



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 #46-2016

APPLICATION DEADLINE DATE: **November 22, 2016**

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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).
- 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.

CENTRAL OFFICE VACANCIES

Purchase/Procurement Agent 3

LOCATION	Administration/Purchasing – Fulton County						
DIVISION	Central Office						
POSITION #	00098624	JOB CODE	FEP022	PAYGRADE	K	ENTRY SALARY	\$36,268.09

JOB DESCRIPTION

Under broad supervision, provides in-depth research and analytical support for a complex category in a variety of procurement activities, and/or leads a less-complex category. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned less-complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university

AND

Two years of experience in a purchasing environment.

OR

Six years of experience in a purchasing environment.

OR

Two years of experience at the lower level Purchase/Procurement Agent 2 (FEP021) or position equivalent.

NOTE: Some positions may require certification.

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

NOTE: Applicants that previously applied from DNR Vacancy Announcement # 34-2016 are still being considered and do not need to re-apply.

NOTE: Announcement opened to current DNR employees only.

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

NOTE: DNR will be accepting applications November 9, 2016 – November 15, 2016.
Applications must be postmarked on or before November 15, 2016. Applications postmarked after November 15, 2016 will not be considered.

Coastal Resources Division Vacancies

Marine Biologist 1

LOCATION	Coastal Resources Division – Glynn County						
DIVISION	Coastal Resources Division						
POSITION #	00184047	JOB CODE	NRP040	PAYGRADE	J	ENTRY SALARY	\$39,038.32

JOB DESCRIPTION

Under direct supervision, the incumbent will assist in a diverse range of support, operational, programmatic activities for the Marsh and Shore Management (Regulatory) Program of the GA/DNR's Coastal Resources Division.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience on determining jurisdiction lines under authority of Coastal Marshlands Protection and Shore Protection acts
- Experience in conducting compliance inspections to insure projects adhere to the terms and conditions of authorizations
- Experience in administering and coordinating permitting activities
- Knowledge of Coastal Georgia marshlands and barrier island ecosystems
- Proficiency in the use of computers (word processing and database management)
- Proficiency in oral and written presentation
- Experience in environmental regulatory activities directly related to tidal wetlands and/or ocean/shoreline processes
- Current CRD associates will be given preference

NOTE: Please direct questions about the position to Karl Burgess at Karl.Burgess@dnr.ga.gov or (912) 264-7218.

If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:

Georgia Department of Natural Resources
 Coastal Resources Division
 ATTN: Gale Kennedy
 One Conservation Way, Suite 312
 Brunswick, GA 31520-8687
CRD.CRDDNR@dnr.ga.gov (Please include the position's title in the subject)
 Fax: (912) 262-2318

Historic Preservation Division Vacancies

Curator / Preservationist 3

LOCATION	Historic Preservation Division – Rockdale County						
DIVISION	Historic Preservation Division						
POSITION #	00098680	JOB CODE	NRP032	PAYGRADE	J	ENTRY SALARY	\$35,569.36

JOB DESCRIPTION

This position will serve as the National Register Historian and general support to the National Register (NR) and Survey Program. The incumbent will work directly with the NR Program Manager and two additional NR staff, work closely with the Tax Incentive Program staff and serve as a general source for program-related information and assistance to other SHPO staff including ER Historians, the Historic Resources Section Chief, the Division Director as well as the public. 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 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 discipline and one or more of the following:

- 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
- 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)
- Experience evaluating diverse resources as contributing/non-contributing to an historic district (working with periods of significance, evaluating integrity and defining district boundaries)
- 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
- Familiarity and experience with GNAHRGIS, GIS and other digital mapping systems

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Curator/Preservationist 3 Continued

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-Farmer
2610 GA Hwy 155, SW
Stockbridge, GA 30281
Stephanie.cherry-farmer@dnr.ga.gov

Parks, Recreation & Historic Sites Division Vacancies

General Trades Technician 2

LOCATION	Elijah Clark State Park – Lincoln County						
DIVISION	Parks, Recreation & Historic Sites Division						
POSITION #	00098864	JOB CODE	FET031	PAYGRADE	F	ENTRY SALARY	\$24,322.01

JOB DESCRIPTION

Under general supervision performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control, and other facilities systems.

