



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 #52-2016

APPLICATION DEADLINE DATE: **January 3, 2017**

Vacant Position Listing

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

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Georgia County & Major City Map



Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications and/or 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.

Law Enforcement Division Vacancies
Administrative Support 1 – Hall County

LOCATION	Region 2 – Gainesville LED						
DIVISION	Law Enforcement Division						
POSITION #	00185191	JOB CODE	GSS080	PAYGRADE	C	ENTRY SALARY	\$18,549.39

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.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with proficiency in Microsoft Office Excel and Word.

NOTE: Applicants that previously applied from DNR Vacancy Announcement # 46-2014 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
 Law Enforcement Division
 ATTN: Jen Hammonds
 2070 US. Highway 278, S.E.
 Social Circle, GA 30025
jen.hammonds@dnr.ga.gov

Wildlife Resources Division Vacancy

Training and Development Specialist Supervisor - Walton County

LOCATION	Wildlife Resources Division - Headquarters						
DIVISION	Wildlife Resources Division						
POSITION #	00099737	JOB CODE	GSP123	PAYGRADE	L	ENTRY SALARY	\$40,982.94

JOB DESCRIPTION

The Wildlife Resources Division (WRD) of the Department of Natural Resources employs approximately 350 full-time staff, including various job classes with administrative, technical, educational, biological, and supervisory and management responsibilities. The Training & Development Specialist Supervisor (Training Coordinator) will work within the Director's Office to develop training programs that provide each employee with an individual training outline and schedule. The incumbent will work with various staff across the Division to develop training policies, programs, guidance, materials, reports, strategic goals and objectives that complement the Division's strategic plan. In addition, this position will work with other DNR Divisions and the Georgia Public Service Training Center to coordinate training opportunities across divisions and develop new training opportunities as identified. Other responsibilities include development of a WRD orientation program, development of a training database to track individual training and publish reports to share with Division administration, implement a "train-the-trainer" component to the training program, and identify appropriate certifications and training for various job classes and other training tasks as identified by the position's supervisor.

MINIMUM QUALIFICATIONS

Vocational/Technical degree in a directly related area from an accredited college

AND

Two years of experience providing educational, training or instructional services to functional area.

OR

High school diploma or GED

AND

Five years of area specific experience, One year of which in a lead/supervisory capacity.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Bachelor's Degree in communications, political science, public administration, natural resources science, business administration, training and development or human resources
- Development and implementation of training and/or certification programs
- Current or former work experience with DNR
- Experience managing a statewide or regional program

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

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Connie Hopkins
2067 U.S. Highway 278
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Environmental Protection Division Vacancies

Manager 1, Environmental Protection – Clayton County

LOCATION	Air Protection Branch						
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 – Clayton County

LOCATION	Air Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00101210	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

This position is located in the Planning and Support Program of the Georgia Environmental Protection Division – Air Protection Branch. The selected candidate for this position will serve as the unit manager of the newly created Emission and Control Strategies Unit. Employees in the Emissions and Control Strategies Unit develop emission inventories for point sources, mobile sources (on-road and non-road), area sources, and fire emissions. Improving the quality and content of emission inventories is a priority for this unit because it informs branch-wide decision-making and strategic planning. Employees in the unit also work with schools, railroads, and other entities on federal grant opportunities to reduce emissions from school buses, other on-road vehicles, locomotives, other non-road vehicles, and construction equipment. These efforts are critical as Georgia strives to reduce ground-level ozone emissions in the Atlanta ozone nonattainment area and seeks to improve air quality statewide. The unit works collaboratively with a wide range of partners, including US EPA, regional planning commissions, the Clean Air Campaign, the Georgia Forestry Commission, the Georgia Department of Transportation, railroads, school systems, municipalities, and regulated industry. Good written and verbal communication skills are essential, as well as the ability to 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:

- Experience developing and quality assuring emission inventories
- Knowledge of EPA rules and guidance related to emission inventory development
- Knowledge of air quality modeling and State Implementation Plan (SIP) requirements
- Knowledge of regulatory and voluntary air pollution control strategies
- Demonstrated ability to effectively administer contracts and/or manage projects
- Demonstrated ability to identify and implement process improvements
- Demonstrated ability to work with multiple partners and stakeholders

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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 Engineer 1/2/3 – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00179120	JOB CODE	ETP020	PAYGRADE	L	ENTRY SALARY	\$40,982.94
		JOB CODE	ETP021	PAYGRADE	M	ENTRY SALARY	\$46,310.72
		JOB CODE	ETP022	PAYGRADE	N	ENTRY SALARY	\$52,331.12

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

JOB DESCRIPTION

This position is in the Drinking Water Program of the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch. The incumbent in this position is responsible for processing permits and plan reviews of EPD permitted public drinking water systems. The incumbent is responsible for determining whether proposed municipal public drinking water systems meet all criteria described in EPD rules as well as minimum standards for drinking water systems. The applicant must be able to apply engineering judgment and water treatment technologies to determine whether to grant or modify a permit to operate a drinking water system in the state of Georgia. The incumbent will conduct plan reviews and application information as well as on-site conditions and compliance history to determine appropriate conditions for permits. The position requires in-state travel; interaction with the general public, water system operators, state inspectors and other state and federal engineers and managers. Good communication skills are essential and require both verbal and written proficiency.

MINIMUM QUALIFICATIONS

ETP020 – Environmental Engineer 1

Bachelor's degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university.

ETP021 – Environmental Engineer 2

Bachelor's degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university

AND

One year of experience in professional environmental or sanitary engineering work.

ETP022 – Environmental Engineer 3

Bachelor's degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university

AND

Two years of experience in professional environmental or sanitary engineering work.

OR

One year of experience at a level equivalent to an Environmental Engineer 2 (ETP021).

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Knowledge of Georgia Drinking Water Regulations and/or drinking water system operations
- Experience preparing, reviewing or approving drinking water or other regulatory permits

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Environmental Engineer 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

Environmental Engineer 1/2/3 – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00180870	JOB CODE	ETP020	PAYGRADE	L	ENTRY SALARY	\$40,982.94
		JOB CODE	ETP021	PAYGRADE	M	ENTRY SALARY	\$46,310.72
		JOB CODE	ETP022	PAYGRADE	N	ENTRY SALARY	\$52,331.12

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

JOB DESCRIPTION

This position is in the Floodplain Unit of the Georgia Environmental Protection Division – Watershed Protection Branch. This Unit is responsible for providing education to local governments and citizens about flood maps, flood risk, and potential mitigation measures. The Unit also manages contractors who produce updated flood maps and flood risk products. The responsibilities of this position focus on community outreach, including substantial public speaking that requires an ability to convey scientific, engineering and regulatory principles associated with floodplain mapping and management, to community officials and the general public.

MINIMUM QUALIFICATIONS

ETP020 – Environmental Engineer 1

Bachelor's degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university.

ETP021 – Environmental Engineer 2

Bachelor's degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university

AND

One year of experience in professional environmental or sanitary engineering work.

ETP022 – Environmental Engineer 3

Bachelor's degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university

AND

Two years of experience in professional environmental or sanitary engineering work.

OR

One year of experience at a level equivalent to an Environmental Engineer 2 (ETP021).

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Extensive knowledge of Floodplain Management
- Certified Floodplain Manager (CFM) designation
- Experience with contract management
- Experience with public speaking to local governments and the public
- Demonstrated successes with stakeholder/public involvement
- Graduate degree in a related field
- Demonstrated commitment to Environmental Protection/community service

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Environmental Engineer 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