



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 #41-2014

APPLICATION DEADLINE DATE: October 17, 2014

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.
- Applications and/or resumes` are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a State of Georgia 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 State of Georgia 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 State of Georgia Application for Employment.
- Please be sure to include the following information on your application; Job Title, Position Number and Location.
- 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.
- 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.GeorgiaWildlife.org/enforcement
www.GAStateParks.org
www.GeorgiaWildlife.org

NOTE: Information in this Vacancy Announcement is subject to change.

Vacancy Announcement # 41-2014

Deadline Date: 10/17/14

LAW ENFORCEMENT POSITION HIRING INFORMATION

Effective May 1, 2012 ALL 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 within DNR. Results from the P.O.S.T. Entrance Exam must be submitted with your application.

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.

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; Columbus; Dalton; Forsyth; Savannah; Tifton.
- Upon obtaining P.O.S.T. Certification, the employee is then required to complete a 12-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 January 1, 2009 the P.O.S.T. Council adopted the **ASSET** or **COMPASS** exam as the official P.O.S.T. Entrance Exam for law enforcement candidates. The **ASSET** or **COMPASS** exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia.

The **COMPASS** exam is a computer-based exam that provides immediate results. The **ASSET** exam is a paper and pencil version that will provide results in approximately 10 business days. Both of these exams measure reading, writing and numerical skills. Passing scores for the **ASSET** and **COMPASS** exam are listed below:

Test Portion	ASSET	COMPASS
Reading	38	70
Writing	35	32

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.

SUMMARY OF AVAILABLE POSITIONS

Listed below is a listing of each vacant position posted in this Vacancy Announcement.

Coastal Resources Division

PS: Grants Specialist (AL) formerly Grants Mgmt. Specialist Pages 5-6

Environmental Protection Division

MG: Environmental Health/Protection
formerly EPD Environmental Program Manager 1 Page 7

MG: Environmental Health/Protection
formerly EPD Environmental Program Manager 1 Page 8

MG: Environmental Health/Protection
formerly EPD Environmental Program Manager 1 Page 9

Parks, Recreation and Historic Sites Division

TS: Bldg/Const Trades Spec (AL) formerly General Trades Craftsman Page 10

Wildlife Resources Division

PS: Nat Res Biologist (WL) formerly Fisheries Biologist 1 Page 11

NOTE: The State Parks listed below are operated by a private contractor. For employment information at these Parks, please visit www.coralhospitality.com/careers/

Amicalola Falls; George T. Bagby; Georgia Veterans; Little Ocmulgee; Unicoi

Coastal Resources Division Vacancies

Title: PS: Grants Specialist (AL) – formerly Grants Mgmt. Specialist

Paygrade: 17

Entry Salary: \$3,588.60/month

Position #: 00163752

Location: Coastal Regional Headquarters – Glynn County

The incumbent in this position will be under the direct supervision of the Coastal and Ocean Management Program Manager. Under minimal supervision the incumbent will be responsible for furthering the implementation of the Georgia Coastal Management Program; overseeing the Coastal Incentive Grant Program; coordinating federal assistance activities for the Section, including preparing grant applications and budgets; writing semi-annual reports; monitoring sub-award progress and expenditures; and writing and administering contracts. The incumbent is also responsible for providing assistance to the Division in grant-related and fiscal matters; logistical services related to meetings of the Coastal Advisory Council, CoastFest, and other events; and providing services to local government officials, agency staff persons, and the general public. Finally, the incumbent will assist the Program Manager in matters of state and federal policy, writing reports to the Legislature, tracking performance measures, and assisting in programmatic evaluations. This position will be based at the Department of Natural Resources, Coastal Regional Headquarters in Brunswick.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business, Public Administration, Finance or related areas

AND

Two years of experience in grants management, public funds administration, accounting or a closely related area.

OR

One year at the lower level or position equivalent (FIP051).

