



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 #33-2016

APPLICATION DEADLINE DATE: **August 23, 2016**

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Click on the job title to learn more about the position.

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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 resumes` 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/resume` to the address listed on the front of this announcement.
- Applicants must submit one application/resume 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 resume`, 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/Organization.aspx).
- 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.

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Deadline Date: 08/23/2016

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 submit a copy of their P.O.S.T. Certification Certificate with their application to be considered for a Law Enforcement (P.O.S.T.) position with DNR.

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. As of January 1, 2009 the **ASSET** and **COMPASS** exams are the official P.O.S.T. Entrance Exams for law enforcement candidates. The **ASSET** and **COMPASS** exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia.

Effective September 1, 2016 the **ACCUPLACER** test will become 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. 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.

Parks, Recreation & Historic Sites Division Vacancies
Administrative Support 2

LOCATION	Mistletoe State Park – Columbia County						
DIVISION	Parks, Recreation and Historic Sites						
POSITION #	00098874	JOB CODE	GSS081	PAYGRADE	D	ENTRY SALARY	\$20,039.02

Under general 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 general supervision of a clerical or administrative supervisor.

MINIMUM QUALIFICATIONS

High school diploma or GED

AND

Two years of general office or administrative 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
Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Rd.
Social Circle, GA 30025
parks4@dnr.ga.gov

Wildlife Resources Division Vacancy
Wildlife Technician Supervisor

LOCATION	WRD – Game Management – Telfair County						
DIVISION	Wildlife Resources Division						
POSITION #	00100706	JOB CODE	NRT013	PAYGRADE	K	ENTRY SALARY	\$43,063.23

JOB DESCRIPTION

Under general supervision, supervise associates and implement maintenance duties on Alapaha River, Dixon Memorial, Flat Tub, Grand Bay, and Horse Creek Wildlife Management Areas (WMAs). This supervision involves performance evaluations, developing, implementing and overseeing completion of work plans, coordinating equipment needs and movements and day-to-day supervision of the associates assigned to these WMAs. This position assists biologists and the region supervisor with developing hunting regulations and developing long-term management goals for these WMAs. This position is responsible for coordinating activities with other WMA landowners, coordinating and handling complex nuisance alligator, bear, deer and other wildlife issues in a 16 county area, assisting biologists and DNR's Law Enforcement Division with special permit inspections and assisting with data collection for various wildlife research and survey projects.

MINIMUM QUALIFICATIONS

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

AND

Five years of experience required at the lower level Wildlife Technician 2 (NRT011) or position equivalent.

OR

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

AND

Five years of experience required at the lower level Wildlife Technician 2 (NRT011) or position equivalent.

OR

Two years of experience required at the lower level Wildlife Technician 3 (NRT012) or position equivalent.

Preference may be given to applicants with:

- An associate's degree or higher in game\wildlife management
- An employment history in wildlife management
- Current DNR/WRD employees
- Heavy equipment, mechanical, electrical, and/or carpentry experience
- Previous supervisory experience

NOTE: Eligibility to obtain or possession of a Class A Commercial Driver's License is required.

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Wildlife Technician Supervisor 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
Office of Human Resources
ATTN: Connie Hopkins
2070 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Wildlife Technician 2

LOCATION	Chestatee Wildlife Management Areas – Lumpkin County						
DIVISION	Wildlife Resources Division						
POSITION #	00100645	JOB CODE	NRT011	PAYGRADE	I	ENTRY SALARY	\$32,418.30

JOB DESCRIPTION

This position is assigned for maintenance duties on three Wildlife Management Areas (Blue Ridge, Chestatee and Coopers Creek WMAs) in Northwest GA and provides other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal in assigned counties (Lumpkin, Union, and White). Specific duties include: implementing habitat management plans; utilizing heavy equipment and farm equipment; 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 bear 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 heavy equipment, plumbing, electrical, and/or carpentry
- Two or four year degree in Wildlife Management or an equivalent Natural Resources Field

NOTE: Eligibility to obtain or possession of a Commercial Driver's License is required.

