



# 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 #46-2017

APPLICATION DEADLINE DATE: **November 21, 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**

**Central Office Vacancy ..... 6**

    Accountant 2/3 – Fulton County .....6

**Environmental Protection Division Vacancies..... 8**

    Manager 2, Environmental Protection – Fulton County .....8

    Manager 1, Environmental Protection – Clayton County.....9

    Manager 1, Environmental Protection – Clarke County ..... 10

    \*Laboratory Scientist 1/2 ..... 11

    Administrative Assistant 2 – Fulton County ..... 12

    Administrative Assistant 2 – Fulton County ..... 13

## 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.

## **Central Office Vacancy**

### **Accountant 2/3 – Fulton County**

<b>LOCATION</b>	<b>Accounting Office – Fulton County</b>						
<b>DIVISION</b>	<b>Central Office Division</b>						
<b>POSITION #</b>	<b>00152903</b>	<b>JOB CODE</b>	<b>FIP021</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>
			<b>FIP022</b>		<b>K</b>		<b>\$36,993.45</b>

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

#### **JOB DESCRIPTION**

Under broad supervision, performs professional accounting duties in the area of federal grants accounting. Duties include, but are not limited to: independently recording/reviewing financial transactions, performing and preparing federal financial reports. Maintains accounting file information and processes complex reports. Provides customer service and support for an accounting office. Serves as job expert in assigned areas. Complies with federal, state, and agency policies, procedures, and regulations.

#### **MINIMUM QUALIFICATIONS**

##### **FIP021 – Accountant 2**

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

**OR**

Bachelor's degree in accounting from an accredited college or university

**AND**

One year of professional accounting experience

**OR**

Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university

**AND**

One year of professional accounting experience.

##### **FIP021 – Accountant 3**

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

**AND**

One year of professional accounting experience.

**OR**

Bachelor's degree in accounting from an accredited college or university

**AND**

Two years of professional accounting experience.

**OR**

Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university

**AND**

Three years of professional accounting experience.

**(CONTINUED ON PAGE 7)**

## Accountant 2/3 Continued

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Ability to analyze and reconcile federal grants, accounting data and transactions
- Ability to analyze federal grants general ledger accounts accurately for compliance with state and federal guidelines
- Experience in determining the source of federal grants errors by researching accounting records
- Experience in preparing monthly, quarterly, and/or annual federal grants financial reconciliation of processes with reviewing, preparing and posting journal
- Experience in preparing advanced level financial reports for federal agencies
- Knowledge of maintaining and completing accurate and readily accessible accounting files
- Experience of making sure entries are processed timely and accurately in the financial system
- Proficient in Microsoft Office Excel (Pivot tables) and TeamWorks (PeopleSoft Financials)
- Knowledge of generally accepted accounting principles and practices
- Government accounting experience

**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: Jennifer Gadson  
2 MLK Jr. Drive, SW  
Suite 1258, East Tower  
Atlanta, GA 30334  
[Jennifer.Gadson@dnr.ga.gov](mailto:Jennifer.Gadson@dnr.ga.gov)

**Environmental Protection Division Vacancies**  
**Manager 2, Environmental Protection – Fulton County**

<b>LOCATION</b>	Watershed Protection Branch						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101277</b>	<b>JOB CODE</b>	<b>RCM011</b>	<b>PAYGRADE</b>	<b>N</b>	<b>ENTRY SALARY</b>	<b>\$62,923.28</b>

**JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division – Watershed Protection Branch – NonPoint Source Program. The incumbent in this position will manage the Erosion and Sedimentation Unit, Floodplain Unit, Stormwater Unit, Grants Unit, and Outreach Unit.

**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, two of which was a supervisor.

**OR**

Two years of experience at a level equivalent to Mgr 1, Env Protection (RCM010).

**NOTE:** Graduate coursework in the above areas may substitute for a maximum of two years of non-supervisory experience.

**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 – Clayton County

<b>LOCATION</b>	<b>Air Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101253</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 – Air Protection Branch – Ambient Monitoring Program. The incumbent in this position will supervise the Photochemical Assessment Monitoring Station (PAMS) and National Air Toxic Trends Station (NATTS) activities of the GA network and serve as a liaison with EPA for Air Toxics and PAMS operations. Duties included in this position are overseeing operations of the toxics and PAMS networks, development and maintenance of standard operating procedures (SOPs), coordination with the GA EPD Laboratory, and understanding data retrieved from EPA’s Air Quality System. The incumbent will work closely with the other managers in the Program and with Laboratory and EPA personnel to accomplish the goals of the Program. Therefore, strong verbal and written communication skills along with excellent customer service skills are essential. This position will also manage the contract for the Ambient Monitoring Program database AirVision.