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience working in and/or with governmental agencies, especially DNR or NOAA.
- Proficiency in Microsoft Word, Excel and PowerPoint and Adobe Professional software programs.
- Background in grants management, especially NOAA (National Oceanic and Atmospheric Administration) grants.
- Proficiency in written communications, such as to construct progress reports, position papers, and correspondence with minimal oversight.
- Experience working with state and federal natural resource laws and regulations.
- Experience in drafting and/or reviewing contracts.
- Knowledge of Georgia's coastal environment.

NOTE: Please direct questions about the position to Jill Andrews at Jill.Andrews@dnr.state.ga.us

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PS: Grants Specialist (AL) continued

If interested in applying for this position, please submit an electronic application to the e-mail address highlighted below, fax it to the number listed below or mail your application to the following address:

Georgia Department of Natural Resources

Coastal Resources Division

c/o Gale Kennedy

One Conservation Way

Brunswick, GA 31520

CRDJobSite@dnr.state.ga.us (Please include the position title in the subject)

Fax: (912) 262-2318

NOTE: The Deadline Date to apply for this position is November 7, 2014.

Environmental Protection Division Vacancies

Title: MG: Environ Health/Protection – formerly EPD Environmental Program Manager 1	
Paygrade: 19	Entry Salary: \$4,347.71/month
Position #: 00100961	Location: Land Protection Branch – Clayton County

The incumbent in this position is responsible for the coordination of the Scrap Tire Compliance Unit in the Solid Waste Management Program. The unit is responsible for compliance monitoring and enforcement of the scrap tire requirements contained in the Rules for Solid Waste Management.

MINIMUM QUALIFICATIONS

Completion of an undergraduate major in Environmental Sciences, Biology, Chemistry, Engineering (Civil, Chemical, Environmental, Mechanical or Sanitary) or a related field

AND

Four years of professional experience in environmental protection.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in state and federal environmental compliance and enforcement programs.
- Experience with Georgia Rules for Solid Waste Management.
- Excellent written and oral communication skills.

If interested in applying for this position, please submit an electronic application to the e-mail address highlighted below or mail your application to the following address:

Georgia Department of Natural Resources
Environmental Protection Division
ATTN: Randall Harris
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.state.ga.us

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

Title: MG: Environ Health/Protection – formerly EPD Environmental Program Manager 1	
Paygrade: 19	Entry Salary: \$4,347.71/month
Position #: 00101127	Location: Air Protection Branch – Clayton County

The incumbent in this position performs first line management duties of considerable difficulty in managing the Chemicals/Minerals Unit in the Stationary Source Compliance Program. Duties include directing the activities of the unit to ensure that stationary sources of air pollution are in compliance with state and federal environmental rules and regulations. This is accomplished primarily through onsite inspections and review of periodic monitoring reports. Additional duties may include performing complex regulatory functions such as monitoring, engineering design review, environmental rules changes, inspection, personnel actions, special projects, investigations, enforcement actions, public participation in the regulatory process, intergovernmental agency coordination, training, program planning, and related tasks.

MINIMUM QUALIFICATIONS

Completion of an undergraduate major in Environmental Sciences, Biology, Chemistry, Engineering (Civil, Chemical, Environmental, Mechanical or Sanitary) or a related field

AND

Four years of professional experience in environmental protection.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- A Bachelor's degree in Chemical or Mechanical Engineering.
- Experience with Georgia air quality regulations.
- Experience writing or reviewing enforcement documents.
- Experience writing or reviewing inspection reports.

If interested in applying for this position, please submit an electronic application to the e-mail address highlighted below or mail your application to the following address:

Georgia Department of Natural Resources
 Environmental Protection Division
 ATTN: Randall Harris
 2 MLK Jr. Drive
 Suite 1456, East Tower
 Atlanta, GA 30334
JobsAtEPD@dnr.state.ga.us

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

Vacancy Announcement # 41-2014

Deadline Date: 10/17/14

Title: MG: Environ Health/Protection – formerly EPD Environmental Program Manager 1 Paygrade: 19	Entry Salary: \$4,347.71/month
Position #: 00101142	Location: Air Protection Branch – Clayton County

The incumbent in this position manages the Unit responsible for Combustion and Mineral sources for testing, monitoring, and permit conditions including the following power generation, Acid Rain, minerals, wood products, boilers, generators, engines, and turbines. The Unit is also responsible for maintenance of the Branch vehicle fleet and associated record keeping and checkout procedures as well as building mailroom activities.