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
2070 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Administrative Support 1

LOCATION	WRD – Hall County						
DIVISION	Wildlife Resources Division						
POSITION #	00185136	JOB CODE	GSS080	PAYGRADE	C	ENTRY SALARY	\$18,549.39

JOB DESCRIPTION

The incumbent in this position will serve as the receptionist for a busy region office; receive and route calls; greet visitors; respond to routine questions about hunting, WMAs, shooting ranges, nuisance wildlife issues or route to appropriate personnel; provide information by telephone, written correspondence and in person; provide clerical support to the Administrative Assistant 3 and Region Supervisor which includes typing, filing, ordering supplies, sorting mail, data entry/maintenance, copying/distributing documents, record-keeping, and filing; support office and field staff with clerical and secretarial assistance; assist the Administrative Assistant 3 with functional responsibilities as directed; responsible for preparing field trial permits; issue horse trail permits and reconcile funds for permits; data entry for monthly WMA reports and Nuisance abatement; maintain files for special permits, horse trails permits, field trials, monthly reports and phone logs.

MINIMUM QUALIFICATIONS

High school diploma or GED

AND

Ability to perform basic office functions and computer related duties.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience working for Wildlife Resources Division
- Employment history in the Game Management Section

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
 2070 US Hwy, 278, SE
 Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Environmental Protection Division Vacancies

Manager 2, Environmental Protection

LOCATION	Air Protection Branch – Clayton County						
DIVISION	Environmental Protection Division						
POSITION #	00101060	JOB CODE	RCM011	PAYGRADE	N	ENTRY SALARY	\$62,923.28

JOB DESCRIPTION

The Manager of the Radiation Programs reports to the Air Protection Branch Chief and is responsible for the overall management of the Radioactive Materials and the Environmental Radiation Programs. The Radioactive Materials and the Environmental Radiation Programs work together with a focus on protecting the health and safety of Georgia citizens, but have different core responsibilities.

Associates in the Radioactive Materials Program license and conduct inspections at approximately 450 facilities that possess and use radioactive materials. Facilities with a license to possess and use radioactive materials include medical centers, universities, environmental laboratories, and industrial plants with gauging devices. The U.S. Nuclear Regulatory Commission (NRC) provides federal oversight of the Georgia Radioactive Materials Program.

The Environmental Radiation Program conducts and participates in radiological emergency preparedness planning activities, working closely with the Georgia Emergency Management and Homeland Security Agency. Associates in the Environmental Radiation Program also conduct training classes for state and local emergency responders, and conduct some environmental radiation monitoring activities. The Environmental Radiation Program responds to emergency response incidents involving radioactive materials.

Job responsibilities for the Manager include, but are not limited to: developing and implementing training programs; developing and implementing effective audit strategies; ensuring that licenses are issued in a timely manner and include all applicable requirements; ensuring that inspections of licensees are well-documented and noncompliance is addressed promptly; and ensuring that complaints, incidents and allegations are appropriately investigated, documented and reported according to NRC and/or EPD procedures. Good written and verbal communication skills are essential, as well as the ability to manage multiple 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 a 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 years of which in a managerial or supervisory capacity

OR

Three years of experience required at the lower level Manager 1, Environmental Protection (RCM010) or position equivalent.

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Manager 2, Environmental Protection Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Demonstrated ability to identify and implement needed process improvements
- Experience in licensing, permitting, or inspection of sources subject to state and/or federal regulations
- Experience in compliance assistance and/or enforcement oversight

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: Stacey Jones
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.

*** Environmental Laboratory Quality Assurance Manager**

LOCATION	EPD Laboratory – Gwinnett County						
DIVISION	Environmental Protection Division						
POSITION #	00101625	JOB CODE	LSM012	PAYGRADE	N	ENTRY SALARY	\$52,331.12

**Official Title: Senior Manager 2, Health Laboratory*

JOB DESCRIPTION

The Environmental Laboratory Quality Assurance Manager responsibilities include but are not limited to: Administration of Georgia Environmental Protection Division (EPD) Laboratory quality system; ensure analytical and procedural compliance with multiple Environmental Protection Agency (EPA) programs supported by the EPD Laboratory; conduct internal systems and method audits; coordination with EPA auditors and responses to audit; management of multiple proficiency testing studies to ensure certification status.

