



# GEORGIA

DEPARTMENT OF NATURAL RESOURCES

## VACANCY ANNOUNCEMENT



Coastal Resources  
Division



Environmental Protection  
Division



Historic Preservation  
Division



Law Enforcement  
Division



Parks, Recreation and  
Historic Sites  
Division



Wildlife Resources  
Division

GEORGIA DEPARTMENT of NATURAL RESOURCES  
Office of Human Resources

404.656.7560

[www.gadnr.org](http://www.gadnr.org)

VACANCY ANNOUNCEMENT #20-2017

APPLICATION DEADLINE DATE: **May 23, 2017**

## **Vacant Position Listing**

**Please click on the Job Title – Location to learn more about the advertised vacant position**

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### Georgia County & Major City Map



## Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications and/or résumés are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered. Please do not submit your application/résumé to the address listed on the front of this announcement.
- Applicants must submit one application/résumé for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at <http://www.gadnr.org/careers>.
- If submitting a résumé, please attach this with the DNR Application for Employment.
- Please be sure to include the following information on your application; Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services ([www.naces.org/members.htm](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).
- Your application must be postmarked no later than the application deadline date noted on the front page of this Vacancy Announcement. Please note that deadlines listed may differ for certain advertised jobs from what is listed on the front of the Vacancy Announcement.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- **All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.**
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR's E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

**Coastal Resources Division**  
**Environmental Protection Division**  
**Historic Preservation Division**  
**Law Enforcement Division**  
**Parks, Recreation and Historic Sites Division**  
**Wildlife Resources Division**

[www.CoastalGADNR.org](http://www.CoastalGADNR.org)  
[www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)  
[www.GAshpo.org](http://www.GAshpo.org)  
[www.GADNRL.org](http://www.GADNRL.org)  
[www.GAStateParks.org](http://www.GAStateParks.org)  
[www.GeorgiaWildlife.org](http://www.GeorgiaWildlife.org)

**NOTE: Information in this Vacancy Announcement is subject to change.**

## Law Enforcement Position Hiring Information

Applicants who are NOT P.O.S.T. Certified must take and pass the P.O.S.T. Entrance Examination, **prior to submitting an application**, to be considered for a Law Enforcement (P.O.S.T.) position with DNR. Results from the P.O.S.T. Entrance Exam must be submitted with your DNR P.O.S.T. Certified Position Application for Employment. The DNR P.O.S.T. Certified Position Application for Employment can be found on the Careers page of the DNR website at <http://www.gadnr.org/careers>.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Law Enforcement position with the Georgia Department of Natural Resources.

### CONDITIONAL EMPLOYMENT

Applicants selected to fill Law Enforcement positions, who are not P.O.S.T. Certified, must accept Conditional Employment with DNR. The terms of this Conditional Employment are as follows:

- Upon hire, the employee must attend an 11-week Basic Law Enforcement Training Course to obtain their P.O.S.T. Certification at one of the Georgia Public Safety Training Center (GPSTC) Regional Academies located in Athens; Augusta; Austell; Columbus; Forsyth; Savannah; Tifton.
- Upon obtaining P.O.S.T. Certification, the employee is then required to complete a 14-week DNR Academy at the GPSTC located in Forsyth.

Applicants must successfully complete the Basic Law Enforcement Training Course and the DNR Academy in order to continue employment with DNR.

### P.O.S.T. ENTRANCE EXAM INFORMATION

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for Law Enforcement positions within DNR. Effective September 1, 2016 the **ACCUPLACER** test became the official P.O.S.T. Entrance Exam for law enforcement candidates. The **ACCUPLACER** test is administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia (see reverse side of this page for testing locations and information). The **ACCUPLACER** test is a computer-based exam that provides immediate results. This test measure reading, writing and numerical skills.

Also scores from the ASSET exam, COMPASS exam, SAT, ACT and CPE are accepted. Below are the minimum scores required for satisfying OCGA 35-8-8 regarding completion of the POST Entrance Examination:

TEST PORTION	ACCUPLACER	ASSET	COMPASS	SAT	ACT	CPE
Reading	55	38	70			
Writing	60	35	32			
* Numerical	34	35	26			
Verbal or Critical Reading / Reading				430		75
Verbal or English and Reading					18	
Math				400	16	75
English						75

\* - This score is used for evaluation purposes only and does not determine whether a candidate successfully passes the exam. Persons attending the Basic Law Enforcement Training Course (BLETC) at one of the Technical Colleges in Georgia are required to achieve this minimum score.

