Conservation Manager I	990010
Conservation Aide	990011
Timber Appraiser I	990012
Forester I	990013
Forester II	990014
Forester III	990015
Trainee (Forester)	990016
Clerk Typist Intermediate	990017
Clerk Typist	990018
Ranger/Scaler	990019
ACP/FIP Consultant	990020
Planner II	990021
Planner III	990022

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY

Individual Experience Records

Working Title Codes

001	Student Worker
002	Student Intern
003	Laborer
010	Volunteer
011	Forestry Trainee
101	Forestry Aide
102	Forest Guard
103	Ranger
104	Ranger II
105	Forestry Technician
106	Ranger/Scaler
107	Asst. Ranger
111	Forestry Technician I
112	Forestry Technician II
113	Forestry Technician III
114	Forestry Technician IV
150	District Assistant
151	District Forester
152	Assistant District Forester
153	Forester I
154	Forester
155	Assistant Forester
160	Timber Appraiser
201	Area Staff Specialist - General
202	Area Staff Specialist - PFM
203	Area Staff Specialist - Silviculture
204	Area Staff Specialist - Timber Sale Administration
205	Area Staff Forester - Fire Management
206	Area Staff Forester - Law Enforcement Specialist
251	Area Forest Supervisor
252	Assistant Area Forest Supervisor

Working Title Codes

301	Regional Staff Forester – General
302	Regional Staff Forester – Silviculture
303	Regional Staff Forester – Coop Forestry Program
304	Regional Staff Forester – Utilization and Marketing
305	Regional Staff Forester – Soils
306	Regional Staff Forester – Forest Pest Specialist
307	Regional Staff Forester – State Lands
308	Regional Staff Forester – Fire Management
309	Regional Staff Forester – RC & D Specialist
310	Regional Staff Forester – Urban Forestry
311	Regional Staff Forester – Forest Management Specialist
320	Regional Hot Shot Fire Crewmember
331	Nursery Coordinator
332	Nursery Superintendent
333	Assistant Nursery Superintendent
340	Nursery Crew Foreman
351	Regional Forest Supervisor
352	Assistant Regional Forest Supervisor
355	Plant Health Specialist

Working Title Codes

400	Clerk
401	Clerk 1
402	Clerk 2
403	Clerk 3
404	Clerk 4
406	Clerk Stenographer 1
407	Clerk Stenographer 2
408	Clerk Stenographer 3
409	Clerk Stenographer 4
411	Clerk Typist 1
412	Clerk Typist 2
413	Clerk Typist 3
414	Clerk Typist 4
415	Clerk Typist
418	Inventory Secretary
421	Area Office Assistant
423	District Office Assistant
426	Region Office Assistant
428	Office Assistant
431	Section Office Assistant
435	Office Manager
441	Regional Administrative Assistant
451	Area Repairworker
452	General Repairworker
461	Auto Mechanic

501	St. Paul Staff – Forest Resources Planning Supervisor
502	St. Paul Staff – Planning Team Leader
503	St. Paul Staff – Forest Resources Planner
504	St. Paul Staff – Planner Sr. Recreation
510	Minerals Reclamation Forester
511	St. Paul Staff – Environmental Review Supervisor
521	St. Paul Staff – Systems Analyst Sr.
522	St. Paul Staff – EDP Program Analyst
531	St. Paul Staff – Forest Economist
541	St. Paul Staff – Information Officer
551	St. Paul Staff – Fire Management Specialist
561	St. Paul Staff – Air Operations/Chief Pilot
562	St. Paul Staff – Fire Operations Specialist
571	St. Paul Staff – Rural Fire Protection Specialist
581	St. Paul Staff – Fire Planning Supervisor
582	St. Paul Staff – Fire Planning Specialist
583	St. Paul Staff – Fire Management Analyst
590	Smoke Chaser

