New Mexico State Personnel Office
2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

DISTRICT RESOURCE SPECIALIST

Class Title	Class Code	Pay Band	Alt Pay Band*
District Resource Specialist	**F20411**	**70**	

In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.

Occupation Description
Manages State Trust Land leased for agricultural, mineral, energy and commercial development to optimize sustainable revenue over the life of the Trust while maintaining healthy lands for future generations.

Nature of Work
District Resource Specialists are responsible for managing a district of tracts of State Trust Lands that are individually leased for commercial, mineral extraction and natural resource purposes. Land uses may include agriculture, mining, renewable energy development, commercial development, mineral extraction, specifically oil and gas leasing. District Resource Specialists independently conduct field monitoring and environmental assessments, analyze complex data to develop resource management projects, and initiate compliance actions; prepare technical written reports concerning the resource impact of projects; respond to inquiries or requests for technical assistance regarding the development, interpretation or implementation of rules, regulations, and agency programs related to land management; review and evaluate plans and proposals for technical accuracy, and make recommendations on the feasibility of proposals covering their areas of expertise. District Resource Specialists represent the Commissioner of Public Lands by working collaboratively with federal, state, local and tribal agencies, the public and other interested parties to communicate the mission, vision, policies, and procedures of the State Land Office. They serve as technical specialists in related activities that may include, but are not limited to, contamination reclamation, oil and gas industry operations, oil and gas leasing, monitoring Trust natural resources, real estate planning, valuation and appraisal, business leasing, subdivision and zoning activities, and utility infrastructure.

Distinguishing Characteristics
- Recommends and formulates complex land management planning for State Trust Lands and identifies alternative courses of action when needed.
- Participates in the development and analysis of policies and procedures in technical areas of expertise.
- Independently inventories and monitors Trust land resources (including economic, archeological, biological, paleontological, and geological) to assess conditions, trends and concerns, and completes statistical analysis, technical research, and financial analysis to determine the highest returns to the Trust beneficiaries.
- Conducts technical analysis to evaluate and document resource conditions, proposed and existing lease activities and the potential revenue and risks associated with proposed land uses.
- Analyzes proposed right-of-way requests to assess impact, confirm alignment, verify leasing fees, and validate the accuracy of applications.
- Analyzes applications for leases and sub-leases of State Trust Lands to protect the interests of the Trust and ensures fair market value is received.
- Analyzes requests for improvements on State Trust Lands to determine if improvements are in the best interest of the Trust.

- Analyzes current and new mineral lease applications to protect Trust interests and ensures there are adequate provisions for extraction of mineral deposits and reclamation.
- Analyzes and recommends technical land management plans for complex land exchanges to advance State Land Office objectives.
- Conducts advanced range health analysis to evaluate and develop grazing plans on State Trust Lands to ensure sustainable land use and establish appropriate range carrying capacity.
- Administers the New Mexico Game and Fish easement for State Trust Lands to prevent or resolve hunter/rancher conflict and facilitate appropriate sportsmen access.
- Works with lessees to prevent trespass, lease interference, illegal dumping, and damage to the land or improvements and monitors lands to protect them from depredation, trespass, hazards, contamination, etc.
- Collaborates with ranchers, grazing associations, conservation groups, and other state and federal agencies regarding rangeland and forest watershed management, environmental enhancement projects, conservation efforts and One Health initiatives that include ecosystem health, species conservation, ecology and wildlife management.
- Utilizes Geographic Information Systems (GIS) to visualize, analyze, explore and report on geographically referenced information, conducts scientific surveys and creates GIS maps.
- Depending on the area, may routinely evaluate and inspect oil and gas operations on State Trust Lands to verify production, ensure compliance with lease requirements, federal, state, local and tribal regulations to prevent environmental contamination and resource degradation.
- Researches and confirms market data for appraisal assignments, obtains and verifies sales, rental, and cost data from various sources.
- Conducts feasibility analyses for determination of lease rates for State Trust Land for various types of real estate development and commercial real estate uses, including: planning, zoning and land use regulations, land valuations and appraisals, financial analyses, and establishing lease structure and terms.
- Proactively identifies industry needs to appropriately facilitate business transactions that benefit Trust revenues.
- Represents the Commissioner of Public Lands by establishing working relationships with private sector real estate professionals, including real estate developers of housing, commercial and mixed use properties, real estate agents and brokers, and appraisers.
- Represents the Commissioner of Public Lands by establishing working relationships and serving as a technical consultant with local governments, including planning and land use and public works/utilities departments and boards, and the County Assessor's Office.

Recommended Education and Experience for Full Performance
Master's degree in Forestry, Agriculture, Ecology Soil Science, Geology, Engineering, Range Science, Biology, Environment Science, Conservation Science, Natural Resources or Watershed Management, Planning, Business Administration or Public Administration and four (4) years of experience in researching, analyzing, and monitoring land management issues in relation to existing federal, state and local laws, rules and practices and making recommendations.

Minimum Qualifications
Bachelor's degree in Forestry, Agriculture, Ecology Soil Science, Geology, Engineering,Range Science, Biology, Environment Science, Conservation Science, Natural Resources or Watershed Management, Planning, Business Administration or Public Administration and four (4) years of experience in researching, analyzing, and monitoring land management issues in relation to existing federal, state and local laws, rules and practices and making recommendations

Knowledge and Skills
*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET^{TM} is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Science — Knowledge of biology, geological, natural resources, agricultural sciences and appraisal/valuation techniques.

Commercial Development – Knowledge of principles, practices, procedures and objectives of commercial development on State Trust Lands including leasing of trust land for various commercial purposes such as retail, office, industrial, and mixed-use.

Oil and Gas / Mining – Knowledge of mining and petroleum and natural gas operations and their impact on natural resources.

Land Management – Knowledge of principles and methods of sustainable resource management, range and agricultural management, valuation of leaseholds, easements, rights-of-way and utilities infrastructure; knowledge of the principles, methods, techniques, and objectives of land reclamation and restoration.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Customer and Personal Service — Knowledge of principles and processes for providing excellent customer and personal services to include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents. Interpret real estate and legal descriptions and documents, land surveys, maps, and aerial photos.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Interpret, analyze, and synthesize scientific data to make sound decisions and recommendations regarding the use and conservation of State Trust Lands.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Negotiation — Conflict resolution techniques in dealing with all interested parties in the development, protection, and conservation of State Trust Lands.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Writing — Communicating effectively in writing as appropriate for the needs of the audience utilizing various forms of media, i.e., email, formal/technical reports, and internal memorandum.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization*, *essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 3/26/2014   **Revised:**

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.