File No.: 2150-2
Alternate: _____

DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
CIRCULAR LETTER
(supersedes Circular Letter 2150 dated 07-18-83)

Effective Date: September 1, 1997
Expiration / Review Date: September 1, 2002

CIRCULAR LETTER TO: All Personnel

SUBJECT: Forester Trainee Program

PURPOSE:
While new forestry professionals are well educated and generally come into the organization with a variety of work experience, their knowledge of procedures and policies applicable to the Minnesota Department of Natural Resources, may be limited. Through our recruitment, testing, screening and selection process, we have attempted to hire the best candidates available to fill current and future vacancies. Therefore, the primary purposes of the Trainee Program are to:

1. Continue the selection process by observing work behaviors for 12 months in a variety of work locations and work sites with several supervisors.

2. Orient and train professional foresters for 12 months for possible assignment to a permanent, classified, Natural Resources Forestry Specialist, Entry Level Professional Forester position.

The Trainee Program does include direct expenditures, personnel training time, lower initial productivity, and a delay in filling vacancies. However, these costs are a necessary part of doing business. The Trainee Program is an investment in the Department's future.

RESPONSIBILITIES:
The Division of Forestry Human Resources Development Program Supervisor, as part of the Director's Office, will be responsible for managing the Trainee Program to include: recruitment, testing, screening, recommending specific individuals for appointment to trainee positions, designing and implementing a 12 month individual development program to include a variety of mobility assignments and technical training, and recommending individuals for appointment to permanent classified NR Forestry Specialist, Entry Level Professional Forester (ELPF) positions.

POLICIES:

A. The Professional Forester Trainee Program is 12 months in duration.

B. Professional forester candidates are appointed to an unclassified Natural Resources Forester Trainee position from the open competitive NR Forester Trainee Eligible List.

C. An Individual Trainee Development Plan is designed for each professional forester candidate to include (1) a series of mobility assignments in a variety of locations around the state designed to expose each individual to all the major Division of Forestry programs and subprograms, plus as many Department programs as practical, and (2) assignment to Department and Division technical training sessions as available.

D. Each candidate's work performance will be evaluated monthly by the Division Human Resources Development Program Supervisor, with input from Division staff that have worked with the Trainee. At the end of the 12 month trainee program, each candidate will be evaluated for possible assignment to a permanent, classified Natural Resources Forestry Specialist, Entry Level Professional Forester position.

E. While on mobility assignment, travel expenses will be reimbursed as per bargaining unit agreement and will be borne by the Administrative Section.

PROCEDURES:

A. Forester Trainee positions are filled as approved by the Director's Management Team.

B. Division Human Resources Development Program Supervisor recommends to the Director of the Division of Forestry individuals for appointment from the NR Forestry Specialist Trainee List supplied by the Department Bureau of Human Resources.

C. A 12 month Trainee Plan is developed incorporating a series of mobility assignments and technical training designed to expose the new forester to Department of Natural Resources policy and procedure and all major Division of Forestry programs and subprograms. The Division HRD Program Supervisor is responsible for assigning individuals to mobility assignment locations and for assigning them to attend specific training sessions. Area Forest Supervisors are responsible for making daily work assignments and evaluating work accomplishments while a trainee is assigned to an Administrative Area.

D. Work performance is evaluated monthly by the HRD Program Supervisor with input from Division staff. Based on the results of monthly evaluations, a recommendation is made to the Director concerning possible appointment to a permanent, classified NR Forestry Specialist position at the end of the 12 month program.

/s/ Gerald A Rose
Signed