MINIMUM QUALIFICATIONS

High school diploma or GED

AND

Two years of experience in building repairs and maintenance or in the specific area of assignment

OR

One year of experience at the lower level General Trades Technician 1 (FET030) or position equivalent.

NOTE: Some positions may require area specific certifications/licenses.

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

Administrative Support 2

LOCATION	Elijah Clark State Park – Lincoln County						
DIVISION	Parks, Recreation & Historic Sites Division						
POSITION #	00098862	JOB CODE	GSS081	PAYGRADE	D	ENTRY SALARY	\$20,039.02

JOB DESCRIPTION

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

Environmental Protection Division Vacancies

Manager 1, Environmental Protection

LOCATION	Air Protection Branch – Clayton County						
DIVISION	Environmental Protection Division						
POSITION #	00101273	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

This position is in the Georgia Environmental Protection Division – Air Protection Branch. The incumbent in this position manages the Chemicals Permitting Unit in the Stationary Source Permitting Program. Duties include managing a staff of engineers, reviewing air permits for fundamental and technical correctness. Duties may also include public speaking and testimony pertaining to permit appeals.

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 Georgia air quality regulations for stationary source
- Experience writing or reviewing Georgia air quality permits
- Experience with project management and leadership
- Degree in Chemical engineering

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	Watershed Protection Branch – Fulton, Glynn or Tift County						
DIVISION	Environmental Protection Division						
POSITION #	00166963	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

The incumbent in this position manages the Ambient Monitoring Unit - South in the Georgia Environmental Protection Division (EPD) - Watershed Protection Branch. The manager is responsible for overseeing the monitoring conducted by field staff located in EPD offices in Tifton, Brunswick and Atlanta, Georgia. The Unit conducts water quality monitoring of surface water in river, streams, lakes estuaries and ground water. Data collected is used to determine if waters of the State are meeting their designated uses and the associated water quality criteria. The manager is also responsible for developing the annual monitoring plan, conducting quality control of the data collected and inputting the data into GOMAS, the Program database. The manager coordinates all monitoring requests and logistics, including scheduling and equipment acquisition. The manager performs contract management and heads up the Ground Water Coordination Committee. The manager also provides technical support to the Watershed Protection Branch regarding non-point source grant selection, EPD web-site support and database management.

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:

- Degree or coursework in aquatic ecology, limnology, hydrology, and/or watershed science
- Familiar with the Clean Water Act and Georgia's Rules and Regulations for Water Quality Control
- Knowledge of and/or experience conducting water quality monitoring of surface and ground water
- Familiarity with Georgia EPD water quality and biological monitoring methodology
- Knowledge of and/or experience conducting instream field surveys
- Experience with analyzing and managing physical, chemical, and biological data collected in aquatic environments
- Proficient with GIS and Microsoft Office suite, especially data management and manipulation in MS Excel

NOTE: This position will be located in one of the Watershed Protection Branch offices in Atlanta, Brunswick or Tifton, Georgia.

(CONTINUED ON PAGE 13)

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: 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 Compliance Specialist 1/2/3

LOCATION	Watershed Protection Branch – Fulton County						
DIVISION	Environmental Protection Division						
POSITION #	00101488	JOB CODE	RCP020	PAYGRADE	H	ENTRY SALARY	\$29,399.50
		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 the position has rule management responsibilities for one or more Safe Drinking Water Act Rules in the Drinking Water Compliance Unit of the Georgia Environmental Protection Division – Watershed Protection Branch. The incumbent responsibilities and assigned tasks will include use of the Federal and State databases to monitor and determine water systems' compliance with regards to drinking water rules; initiate timely enforcement actions as appropriate for the violations, follow up to ensure that affected water systems have returned to compliance; provide technical information to the regulated community and the general public as needed; and perform other duties as assigned. Incumbent shall display strong interpersonal, verbal, and written communication skills with the ability to communicate effectively with internal and external customers; and should be self-motivated, hard-working and display leadership skills.

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 familiarity with state and federal safe drinking water rules and regulations.

(CONTINUED ON PAGE 15)

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