Vacant Position Listing

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

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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 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.

- Applicants must submit one application 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 [https://gadnr.org/careers](https://gadnr.org/careers).

- If submitting a résumé, please attach the résumé with a completed DNR Application for Employment.

- Please be sure to include the following information on your application, Job Title and Position Number.

- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services ([www.naces.org/members.htm](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).

- Your application must be postmarked no later than the application deadline date noted on the specific job posting. Please note that deadlines will differ by job postings.

- 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.

- Information found on publicly posted social media accounts may be examined.

- 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: [www.CoastalGADNR.org](http://www.CoastalGADNR.org)
- Environmental Protection Division: [www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)
- Law Enforcement Division: [www.GADNRLE.org](http://www.GADNRLE.org)
- Parks and Historic Resources Division: [www.GAStateParks.org](http://www.GAStateParks.org)

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

*Return to the Vacant Position Listing*
Central Office Vacancies

Financial Operations Generalist Supervisor – Fulton County

This position is open to current DNR Employees ONLY

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Financial Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Administrative</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00158097</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>FIT023</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$34,289.83</td>
</tr>
</tbody>
</table>

JOB DESCRIPTION
Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees Accounting and Fiscal control functions, such as accounts payable or related processes. Under broad supervision, performs professional accounting duties in the area of Accounts Payable. Duties include, but are not limited to: independently recording/reviewing financial transactions, maintaining accounting file information, and processing vouchers. Provides customer service and technical program support for an accounting office. Serves as job expert or organization resource in assigned areas. Complies with federal, state, and agency policies, procedures, and regulations. Identifies and corrects procedural problems revealed in reviews and audits.

MINIMUM QUALIFICATIONS
Bachelor's degree in business or related field from an accredited college or university
AND
One year of experience performing accounting and/or fiscal control functions.
OR
Associate's degree in business or related field from an accredited college or university
AND
Three years of experience performing accounting and/or fiscal control functions.
OR
High school diploma or GED
AND
Five years of experience, three years of which as a lead worker/team leader, performing accounting and/or fiscal control functions.
OR
One year of experience required at the lower level Financial Operations Generalist 3 (FIT022) or position equivalent.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Experience using PeopleSoft Financials
- Three years experience in Accounts Payable and general accounting environment
- Intermediate Excel Skill (creating spreadsheets, formulas, pivot tables, etc.)
- Government accounting experience
- Knowledge of the maintenance of accounting and financial records
- Ability to analyze administrative and technical problems and formulate improvements or solutions
- Knowledge of the principles, practices, methods and techniques of governmental accounting
- Working knowledge of Windows computer operating system and applications

(CONTINUED ON PAGE 5)

Return to the Vacant Position Listing
Financial Operations Generalist 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: Jennifer Gadson
2 MLK Jr. Drive, SE
Suite 1258, East Tower
Atlanta, GA 30334
Jennifer.Gadson@dnr.ga.gov

The Deadline date to apply for this position is 8/17/21

Return to the Vacant Position Listing
Administrative Assistant 1 – Fulton County

LOCATION  Commissioner’s Office
DIVISION  Administrative
POSITION # 00098590  JOB CODE  GST050  PAYGRADE  F  ENTRY SALARY  $30,000.00

JOB DESCRIPTION
Under direct supervision, performs a wide range of office administration duties for assigned functions or program areas, duties may be complex in nature and may involve access to confidential information. May research, investigate, and/or resolve program data or issues. Drafts documentation, reports, or presentations. Represents program or unit, provides information and assistance to internal and external customers.

Primary Duties & Responsibilities:
• Provides administrative support to assigned area
• Provides assistance and problem resolution to claimants, employers, staff, other agencies, and/or the general public
• Provides program, administrative, and/or technical assistance and interpretation, researches and resolves detailed program or client issues/questions and prepares documents
• Provides program, administrative, and/or technical assistance to customers and staff, research and/or resolves program or client issues or question. May represent the manager in various matters
• Supports routine administrative functions for the agency/office, such as travel expenses, car rentals, leases, vendors, contracts, telecommunications, building security, purchasing, billing/credit, inventory, property control, personnel, payroll and etc
• Receives additional training, as required, to gain full proficiency and experience in all areas

MINIMUM QUALIFICATIONS
Associate’s degree from an accredited college or university.