Working Title Codes

601	St. Paul Staff – Forest Management Supervisor
602	St. Paul Staff – Silvicultural Specialist
603	St. Paul Staff – Forest Management Specialist
604	St. Paul Staff – Forest Road Specialist
611	St. Paul Staff – Recreation Specialist
615	St. Paul Staff – Land Acquisition Specialist
616	Consultant
621	St. Paul Staff – Coop and Private Forest Management Supvr
622	St. Paul Staff – Coop Forest Management Specialist
623	St. Paul Staff – Urban Forest Specialist
624	St. Paul Staff – County Assistance Program Forester .
625	St. Paul Staff – Forest Incentives Specialist
631	St. Paul Staff – Forest Pest Supervisor
632	St. Paul Staff – Pesticide Program Supervisor
635	St. Paul Staff – Dutch Elm Disease Program Supervisor
651	St. Paul Staff – Utilization and Marketing Supervisor
652	St. Paul Staff – Utilization and Marketing Specialist
661	St. Paul Staff – Scaling Supervisor
662	St. Paul Staff – Scaling Specialist
671	St. Paul Staff – Forest Inventory Supervisor
672	St. Paul Staff – Forest Inventory Field Operations Coord.
673	St. Paul Staff – Forest Inventory Specialist
674	St. Paul Staff – Field Inventory Project Leader
676	St. Paul Staff – Forest Biometrician
677	St. Paul Staff – Biometrician Assistant
678	St. Paul Staff – Forest Inventory Field Operations Spec.
681	St. Paul Staff – Geographic Information Systems Spec.
682	St. Paul Staff – Remote Sensing Specialist
683	St. Paul Staff – Computer Graphics Specialist
684	St. Paul Staff – Cartography Specialist
685	St. Paul Staff – Forest Inventory Alterations Specialist
691	St. Paul Staff – Timber Sales Supervisor

701   Assistant to the Director - Resources Planning and
                Information Section

726   Assistant to the Director - Resource Protection Section

751   Assistant to the Director - Resource Management Section

776   Assistant to the Director - Resource Assessment Section

800   Division Director

811   Assistant Division Director

821   Personnel Development Supervisor

831   Division Business Manager
832   Division Administrative Assistant
833   Wordprocessor Operator
834   Director's Secretary

                    MISCELLANEOUS CATEGORIES

901   Leave of Absence

911

921

931

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY

Individual Training Record Codes
Location Codes

Code	Location
000	Statewide
100	Bemidji Region
110	Bemidji Area
111	Bemidji District
112	Cass Lake District
113	Guthrie District
114	Itasca District
115	Roy Lake District
116	Bagley District
120	Warroad Area
121	Warroad District
122	Clear River District
123	Wannaska District
124	Grygla District
125	Greenbush District
130	Baudette Area
131	Baudette District
132	Birchdale District
133	Williams District
150	Blackduck Area
151	Blackduck District
152	Kelliher District
153	Waskish District
154	Northome District
160	Park Rapids Area
161	Park Rapids District
162	Alexandria District
163	Perham District
164	Smokey Hills
165	Elbow Lake District
166	Detroit Lakes Field Station

Code	Location
200	Grand Rapids Region
210	Cloquet Area
211	Cloquet District
212	Cromwell District
213	Floodwood District
214	Cotton District
220	Deer River Area
221	Bowstring District
222	Effie District
223	Thistledew District
224	Grand Rapids Dist
225	Deer River District
230	Hibbing Area
231	Hibbing District
232	Link Lake District
233	Side Lake District
234	Virginia District
240	Orr Area
241	Orr District
242	Kabetogama District
243	Crane Lake District
245	Tower District
246	Cook District
250	Duluth Area
252	Cloquet Valley Dist
253	Two Harbors District
254	Finland District
255	Grand Marais
256	Hovland District
260	Littlefork Area
261	Littlefork District
262	Int'l Falls District
263	Big Falls District
264	Pine Island District
265	Loman District
270	Aitkin County

Code	Location
300	Brainerd Region 3
310	Brainerd Area
311	Brainerd District
312	Little Falls
313	Pillager District
318	Crosby District
319	Long Prairie District
320	Backus Area
321	Backus District
322	Washburn District
323	Pequot Lakes District
324	Nimrod District
330	Hill City Area
331	Hill City District
332	Jacobson District
333	Sandy Lake District
334	Aitkin District
335	McGrath District
340	Moose Lake Area
341	Moose Lake District
342	Nickerson District
343	Eaglehead District
344	Hinckley District
345	Mora District
350	Cambridge Area
351	Cambridge District
352	Zimmerman District
353	St. Cloud District
354	Onamia District
380	Willow River Nursery
390	Badoura Nursery
500	Rochester Region 5
530	Lewiston Area
531	Lewiston District
532	Caledonia District
533	Preston District
534	Red Wing District