Applicants who are not P.O.S.T. Certified are required to provide a copy of their test results when applying for a Conservation Ranger position with DNR.

P.O.S.T. Entrance Exam Information, including testing locations, can be found on the Careers page of the DNR website at [www.gadnr.org/careers](http://www.gadnr.org/careers).

Applicants taking the P.O.S.T. Entrance Exam are required to take a completed **P.O.S.T. Entrance Examination Access Form** to the test site. This form is found on the Careers page of the DNR website at [www.gadnr.org/careers](http://www.gadnr.org/careers).

**NOTE:** Per OCGA 35-8-8, candidates that do not perform satisfactory on the Entrance Exam will be ineligible to retake the Entrance Exam for a period of 30 days after the unsuccessful attempt.

## **Historic Preservation Division Vacancies**

### **Curator / Preservationist 3 – Rockdale County**

<b>LOCATION</b>	HPD Offices, Stockbridge, Georgia						
<b>DIVISION</b>	Historic Preservation Division						
<b>POSITION #</b>	<b>00185491</b>	<b>JOB CODE</b>	<b>NRP032</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$35,569.36</b>

#### **JOB DESCRIPTION**

Position serves as National Register Specialist, including general support to the National Register and Survey Program. Works directly with the NR Program Manager and two additional NR staff; works closely with Tax Incentive Program staff; and serves as the chief contact for program-related information and assistance to other SHPO staff including ER Historians, the Historic Resources Section Chief, and the Division Director, as well as the public. Serves as chief administrative support to the National Register and Survey Program, maintaining program databases, forms, and mailings in accordance with state and Federally-mandated specifications. Administers the HPD library and constituent access to division research files. Processes and makes recommendations regarding assessment of eligibility submissions; reviews and prepares National Register nominations and supporting documentation; and undertakes research and outreach (including public presentations) as relevant. Presents nominations to the Georgia National Register Review Board. Provides professional expertise in Georgia history and historical development, and the research and documentation of historic properties in Georgia. Initiates, reviews, and develops historic contexts, and initiates and develops techniques for the identification and evaluation of historic resources in Georgia. Conducts site visits as necessary. Participates in special projects as necessary.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in natural resource management, environmental science, historical preservation or a closely related field from an accredited college or university

#### **AND**

One year of experience in a directly related field.

#### **OR**

Two years of experience required at the lower level Curator/Preservationist 2 (NRP031) or position equivalent.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicant with a Master's degree in Historic Preservation or closely-related discipline, such as architecture, architectural history, or historic landscape architecture, and two (2) or more of the following:

- Demonstrated experience writing National Register of Historic Places nominations, particularly for historic districts
- Experience reviewing and evaluating National Register of Historic Places nominations at the federal and/or state level
- Demonstrated experience evaluating historic resources for eligibility for listing in the National Register of Historic Places (analyzing integrity, evaluating resources according to the National Register Criteria for Evaluation)
- Demonstrated experience evaluating diverse resources as contributing/non-contributing to an historic district (working with periods of significance, evaluating integrity, defining district boundaries)

**(CONTINUED ON PAGE 7)**

**Curator/Preservationist 3 Continued**

- Advanced knowledge of Georgia history and historical development
- Experience with or a working knowledge of at least one other core SHPO program area such as Tax Incentives, Section 106 review, or the Certified Local Government program, on a consultant basis or as agency staff

**If interested in applying for this position, please submit a DNR Application for Employment, a resume and cover letter electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
Historic Preservation Division  
ATTN: Stephanie L. Cherry-Farmers  
2610 GA Hwy 155, SW  
Stockbridge, GA 30281  
**[Stephanie.cherry-farmer@dnr.ga.gov](mailto:Stephanie.cherry-farmer@dnr.ga.gov)**

## Curator / Preservationist 3 – Rockdale County

<b>LOCATION</b>	HPD Offices, Stockbridge, Georgia						
<b>DIVISION</b>	Historic Preservation Division						
<b>POSITION #</b>	<b>00098664</b>	<b>JOB CODE</b>	<b>NRP032</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$35,569.36</b>

### JOB DESCRIPTION

Serves as Environmental Review (ER) Historian. Processes project review applications for database entry, routing, and file management. Reviews projects for National Register of Historic Places (NRHP) eligibility and effects determinations for Section 106 compliance and similar and related state and federal laws. Assists in resolving adverse effects, including negotiating and reviewing agreement documents. Provides technical assistance, provides information to the public, gives presentations, and conducts meetings and site visits as necessary. Provides ER program reporting in accordance with established procedures. Advises Environmental Review Program Manager, Historic Resources Section Chief, Historic Preservation Division Director, and other agency officials on ER-related issues and projects. Supports other HPD program areas as necessary. Supports and participates in special projects as necessary.

### MINIMUM QUALIFICATIONS

Bachelor's degree in natural resource management, environmental science, historical preservation or a closely related field from an accredited college or university

#### **AND**

One year of experience in a directly related field.

#### **OR**

Two years of experience required at the lower level Curator/Preservationist 2 (NRP031) or position equivalent.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with a Master's degree in Historic Preservation or closely-related field in combination with a degree in architecture, architectural history, engineering, historic landscape architecture, history, or planning or other multiple degree combinations including disciplines from both minimum and preferred qualification lists and one or more of the following:

- Experience with reviewing projects for Section 106 compliance and similar and related state and federal laws, including defining APE and eligibility and effects determinations
- Experience with evaluating historic resources for eligibility for listing in the National Register of Historic Places and reviewing work for consistency with SOI Standards
- Experience working with property owners or agencies regarding preservation and rehabilitation issues
- Experience working with databases or other electronic information file systems
- Experience working with at least one other core SHPO program area such as Tax Incentives, Certified Local Governments, or National Register on a consultant basis or as agency staff

**If interested in applying for this position, please submit a DNR Application for Employment, a resume and cover letter electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
 Historic Preservation Division  
 ATTN: Jennifer Dixon  
 2610 GA Hwy 155, SW  
 Stockbridge, GA 30281  
[Jennifer.dixon@dnr.ga.gov](mailto:Jennifer.dixon@dnr.ga.gov)



## Law Enforcement Division Vacancy Conservation Ranger 1 (Game Warden)

<b>LOCATION</b>	Statewide						
<b>DIVISION</b>	Law Enforcement Division						
<b>POSITION #</b>	Multiple	<b>JOB CODE</b>	PSP040	<b>PAYGRADE</b>	LH	<b>ENTRY SALARY</b>	\$41,236.08

### JOB DESCRIPTION

Under supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources. This is the entry/training level of the Conservation job series.

### MINIMUM QUALIFICATIONS

Associates / Technical degree from an accredited college or university.

#### **OR**

Completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university.

**NOTE:** Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify.

**NOTE:** Applicants must be at least 21 years of age and meet all requirements for P.O.S.T. certification.

#### **In addition to the above minimum qualifications:**

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for a Conservation Ranger (Game Warden) position. A copy of the test scores must be included with the application when applying for a Conservation Ranger (Game Warden) position.

**NOTE:** P.O.S.T. Entrance Exam Information is located on the Careers page of the DNR website at <http://www.gadnr.org/careers> in the Important Notices section.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Conservation Ranger (Game Warden) position.

### LEGAL REQUIREMENTS

Applicants must:

- Be at least 21 years of age
- Be a citizen of the United States
- Be eligible to obtain a valid Georgia Driver's License at the time of appointment

### MEDICAL STANDARDS

#### **Vision**

Minimum distant vision of 20/60 correctable to 20/40 in each eye.

#### **Hearing**

Hearing loss not greater than 24dBA average of 500, 1000 and 2000 frequencies in the better ear.

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## Conservation Ranger 1 (Game Warden) Continued

### **PREFERRED QUALIFICATIONS**

Preference may be given to:

- Applicants who are currently POST Certified.
- Applicants who already possess experience and knowledge in the areas of hunting, fishing, boating and other related outdoor activities.
- Applicants with an Associate's degree, or higher, with a major in a related field such as Wildlife Management, Criminal Justice, Natural Science or Forestry.

**Applicants must complete the DNR POST Certified Position Application for Employment (located at [www.gadnr.org/careers](http://www.gadnr.org/careers)) and submit it along with their current POST Certification Certificate (if applicable) or a copy of their POST Entrance Exam results to the following address:**

DNR Training Academy  
ATTN: Conservation Ranger Employment  
1000 Indian Springs Drive  
Forsyth, GA 31029

Or you may send your documents electronically to [DNR.Training.Academy@dnr.ga.gov](mailto:DNR.Training.Academy@dnr.ga.gov)

**NOTE: The deadline to submit applications is June 15, 2017.**

Applications must be postmarked on or before June 15, 2017. Applications postmarked after June 15, 2017 will not be considered.

**Parks, Recreation & Historic Sites Division Vacancy**  
**\*Assistant Director – Rockdale County**

<b>LOCATION</b>	Panola State Parks/Headquarters						
<b>DIVISION</b>	Parks, Recreation & Historic Sites Division						
<b>POSITION #</b>	<b>00099125</b>	<b>JOB CODE</b>	<b>NRM033</b>	<b>PAYGRADE</b>	<b>P</b>	<b>ENTRY SALARY</b>	<b>\$66,821.60</b>

*\*Official Title: Senior Manager 2, Parks and Preservation*

**JOB DESCRIPTION**

This position works closely with the Division's Operations Unit, Region Managers, site teams and internal and external partners to insure compliance to key functions, improve performance and meet division and department goals. This position is an executive management position. The incumbent in this position will oversee essential division business and administrative services including Budget and Financial Management, Business Services, Human Relations, Marketing and Communications, Internal Audit functions, systems planning, operational partner agreements, divisional policies/procedures and land acquisition. The incumbent will also provides leadership to subordinate managers and staff and provide executive leadership to the Director.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in natural resources management, environmental science, historical preservation or a closely related field from an accredited college or university

**AND**

Four years of related experience at a supervisory/management level.

**OR**

Two years of experience required at the lower level Senior Manager 1, Parks and Preservation (NRM032) or position equivalent.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Karen Glover  
2600 Highway 155  
Stockbridge, GA 30182  
[Karen.glover@dnr.ga.gov](mailto:Karen.glover@dnr.ga.gov)

## **Park / Historic Site Manager 2 – Early County**

<b>LOCATION</b>	Kolomoki Mounds State Park						
<b>DIVISION</b>	Parks, Recreation & Historic Sites Division						
<b>POSITION #</b>	<b>00099000</b>	<b>JOB CODE</b>	<b>NRP013</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$35,569.36</b>

### **JOB DESCRIPTION**

Under limited supervision, plans, directs, manages, or coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. Responsible for the management of staff, budget and revenue.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university

**AND**

Two years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.

**OR**

Associate's degree from an accredited college or university

**AND**

Four years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

High school diploma or GED

**AND**

Six years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

Three years of experience required as an Assistant Park/Historic Site Manager (NRP011).

**OR**

One year of experience required as a Park/Historic Site Manager 1 (NRP012).

**NOTE:** The selected candidate must reside in housing provided. If not currently residing in DNR's housing, the selected candidate will be required to pay 100% of residence utilities.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Lisa Keener  
2024 Newton Rd.  
Albany, GA 31701  
[Parks3@dnr.ga.gov](mailto:Parks3@dnr.ga.gov)

## Wildlife Resources Division Vacancy Communications Specialist 3 – Walton County

<b>LOCATION</b>	WRD Headquarters						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00099970</b>	<b>JOB CODE</b>	<b>GSP042</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$39,038.32</b>

### JOB DESCRIPTION

This position will serve as the social media coordinator and lead graphic design artist for the Wildlife Resources Division. Managing the division's social media pages will include developing relevant content to reach target customers; maintaining a high level of customer service through prompt replies to questions and comments; creating and curating all published content such as images and videos; designing and managing promotions and ad campaigns; and measuring, analyzing and compiling reports of key metrics and results. This position requires maintaining the division's Wordpress Blog, which includes compiling, editing and publishing blog posts for all sections and sharing those blogs on social media. This position will serve as the graphic designer to the division which requires designing products of all kinds and creating new assets whenever needed. Examples of design products include graphics for social media posts, advertisements for magazines, websites or other publications, posters, printed documents, promotional items, publications and other special deliverables. This position will be required to maintain and organize these graphic assets and disseminates them to others, review materials and suggest changes to vendors, and recreate files in different formats.

### MINIMUM QUALIFICATIONS

Bachelor's degree in communications or a related field from an accredited college or university

**AND**

Two years of communications or related experience.

**OR**

Five years of communications or related experience.

**OR**

One year of experience required at the lower level Communications Specialist 2 (GSP041) or position equivalent.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Extensive knowledge of social media platforms - Facebook, Twitter, Instagram, YouTube
- Experience working with Adobe Photoshop, Illustrator and InDesign
- Experience working with the Microsoft Office Suite
- Functional knowledge or personal experience with WordPress
- An understanding of Search Engine Optimization (SEO), keyword research and Google Analytics

**NOTE:** Applicants that previously applied from DNR Vacancy Announcement # 11-2017 are still being considered and do not need to re-apply.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Connie Hopkins  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

## Wildlife Technician 2 – Gilmer County

<b>LOCATION</b>	WRD – Game Management - Armuchee						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00100619</b>	<b>JOB CODE</b>	<b>NRT011</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

### JOB DESCRIPTION

This position is assigned for maintenance duties on ten Wildlife Management Areas (WMAs) in the Northwest GA and provides other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal. Specific duties include: coordinating plans among landowners; utilizing heavy equipment and farm equipment; obtain and maintain a commercial driver's license; creation and maintenance of wildlife openings; prescribed burning; construction, placement, and maintenance of nest structures for a variety of species; planting trees and shrubs; habitat management; maintenance of roads, buildings, gates and other structures; maintenance of property boundary and administration of managed hunts. This position also assists with all regional WMAs as needed with projects such as research and surveys and quota deer, dove turkey and waterfowl hunts.

### MINIMUM QUALIFICATIONS

Associate's degree in wildlife management or a related field from an accredited college or university.

#### **OR**

Completion of equivalent coursework (90 quarter hours or 60 semester hours) in wildlife management or related field from an accredited college or university.

#### **OR**

Two years of experience required in the Wildlife Resources Division as a Wildlife Technician 1 (NRT010) which included responsibilities in game or non-game management.

### PREFERRED QUALIFICATIONS

Preference may be given to:

- Current DNR/WRD employees
- Applicants with an employment history in wildlife management
- Applicants with heavy equipment, plumbing
- Applicants with three college courses (10 semester hours) in wildlife management or related science

**NOTE:** Applicants must possess a Commercial Driver's License (CDL) or be eligible to obtain a CDL. Those hired on a position requiring a CDL who do not possess a CDL will be expected to obtain a CDL within 12 months to perform their job.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Wildlife Resources Division  
ATTN: Connie Hopkins  
2067 US Hwy. 278, SE  
Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

## Wildlife Technician 2 – Terrell County

<b>LOCATION</b>	<b>WRD – Game Management - Albany</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00212500</b>	<b>JOB CODE</b>	<b>NRT011</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

### JOB DESCRIPTION

Under general supervision, this position is assigned for maintenance duties on Wildlife Management Areas in Southwest Region (northern work team), and provides other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal in assigned counties. Specific duties include: implementing habitat management plans; utilizing heavy equipment and farm equipment; obtain and maintain a commercial driver's license; creation and maintenance of wildlife openings; prescribed burning; construction, placement, and maintenance of nest structures for a variety of species; planting trees and shrubs; habitat management; maintenance of roads, buildings, gates and other structures; maintenance of property boundary and administration of managed hunts. Serves as after hours on-call person on a rotational basis for emergency response. Also, incumbent is responsible for inventory and maintenance of major state equipment including tractors, farm implements, and other heavy equipment. Collects important biological data for population monitoring of deer, turkey, and avian populations as well as disease monitoring of important wildlife species.

### MINIMUM QUALIFICATIONS

Associate's degree in wildlife management or a related field from an accredited college or university.

**OR**

Completion of equivalent coursework (90 quarter hours or 60 semester hours) in wildlife management or related field from an accredited college or university.