MINIMUM QUALIFICATIONS

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

AND

Seven years of supervisory experience in a laboratory setting.

OR

Bachelor's degree in any related discipline from an accredited college or university

AND

Ten years of related experience, Seven years of which in a leadership/administrative role.

OR

Two years of experience required at the lower level Senior Manager, Health Laboratory (LSM011) or position equivalent.

PREFERRED QUALIFICATIONS

Qualified applicants would be expected to have a broad range of environmental laboratory quality system experience including but not limited to:

- Quality system development and administration
- Environmental testing methodology
- Conducting analytical system and method audits
- Regulatory program requirement
- Coordinating laboratory audits with external agencies and responding to audits
- Project management
- Management of multiple proficiency testing studies to ensure certification status

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Environmental Laboratory Quality Assurance Manager 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: Stacey Jones
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.

Manager 1, Environmental Protection

LOCATION	Water Protection Branch – Fulton County						
DIVISION	Environmental Protection Division						
POSITION #	00101330	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

The incumbent in this position manages the Stormwater Unit of the Water Protection Branch – Nonpoint Source Program. The Unit is responsible for permitting, compliance, and enforcement of National Pollutant Discharge Elimination System (NPDES) Municipal (MS4) and Industrial storm water permits. It provides leadership to the Georgia storm water community toward the overall goal of reducing storm water pollution.

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:

- Extensive knowledge of municipal storm water management
- Extensive knowledge of industrial storm water management
- Demonstrated knowledge of innovative storm water management practices like low impact design and green infrastructure
- Experience with business process improvement, including electronic solutions
- Experience writing or interpreting complex regulatory documents like permits
- Demonstrated success with stakeholder/public involvement
- Demonstrated commitment to Environmental Protection
- Graduate degree in related field

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: Stacey Jones
 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.

Manager 1, Environmental Protection

LOCATION	Land Protection Branch – Clayton County						
DIVISION	Environmental Protection Division						
POSITION #	00160098	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

The incumbent in this position manages the Waste Reduction Unit located in the Solid Waste Management Program. The Unit is responsible for providing outreach on strategies and technologies to reduce waste, reuse materials, and recycling and provide information on the Solid Waste Management rules. The Unit is also responsible for reviewing and evaluating beneficial reuse, state contract abatement, and local government reimbursement projects. The incumbent will work closely with the other units in the Program in order to develop and implement the outreach strategies, providing information on the Georgia Environmental Protection Division website, and developing and enhancing guidance documents.

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 with projects involving waste reduction, recycling, and/or reuse of waste materials
- Experience with developing and implementing environmental education and outreach projects
- Experience with state solid waste management regulations

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: Stacey Jones
 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

LOCATION	Land Protection Branch – Fulton County						
DIVISION	Environmental Protection Division						
POSITION #	00167040	JOB CODE	LSP050	PAYGRADE	J	ENTRY SALARY	\$39,038.32
POSITION #	00101026	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 is responsible for reviewing and approving brownfield corrective action plans and compliance status reports demonstrating prospective purchaser and property eligibility; documenting current site conditions; and describing proposed and completed corrective action measures pursuant to the Georgia Brownfield Act (Act). The incumbent will evaluate site investigation and remediation plans for releases of petroleum and/or hazardous constituents at brownfield properties. The incumbent will also review prospective purchaser compliance status reports to ensure completeness and adherence to state and federal laws and rules. The incumbent will be required to provide timely, technical-level support for environmental remediation and redevelopment projects at the State and Federal levels, including review of sampling and analysis plans; remediation designs; and determination of regulatory applicability and completeness. Due to the high profile nature of this program, strong written and verbal communication skills are required. In this position, the incumbent must be willing to work collaboratively with all stakeholders; meet deadlines and make sound decisions.

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.