Code	Location
540	Mankato Area
542	Mankato District
543	New Ulm District
544	Willmar District
545	Fairbault District
550	Metro Area
551	Carlos Avery District
552	Hastings District
553	Waconia District
701	Alborn
702	Dentaybow
703	Ash River
704	Metro Region
705	Litchfield
706	Coldspring
707	Benson
708	Eveleth
709	Nevis
710	Rockcut
711	Sauk Rapids
712	River District
713	Detroit Lakes
714	Redwood Falls
715	Rochester Area
900	Director's Office
901	Business Management
902	Personnel Development
910	Resource Protection Section
911	Wildfire Management
912	NFC - Rural Fire
913	NFC - Air Operations
914	NFC - Fire Planning
920	Resource Management Section
921	Forest Management
922	CFM (County & Private)
924	Pest/Pesticide Management
926	CAP
927	Resource Mgmnt - Urban Forestry
930	Resource Assessment Section
931	Forest Inventory
932	Utilization & Marketing
933	Timber/Seedlings
934	Timber Sales
935	Timber Scaling
940	Central Office Administration
941	Planning Section
943	MFRP - Environmental Review
944	Information Systems
945	Economics
946	Biometrics
950	Land Acquisition
998	Leave of Absence
999	Unknown

SUPPORTING DOCUMENTS

Pertinent Laws, Rules, Regulations and Policy

Minnesota Code of Agency Rules

Department of Personnel

Chapter Thirteen: §§ 2.160–2.169 Employee Development

2 MCAR § 2.160 <u>The development policy</u>. The commissioner shall set policy, administer and conduct programs of training for the effective development and utilization of classified and unclassified employees, to promote individual, group and departmental efficiency and effectiveness. Training and development is a management tool and as such is utilized at the discretion of the department head. Nothing in these rules should be construed to mean that specific application of this process is a right of the employee. While the primary emphasis of training and development is to improve the state service, it should not be seen as incompatible or inconsistent with growth of individual employees. The state, through each operating agency has an obligation to provide assistance to employees in reaching specific career goals. The form and level of this assistance is determined by the department head after taking into consideration the affirmative action goals of the state.

A. Development defined. Employee development is an on-going process intended to help employees attain and maintain a quality of job performance that meets the needs of the state and the career objectives of individual employees. Development includes a variety of planned, purposeful activities and experiences designed to improve and/or increase the skills, knowledge and abilities of employees. Typical activities and experiences include project assignments, task force assignments, supervisory coaching, internal job assistance, orientation, job rotation, interchanges, classroom instruction and independent study.

B. Training defined. Training is a specific means or method of employee development. It consists of formal, systematic and structured activities that meet specific, predetermined learning objectives designed to directly improve and/or increase the knowledge, skills and abilities of employees. Formal training usually refers to group instruction or structured independent study. Academic or technical courses, seminars, workshops, institutes, correspondence courses, individualized reading programs, programmed instruction and computer assisted learning are typical examples of formal training. Conferences, conventions, information meetings, site visitations are usually not included in formal training, unless they are conducted specifically for educational purposes.

C. Individual development planning. Each employee shall be counseled in terms of development and complete an Individual Development Planning Worksheet on an annual basis. First priority for expenditure of state funds will be given to those activities included in the Individual Development Plan.

D. Participation in training. Employees may be selected to participate in training and development in two ways:

1. Job assignment. The employee is assigned by the department to participate as a specific work assignment, or as specifically requested by the supervisor. The employee must participate in order to carry out the basic responsibilities of the job.

2. Employee initiated. At the discretion of the department head, employees may be allowed to participate in non-assigned programs to meet specific training and development needs. Participation in these programs must be beneficial to both the organization and the employee.

2 MCAR § 2.161 Training standards.

A. Training time. Department heads can assign employees to participate in training and development programs as part of their regular job. The amount of time spent in programs of this nature is determined by the department head.

The department head can approve participation in employee initiated programs:

1. At the department head's discretion, employees may be allowed to participate in programs up to 100 hours of work release time each fiscal year. The department head is authorized to grant release time for travel to and from training programs. If granted the travel time is included within the 100 hour maximum.

2. At the department head's discretion, employees may be granted a leave of absence for training that goes beyond the 100 hour limitation provided the granting will benefit the state. Leaves of absence are governed by 2 MCAR § 2.161 D.

3. Employees are restricted to either release time or tuition reimbursement for employee initiated training, but not both. The department head shall determine if release time or tuition reimbursement is to be granted.

B. Expenses and reimbursements. Each operating department is responsible for all necessary and legitimate expenses incurred as a result of employee participation in job assigned training and development activities.

The department head may approve reimbursement for expenses incurred in employee initiated training.

1. 75% of the tuition or registration costs.

2. Reimbursement for employee initiated courses and programs is contingent upon available funds within each operating department.