**OR**

Two years of experience required in the Wildlife Resources Division as a Wildlife Technician 1 (NRT010) which included responsibilities in game or non-game management.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience working for Wildlife Resources Division
- Employment history in wildlife management
- Experience working with farm equipment
- A 2-4 year degree in wildlife management or an equivalent Natural Resources Field

**NOTE:** Applicants must possess a Commercial Driver's License (CDL) or be eligible to obtain a CDL. Those hired on a position requiring a CDL who do not possess a CDL will be expected to obtain a CDL within 12 months to perform their job.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Wildlife Resources Division  
ATTN: Connie Hopkins  
2067 US Hwy. 278, SE  
Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

## Environmental Protection Division Vacancies

### Manager 1, Environmental Protection – Clayton County

<b>LOCATION</b>	Land Protection Branch						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101001</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

#### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Land Protection Branch. The incumbent in this position will manage the Regulatory Compliance Unit 2 (RCU2) in the Underground Storage Tank (UST) Program. The incumbent in this position will supervise UST regulatory compliance staff including remotely located field staff, prepare timely and accurate enforcement referrals; assist the UST RCU 1 manager in developing; maintaining, and implementing a rigorous ongoing training program for UST compliance inspectors; tracking/updating status of compliance and enforcement actions in the UST Program’s database and producing programmatic metrics; federal grant management and reporting; researching and responding to Georgia Open Records requests and bankruptcy notices; assist the Enforcement Unit with Georgia Underground Storage Tank (GUST) Trust Fund eligibility, subsequent election and financial assurance reviews; and assist the UST Program Manager with legislation, rulemaking and special projects. This position requires periodic overnight travel.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

#### **AND**

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

#### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in regulatory compliance and enforcement
- Underground storage tank experience
- Experience producing programmatic metrics (tabular, charts, and graphs) through database queries, use of query tools, and use of Microsoft products such as Excel
- Experience clearly communicating program needs, objectives and issues to customers, contractors, trade organizations, and management

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 Environmental Protection Division  
 ATTN: Arveeta Turner  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

**NOTE: This position will remain on the DNR Vacancy Announcement until filled.**



## Manager 1, Environmental Protection – Fulton County

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101287</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch. The incumbent in this position manages the Drinking Water Permitting Unit that is responsible for the reviews of EPD permitted public drinking water systems. Other responsibilities are determining whether proposed municipal public drinking water systems meet all criteria described in EPD rules as well as minimum standards for drinking water systems as well as planning multi-tiered approach to program implementation. The successful applicant must be able to apply engineering judgment and knowledge of water treatment technologies to determine whether to grant or modify a permit to operate a drinking water system in Georgia and work with other units in EPD and other state and federal agencies to manage the complete Drinking Water Permitting and Regulatory review process. This position will require in-state travel, interaction with drinking water professionals and organizations, general public, water system operators, state inspectors and other state and federal regulatory managers. Excellent communication and team leading skills are vital and include both verbal and written proficiency.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

#### **AND**

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Knowledge of drinking water regulations and/or drinking water system operation
- Experience in successfully leading and managing teams, units, or organizations in improving processes
- Familiarity with regulatory processes, rule promulgation, rule interpretation and implementation

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Environmental Protection Division  
ATTN: Arveeta Turner  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

**NOTE: This position will remain on the DNR Vacancy Announcement until filled.**

## \*Technical Project Manager – Fulton County

<b>LOCATION</b>	Director's Office – Information Technology Unit						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>NEW</b>	<b>JOB CODE</b>	<b>ITP112</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$46,310.72</b>

*\*Official Title: Project Manager 2*

### **JOB DESCRIPTION**

The Georgia Environmental Protection Division (EPD) is hiring a Technical Project Manager in the Information Technology Unit. The Technical Project Manager will manage, plan and coordinate project activities to ensure that goals and objectives are accomplished within the prescribed timeframes and funding parameters. Project management will be accomplished using the principles of Agile project lifecycle methodology, Project Management Institute (PMI) best practices, and EPD project management standards.

The incumbent in this position will establish an overall project plan, including but not limited to project scope and timeframes, IT resource allocation, stakeholder resource requirements and prerequisites and dependencies. The incumbent will coordinate project activities and review progress reports to ensure that the project progresses on schedule; define project phases and will develop a work plan and recommendations for project staffing through each phase of the project. This will include recommendations for duties, responsibilities and scope of authority for EPD IT staff, EPD staff and external stakeholders. The incumbent will prepare project reports as required by EPD IT management, confer with project staff to provide technical advice, will proactively resolve issues and will ensure proper corrective action is taken as problems arise. The incumbent may manage the activities of other EPD IT staff or contractors.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in a related field from an accredited college or university

**AND**

Five years of recent relevant project management experience, with a progression in responsibility

**AND**

Eligibility to sit for Project Management Professional (PMP) certification.