MINIMUM QUALIFICATIONS

Completion of an undergraduate major in Environmental Sciences, Biology, Chemistry, Engineering (Civil, Chemical, Environmental, Mechanical or Sanitary) or a related field

AND

Four years of professional experience in environmental protection.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Bachelor degree or higher in mechanical, chemical or environmental engineering.
- Two (2) yrs. experience with Part 75 Acid Rain regulations, testing and monitoring.
- Two (2) yrs. experience with regulations, testing and monitoring of other combustion sources (boilers, engines, generators, etc.) and mineral sources.
- Knowledge of boiler MACT and RICA MACT regulations a plus.

If interested in applying for this position, please submit an electronic application to the e-mail address highlighted below or mail your application to the following address:

Georgia Department of Natural Resources
 Environmental Protection Division
 ATTN: Randall Harris
 2 MLK Jr. Drive
 Suite 1456, East Tower
 Atlanta, GA 30334
JobsAtEPD@dnr.state.ga.us

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

Parks, Recreation and Historic Sites Division Vacancies**Title: TS: Building/Const Trades Spec (AL) – formerly General Trades Craftsman****Paygrade: 11****Entry Salary: \$2,026.83/month****Position #: 00185437****Location: Skidaway Island State Park – Chatham County**

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. May serve as lead worker and/or supervise support staff.

MINIMUM QUALIFICATIONS

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

OR

Two years of experience at the lower level or position equivalent (FET031).

NOTE: Some positions may require area specific certifications/licenses

If interested in applying for this position, please submit an electronic application to the e-mail address highlighted below or mail your application to the following address:

Georgia Department of Natural Resources
Parks, Recreation and Historic Sites Division
ATTN: Kat Edmond
One Conservation Way
Brunswick, GA 31520
Kat.Edmond@dnr.state.ga.us

Wildlife Resources Division Vacancies

Title: PS: Natural Resources Biologist (WL) - formerly Fisheries Biologist 1

Paygrade: 17

Entry Salary: \$3,588.60/month

Position #: 00185052

Location: Go Fish Education Center – Houston County

Under general supervision, the incumbent in this position will oversee the life support systems for over 170,000 gallons of exhibits and will provide fish husbandry experience for more than 70 native freshwater fish species. Specific responsibilities include implementing and conducting all areas of Life Exhibits operations including, but not limited to animal husbandry, aquarium maintenance, water quality analysis, life support systems, preventative tank maintenance and quarantine. Establishing and implementing a fish disease recognition, treatment, and prevention program. Overseeing the procurement of all materials and supplies for live exhibits operations, including feeding, food preparation, water quality testing and monitoring, dive operations, LSS operations, freshwater preparation and exhibit maintenance. Position will require substantial public interaction leading facility tours, educational programs and other types of public outreach.

SPECIAL MINIMUM QUALIFICATIONS

Completion of a Bachelor's degree in Biology or related field

AND

Two years of related experience.

OR

Completion of a Master's degree in Biology or a related field.

OR

One year of experience at the position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Exceptional written and oral communication skills.
- Strong knowledge of life support systems for large aquatic exhibits.
- Experience in the design of habitats and filtration systems.
- Knowledge of database, spreadsheet, and word processing software.
- Experience in identifying and treating fish diseases and parasites.
- Open water dive certification.
- Knowledge of freshwater fish, crayfish, reptile and amphibian husbandry.

If interested in applying for this position, please mail a completed State of Georgia Application for Employment to the following address:

Georgia Department of Natural Resources
Wildlife Resources Division
ATTN: Connie Hopkins
2070 U.S. Highway 278, S.E.
Social Circle, GA 30025

NOTE: The Deadline Date to apply for this position is October 31, 2014.