3. Full reimbursement for necessary books, materials and fees provided:

a. Books and reusable materials do not become the sole property of the employee.

b. The fees and expenses are not for similar services which are already provided by current state benefits.

c. The fees and expenses are for services that are directly related to the specific training course or program.

4. Employees are restricted to either release time or tuition for employee initiated training, but not both. The department head shall determine if release time or tuition reimbursement is to be granted.

C. Special programs. Special programs providing for training and development in excess of the above standards may be established with prior approval of the commissioner. These programs are optional at the discretion of the operating department and are limited by available funds.

D. Leaves of absence for training. Leaves of absence may be granted to employees for work-related programs consistent with the training and development policy of the state. Employees may be granted leave with or without pay, depending on the nature and length of the training program, as well as the benefits to the state. Leave of absence with pay shall be approved by the commissioner prior to authorization. The commissioner may identify in advance the types of programs, including stipend programs, for which leave of absence with pay is authorized, and in those instances, such authorization by the commissioner shall be deemed approval.

2 MCAR § 2.162 Department reports and plans. Department shall develop training plans as well as reports in the form and manner prescribed by the commissioner. Such reports shall include operating budgets as well as expenditures for training in addition to summarizations of programs and personnel included in the training programs and other data as may be required by the commissioner.

Such reports shall be submitted annually.

2 MCAR § 2.163 Approval of management programs. Management training programs shall be approved by the commissioner before being implemented. Where appropriate, the commissioner shall develop and conduct such programs where they can be done more effectively through a centralized effort. Departments are encouraged to supplement statewide management training programs. All management training programs must be conducted consistent with the law and the commissioner's training policies.

(Filed June 28, 1974)

2 MCAR § 2.164 Supervisory training requirements. The commissioner shall require each department head to provide supervisory training for all persons appointed to supervisory positions. This training must be approved by the commissioner and shall conform to the training requirement as set forth by the commissioner. Department heads may supplement these training programs with a formal or in-service programs conducted within the department. Such programs shall be consistent with the policies for training supervisory personnel.

(Filed June 28, 1974)

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2 MCAR § 2.165 <u>Trainee programs</u>. Pre-service training programs may be established by the operating departments with the approval of the commissioner. Trainee appointments under these programs shall be consistent with 2 MCAR § 2.090.

(Filed June 28, 1974)

2 MCAR § 2.166 <u>Mandatory training</u>. Employees appointed to a position or class which has a training requirement that must be met before the employee gains permanent status shall have one year from the date of appointment to fulfill this requirement. The employee shall gain all rights, privileges and benefits at the end of the normal probationary period as defined in 2 MCAR § 2.101 with the exception that the employee may be terminated from that position if the training requirements are not met prior to the completion of the first year after the appointment. The probationary period for employees assigned to the management compensation schedule may be extended to maximum of two years to provide sufficient time to complete mandatory training requirements. The commissioner may direct the appointing authority to initiate the appropriate transaction to either demote the employee to the class from which promoted, or terminate the employee if the employee had been hired directly into the current class. (Minn. Stat. § 43.32, subd. 10)

2 MCAR § 2.167 <u>Career training program</u>. Within available resources, and with prior approval of the commissioner, each department head shall identify and provide special career training programs for state employees. Special career training programs are those designed to assist employees in meeting their career objectives, and the state in meeting its affirmative action goals. Department heads shall consider projected employment patterns in the development of these programs. Department involvement in these programs shall be related to the activities of all state agencies. Programs established under this rule may provide for training and development beyond the standards established in 2 MCAR § 2.161.

2 MCAR § 2.168 <u>Reimbursement of training expenses to the state</u>. Employees who participate in training programs or courses longer than 40 classroom hours on state time or in training programs which are funded in whole or in part by state funds are obligated to return to a state job for a minimum period of twice the length of the training program. Department heads may establish greater time commitments for special programs. Employees who fail to fulfill the minimum time commitments are required to reimburse the state for the actual costs of the training plus all salary paid for actual time spent in training activities. The amount of reimbursement required will be a prorated share of the actual expenses based upon the length of time the employee has returned to a state job.

The state may require the reimbursement of tuition, registration, travel and living costs paid by the state for any course or program not successfully completed, provided the state is not responsible for the failure to successfully complete the course.

Upon request of an employee or department head, the commissioner may waive the reimbursement requirements of this section for employees who are unable to maintain a level of employment at least equivalent to that held immediately prior to training, due to layoff, illness or a disability of at least six months duration or death.

4