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Geologist 1/2/3 Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in interpreting and applying State and Federal environmental laws and regulations
- Experience in planning and conducting site characterization investigations and environmental cleanups
- Experience managing multiple projects with limited supervision

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: Stacey Jones
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Environmental Compliance Specialist 1/2/3

LOCATION	Land Protection Branch - Clayton County						
DIVISION	Environmental Protection Division						
POSITION #	00160286	JOB CODE	RCP020	PAYGRADE	H	ENTRY SALARY	\$29,399.50
	00194360	JOB CODE	RCP021	PAYGRADE	J	ENTRY SALARY	\$32,970.99
		JOB CODE	RCP022	PAYGRADE	K	ENTRY SALARY	\$36,268.09

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 will be primarily responsible for conducting compliance inspections and for enforcement activities at federally regulated Underground Storage Tank facilities, for follow-up compliance inspections at these facilities and enforcement as assigned.

MINIMUM QUALIFICATIONS

RCP020 – Environmental Compliance Specialist 1

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited four-year college or university.

RCP021 – Environmental Compliance Specialist 2

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited four-year college or university

AND

Two years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Spec 1 (RCP020).

RCP022 – Environmental Compliance Specialist 3

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited four-year college or university

AND

Three years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Spec 2 (RCP021).

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in conducting regulatory compliance inspections
- Experience in enforcing rules and regulations which includes writing enforcement documents, negotiating settlement agreements and conducting follow-up compliance inspections
- Specific Underground Storage Tank (UST) regulatory compliance and enforcement experience

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Environmental Compliance Specialist 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: Stacey Jones
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Administrative Assistant 2

LOCATION	Land Protection Branch - Clayton & Fulton County						
DIVISION	Environmental Protection Division						
POSITION #	Multiple	JOB CODE	GST051	PAYGRADE	G	ENTRY SALARY	\$26,672.14

JOB DESCRIPTION

The Georgia Environmental Protection Division (EPD) is seeking to hire multiple administrative support professionals for the Land Protection Branch (LPB) in Atlanta, Georgia. The individuals selected will serve as members of the LPB administrative support pool and will be assigned and reassigned to LPB programs/units by the LPB Office Manager based on programmatic and staffing needs. Accordingly, these administrative support professionals will need to be flexible, dynamic, and willing to cross train on duties and responsibilities that are critical for the LPB, and be willing to take on new assignments regularly with enthusiasm. The individuals selected for these positions must be detailed-orientated and have excellent communication, organizational, and customer-service skills, as well as strong computer skills.

Under the general to limited supervision of the LPB Office Manager, the Administrative Assistant 2 incumbents will be responsible for the overall office operations and administrative support functions for the LPB's programs and units. The incumbents will present and maintain a professional administrative support environment characterized by a strong team orientation and positive outlook. Some specific duties include, but are not limited to: reserving meeting spaces and conference rooms; monitoring conference and copy rooms; answering multiple phone lines; greeting and escorting visitors; making travel arrangements; submitting expense reports; performing routine accounting/financial-related functions; completing routine personnel-related functions such as timesheet/leave entry and scheduling interviews; compiling training records; monitoring usage of and ordering office supplies; coordinating equipment installation and repairs; coordinating branch vehicle fleet activities including tracking mileage and fuel purchases; providing technical assistance to customers and staff; maintaining inventory records and performing property control functions; assisting with meeting preparation; drafting and/or proofing PowerPoint presentations, training materials, and other documents; coordinating or assisting with LPB activities related to the Georgia Open Records Act (GORA) which may include coordinating records searches; coordinating building maintenance; and providing general office support functions such as logging/tracking/copying/distributing correspondence, handling and distributing mail and faxes, creating and/or maintaining filing system(s), and entering data into spreadsheets and online systems.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university

AND

One year of related experience.

OR

Three years of related experience.

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Administrative Assistant 2 Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Competence and skill multi-tasking in a fast-paced work environment
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint and Outlook
- Excellent communication skills including writing, speaking, editing and proofreading, and phone presence
- Excellent organizational skills with the ability to self-start and work independently
- Excellent problem solving skills
- Experience with web editing and uploading documents
- Experience providing professional-level administrative support for senior- and/or mid-level managers
- Experience providing effective administrative support in a flexible and changing work environment
- Demonstrated record of reliability
- Experience with fleet management
- Familiarity with State of Georgia government or other government organizations
- Ability to work effectively with staff in a team-oriented environment and ability to develop and maintain strong relationships

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: Stacey Jones
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov