



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

VACANCY ANNOUNCEMENT #38-2017

APPLICATION DEADLINE DATE: **September 26, 2017**

Vacant Position Listing

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

Georgia County & Major City Map 3

Applicant Information 4

Law Enforcement Position Hiring Information..... 5

Parks, Recreation & Historic Sites Division Vacancy..... 6

 Administrative Support 1 – Coweta County6

Environmental Protection Division Vacancies..... 7

 Manager 1, Environmental Protection – Fulton County7

 Technical Project Manager 1/2 – Fulton County9

 Geologist 1/2/3 – Fulton County 11

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) or the Association of International Credentials Evaluators (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
www.GeorgiaEPD.org
www.GAshpo.org
www.GADNRL.org
www.GAStateParks.org
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.

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.

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.

Parks, Recreation & Historic Sites Division Vacancy
Administrative Support 1 – Coweta County

| | | | | | | | |
|-------------------|---|-----------------|---------------|-----------------|----------|---------------------|--------------------|
| LOCATION | Chattahoochee Bend State Park | | | | | | |
| DIVISION | Parks, Recreation & Historic Sites Division | | | | | | |
| POSITION # | 00098915 | JOB CODE | GSS080 | PAYGRADE | C | ENTRY SALARY | \$20,904.00 |

JOB DESCRIPTION

Under direct supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of a clerical or administrative supervisor.

MINIMUM QUALIFICATIONS

High school diploma or GED

AND

Ability to perform basic office functions and computer related duties.

NOTE: Applicants that previously applied from DNR Vacancy Announcement # 32-2017 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
Parks, Recreation and Historic Sites Division
ATTN: Lisa Keener
2024 Newton Rd.
Albany, GA 31701
Parks3@dnr.ga.gov

Environmental Protection Division Vacancies

Manager 1, Environmental Protection – Fulton County

| | | | | | | | |
|-------------------|--|-----------------|---------------|-----------------|----------|---------------------|--------------------|
| LOCATION | Watershed Protection Branch | | | | | | |
| DIVISION | Environmental Protection Division | | | | | | |
| POSITION # | 00179119 | JOB CODE | RCM010 | PAYGRADE | M | ENTRY SALARY | \$52,172.55 |

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch – Water Supply Program. The incumbent in this position will serve as the unit manager of the Surface Water Unit. Unit staff are responsible for reviewing surface water withdrawal permit applications and making recommendations regarding applications to the EPD Director. Surface water withdrawal permitting requires staff to coordinate with the applicant as well as other Division staff on hydrologic, climatological, engineering, demographic, and other related technical matters. Staff also prepare needs certifications to support the Army Corps of Engineers’ permitting process and support and participate in the Division’s Regional Water Planning, Drought Response, and Water Loss Control responsibilities. The successful candidate will have demonstrated experience with data gathering and analysis techniques to collect and review technical information on environmental activities, identifying and solving problems of a procedural or factual nature, discussing technical aspects of work with scientists, engineers, and other environmental experts. The candidate will have experience and familiarity with state and federal regulations and statutes, particularly those related to water supply and demand management, will have good written and verbal communication skills and can effectively manage multiple projects and priorities in a fast-paced environment.

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:

- Graduate degree in Water Resources, Engineering, Hydrology or similar field
- 3 years of experience with data gathering and analysis techniques to collect and review technical information on environmental activities, identifying and solving problems of a procedural or factual nature, discussing technical aspects of work with scientists, engineers, and other environmental experts
- At least 1 year of management experience of direct reports, including associated administrative duties
- Demonstrated ability to communicate effectively both orally and in writing including preparation and conducting briefings
- Experience and familiarity with state and federal regulations and statutes, particularly those related to water supply and demand management

(CONTINUED ON PAGE 8)

Manager, 1 Environmental Protection 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:

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

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

Technical Project Manager 1/2 – Fulton County

| | | | | | | | |
|-------------------|--|-----------------|---------------|-----------------|----------|---------------------|--------------------|
| LOCATION | Director's Office – Information Technology Unit | | | | | | |
| DIVISION | Environmental Protection Division | | | | | | |
| POSITION # | 00101341 | JOB CODE | ITP111 | PAYGRADE | L | ENTRY SALARY | \$41,802.60 |
| | | | ITP112 | | M | | \$47,236.93 |

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

**Official Title: Project Manager 1/2*

JOB DESCRIPTION

The Georgia Environmental Protection Division's Information Technology unit is hiring a Technical Project Manager for its "Safe Drinking Water Information System (SDWIS) Prime" project. SDWIS Prime will replace the current system used by the state level environmental protection agencies, "SDWIS State". SDWIS is utilized by state level agencies in cooperation with the United States Environmental Protection Agency (EPA) to ensure the safety of public drinking water systems. SDWIS Prime will replace SDWIS State by the end of calendar 2018. The project is currently transitioning from the conceptual to the initial planning and development stages. The incumbent in this position responsibilities will include but not limited to establish an overall project plan, IT resource allocation, stakeholder resource requirements, coordinate project activities and review progress reports to ensure that the project progresses on schedule. The incumbent will be responsible for preparing project status reports as required by EPD IT management, confer with project staff to provide technical advice and proactively resolve issues to ensure proper corrective action is taken if risk is identified in the project.

MINIMUM QUALIFICATIONS

ITP111 – Technical Project Manager 1

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

AND

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

AND

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

ITP112 – Technical Project Manager 2

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
- Project Management (PMP) Certification
- Experience in project/program management in support of large, complex integrated software systems, including experience in planning, scheduling, resource tracking, risk management, communications, status reporting, quality assurance, and vendor and stakeholder management

(CONTINUED ON PAGE 10)

Technical Project Manager 1/2 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:

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

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

Geologist 1/2/3 – Fulton County

| | | | | | | | |
|-------------------|--|-----------------|---------------|-----------------|----------|---------------------|--------------------|
| LOCATION | Land Protection Branch | | | | | | |
| DIVISION | Environmental Protection Division | | | | | | |
| POSITION # | 00101004 | JOB CODE | LSP050 | PAYGRADE | J | ENTRY SALARY | \$39,038.32 |
| POSITION # | | JOB CODE | LSP051 | PAYGRADE | K | ENTRY SALARY | \$43,063.23 |
| POSITION # | | JOB CODE | LSP052 | PAYGRADE | L | ENTRY SALARY | \$47,280.21 |

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

JOB DESCRIPTION

The incumbent in this position acts as compliance officer in overseeing the investigation and cleanup of assigned hazardous waste sites in the Georgia Environmental Protection Division – Land Protection Branch - Response and Remediation Program including all aspects of inspections, compliance, enforcement, and technical oversight. The incumbent is also responsible for reviewing investigation reports, corrective action plans, and related technical documents. Some review of soil leaching, groundwater fate and transport models, and vapor intrusion models may be required at some sites.

MINIMUM QUALIFICATIONS

LSP050 – Geologist 1

Bachelor's degree in Geology, Geologic Sciences or a related field from an accredited college or university.

LSP051 – Geologist 2

Master's degree in geology from an accredited college or university.

OR

Bachelor's degree in geology, geologic sciences, or a related field from an accredited college or university

AND

Two years of related experience.

OR

One year of experience required at the lower level Geologist 1 (LSP050) or position equivalent.

LSP052 – Geologist 3

Master's degree in geology from an accredited college or university

AND

One year of related experience.

OR

Bachelor's degree in geology, geologic sciences, or a related field from an accredited college or university

AND

Three years of related experience.

OR

One year of experience required at the lower level Geologist 2 (LSP051) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in hazardous site cleanup, corrective action and enforcement
- Experience in the interpretation and application of state and federal regulations
- Experience in the use of groundwater fate and transport models

(CONTINUED ON PAGE 12)

Geologist 1/2/3 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:

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