### 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 Ambient Air Monitoring, Operations, or Quality Assurance
- Experience with NATTS and/or PAMS monitoring operations
- Experience in writing Standard Operating Procedures and/or other technical reports
- Demonstrated experience in working with online databases
- Experience in contract 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 – Clarke County

<b>LOCATION</b>	Northeast District						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101529</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) – Northeast District Office – Stormwater Team & Complaints Unit. The incumbent in this position will manage a staff of four employees whose primary responsibilities include ensuring compliance with Georgia’s stormwater rules and regulations in the Northeast District, responding to general complaints from 12 counties; and ensuring Notice Of Intent (NOI) are entered into the Georgia EPD Online System (GEOS) database correctly.

### 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:

- Management experience
- Experience in land development design, review, permitting, construction, monitoring and inspection for land disturbing activities
- Certifications in Erosion & Sedimentation Level 1 Trainer, landfill operator, water/wastewater, or EPA Method 9

**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  
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 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.**

## \*Laboratory Scientist 1/2

<b>LOCATION</b>	EPD Laboratory – Gwinnett County						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101639</b>	<b>JOB CODE</b>	<b>LSP030</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$29,399.50</b>
			<b>LSP031</b>		<b>I</b>		<b>\$32,418.30</b>

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

*\*Official Title: Chemical/Material Analyst 1/2.*

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Laboratory Operations in Norcross, Georgia. The scientist in the Organics Laboratory position will analyze drinking water, surface water, ground water, and solids sample by Gas Chromatography (GC) and High Pressure Liquid Chromatography (HPLC) for organic compounds by EPA approved methods.

### MINIMUM QUALIFICATIONS

#### LSP030 – Laboratory Scientist 1

Bachelor's degree in a physical or natural science from an accredited college or university.

#### LSP031 – Laboratory Scientist 2

Bachelor's degree in a physical or natural science from an accredited college or university

**AND**

One year of experience at a level equivalent to a Chemical/Material Analyst 1 (LSP030).

### PREFERRED QUALIFICATIONS

Preference may be given to candidates that have organic (GC or HPLC) environmental laboratory experience.

**NOTE:** Applicants that previously applied from DNR Vacancy Announcement # 43-2017 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  
 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)

## Administrative Assistant 2 – Fulton County

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101389</b>	<b>JOB CODE</b>	<b>GST051</b>	<b>PAYGRADE</b>	<b>G</b>	<b>ENTRY SALARY</b>	<b>\$26,672.14</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division Environmental Protection Division (EPD) – Watershed Protection Branch. The incumbent in this position provides administrative support for several programs located in the Watershed Protection Branch. Job responsibilities include logging, tracking and mailing program related correspondence routing to Watershed Protection Branch Chief and EPD Director’s Office, sending out bi-weekly public notices, assisting with travel reimbursements using Concur Solutions System, collecting timesheets and routing to leave keeper, scheduling meetings, conference calls and conference rooms for the Branch and monitoring office equipment in assigned area (i.e. calling for tech support, ordering toner, etc.).

### MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university

**AND**

One year of related experience.

**OR**

Three years of related experience.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience providing professional-level administrative support for senior and mid-level managers
- Competence and skill multi-tasking in a fast-paced work environment
- Experience successfully managing projects
- Excellent communication skills including writing, speaking, editing and proofreading
- Excellent organizational skills with the ability to self-start and work independently
- Proficiency with Microsoft Office Applications including Word, Excel, PowerPoint, and Outlook
- Experience with web editing and uploading documents
- Familiarity with State of Georgia government or other government organizations
- Ability to work effectively with staff in a team-oriented environment

**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)

## Administrative Assistant 2 – Fulton County

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00167997</b>	<b>JOB CODE</b>	<b>GST051</b>	<b>PAYGRADE</b>	<b>G</b>	<b>ENTRY SALARY</b>	<b>\$26,672.14</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division Environmental Protection Division – Watershed Protection Branch. The incumbent in this position serves as the Watershed Protection Branch’s primary contact for all Georgia Open Records Act (GORA) requests. Duties for this position include distributing requests for records to Watershed Protection Branch staff and gathering responses; notifying requestors of availability of records; scheduling record reviews; serving as Branch liaison between the Division’s Director of Legal Services and GORA team lead; ensuring requested copies are made, properly billed and fees are collected; and assisting with file room duties.

### MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university

**AND**

One year of related experience.

**OR**

Three years of related experience.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience managing records and adherence to record retention schedules
- Competence and skill multi-tasking in a fast-paced work environment
- Experience successfully managing projects
- Excellent communication skills including writing, speaking, editing and proofreading
- Excellent organizational skills with the ability to self-start and work independently
- Proficiency with Microsoft Office Applications including Word, Excel, PowerPoint, and Outlook
- Current Notary Public
- Familiarity with State of Georgia government or other government organizations

**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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