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Bachelor's Degree in a field of Information Technology study
- Prior experience in environmental protection related projects
- Prior knowledge and/or experience with Environmental Protection Agency (EPA)

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Georgia Department of Natural Resources  
 Environmental Protection Division  
 ATTN: Arveeta Turner  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

## Business Support Analyst 2/3 – Clayton County

<b>LOCATION</b>	Air Protection Branch						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00160523</b>	<b>JOB CODE</b>	<b>GSP131</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$39,038.32</b>
			<b>GSP132</b>		<b>L</b>		<b>\$43,063.23</b>

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division - Mobile and Area Sources Program within the unit that provides contract oversight for Georgia's Clean Air Force Vehicle Emissions Inspection and Maintenance program (I/M). Georgia's I/M program covers 13 counties in the metro Atlanta area and tests almost 3 million vehicles annually. The I/M program is a vital part of the state's effort to reduce mobile emissions and provide cleaner air for the metro Atlanta area. Specific job duties include complex contract oversight duties and statistical, financial, and operational data analysis and reporting specific to the Vehicle Emissions Program and other supplemental Mobile & Area Source projects. The incumbent will also partner with other departments, divisions, outside agencies, and vendors to address business issues or contract requirements. The incumbent is responsible for the development and draft of MOAs, MOUs, Requests for Information (RFI) and Request for Proposals (RFP) required for the vehicle emissions program and related projects.

### MINIMUM QUALIFICATIONS

#### **GSP131 – Business Support Analyst 2**

Bachelor's degree in business or related field from an accredited college or university

**AND**

Two years of experience related to area of assignment.

#### **GSP132 – Business Support Analyst 3**

Bachelor's degree in business or related field from an accredited college or university

**AND**

Four years of experience related to area of assignment.

**NOTE:** An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the levels listed may be substituted on a year-over-year basis.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Contract management oversight
- Expert computer skills including Access, Excel, pivot tables/ Project management

**(CONTINUED ON PAGE 20)**

**Business Support Analyst 2/3 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:

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Environmental Protection Division  
ATTN: Arveeta Turner  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
**[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)**

## Systems Analyst 2 – Fulton County

<b>LOCATION</b>	<b>Director's Office – Information Technology Unit</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>New</b>	<b>JOB CODE</b>	<b>ITP021</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$36,268.09</b>

### JOB DESCRIPTION

The Georgia Environmental Protection Division is hiring a Systems Analyst in the Information Technology Unit. The Systems Analyst will participate as a team member for business analysis, system design, testing, and implementation. Duties include but are not limited to database migration and systems integration analysis, system and data requirements, functionality and interface requirements, reports design (custom and canned), and provisions for post-implementation technical support.

The incumbent job responsibilities include conducting application development design to meet business needs; conduct regular joint application development user group meetings with subject matter experts from each department; analyze user requirements and functional specifications in order to define application requirements; evaluate procedures and processes; develop solutions by preparing and evaluating alternative workflow solutions; and establish system specifications and data requirements, functionality and interface requirements, and reports design (custom and canned). The incumbent will coordinate production with application development staff; conduct walkthroughs of application during the build process to ensure compliance with design specifications and standards; manage quality assurance testing; provide post-implementation technical support; develop and implement end user training; and maintain written system documentation.

### MINIMUM QUALIFICATIONS

Bachelor's degree in a related field from an accredited college or university

**AND**

One year of related experience.

**OR**

Associate's/Vocational/Technical degree in a related field from an accredited college or university

**AND**

Three years of related experience.

**OR**

One year of experience at the lower level Systems Analyst 1 (ITP020) or position equivalent.

**NOTE:** Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Bachelor's Degree in a field of Information Technology study
- Prior experience in environmental protection related projects
- Prior knowledge and/or experience with EPA or state level systems

**(CONTINUED ON PAGE 22)**

**System Analyst 2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:

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Environmental Protection Division  
ATTN: Arveeta Turner  
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Atlanta, GA 30334