OR
Two years of related experience.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with a Bachelor’s degree in communications, public relations, government administration, political science, biology, or related fields.

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, SE
Suite 1258, East Tower
Atlanta, GA 30334
Jennifer.Gadson@dnr.ga.gov

The Deadline date to apply for this position is 8/17/21

Return to the Vacant Position Listing
Coastal Resources Division Vacancy

*Marine Technician 1 – Glynn County*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CRD Headquarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Coastal Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00099591</td>
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<tr>
<td>JOB CODE</td>
<td>NRT050</td>
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<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$29,399.50</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under direct supervision, the incumbent in this position will support biological and technical staff during the collection of data used to manage Georgia’s marine fisheries. Primary duties will be conducting interviews with marine recreational anglers for the Access Point Angler Intercept Survey (APAIS) at public access fishing sites throughout coastal Georgia. Responsibilities include: accurately identifying southeastern Atlantic marine finfish; collecting data such as species caught, number kept and released, length and weight measurements; adhering to rigid survey protocols/deadlines; assisting supervisor with data edits and scheduling; assisting the commercial statistics program with data entry and other tasks as needed, participating in other surveys within the Marine Fisheries Division; public outreach and education. A substantial portion of the above will occur during non-radianal work hours, including evenings, weekends, and holidays as well as potentially adverse weather conditions.

**MINIMUM QUALIFICATIONS**

High school diploma or GED

AND

One year (2 semesters) of Biology.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Bachelor's degree in marine fisheries, marine science, ecology or related field
- Experience conducting surveys (e.g. standardized interviews/questionnaires)
- Experience identifying and/or collecting scientific data for southeastern Atlantic marine fish (e.g. Commercial/recreational fishing industry or research)
- Experience with Microsoft Office products (Word, Excel, Access, etc)
- Current GA DNR employees

**NOTE:** Please direct questions about the duties of the position to Dawn Franco at Dawn.Franco@dnr.ga.gov or (912) 264-7218.

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
Coastal Resources Division
C/O Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687

CRD.CRDDNR@dnr.ga.gov (Please include the position title in the subject) or Fax: (912) 717-6613

The Deadline date to apply for this position is 8/26/21

*Return to the Vacant Position Listing*
State Parks & Historic Sites Division Vacancies

Park / Historic Site Manager 2 – Clay County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>George T. Bagby State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>State Parks &amp; Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
<td>00099075</td>
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<td>JOB CODE</td>
<td>NRP013</td>
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<td>PAYGRADE</td>
<td>J</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
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</table>

JOB DESCRIPTION
Under limited supervision, plans, directs, manages, or coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. Responsible for the management of staff, budget and revenue.

MINIMUM QUALIFICATIONS
Bachelor's degree from an accredited college or university
AND
Two years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.
OR
Associate's degree from an accredited college or university
AND
Four years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.
OR
High school diploma or GED
AND
Six years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.
OR
Three years of experience required as an Assistant Park/Historic Site Manager (NRP011).
OR
One year of experience required as a Park/Historic Site Manager 1 (NRP012).

NOTE: The selected candidate must reside in housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

(CONTINUED ON PAGE 9)
If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
State Parks and Historic Sites Division  
ATTN: Lisa Keener  
2024 Newton Rd.  
Albany, GA 31701  
Parks5@dnr.ga.gov

The Deadline date to apply for this position is 8/17/21
**General Trades Technician 2 – Chatham County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Skidaway Island State Park</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>State Parks &amp; Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
<td>00185437</td>
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<td>JOB CODE</td>
<td>FET031</td>
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<td>PAYGRADE</td>
<td>F</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$24,322.01</td>
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</table>

**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.

**Primary Duties & Responsibilities**
- Assembles, installs and/or repairs wiring, electrical and electronic components, pipe systems and plumbing, machinery and equipment
- Diagnoses and corrects mechanical and structural problems, check blueprints, repair manuals and parts catalogs
- Ensures all maintenance conforms to quality standards and designated timeliness
- Handles hazardous materials according to laws and regulations
- Installs, maintains, evaluates and repairs any components of the systems
- Operates plant equipment and building automation systems
- Operates trade related tools and equipment; maintains/assists an accurate inventory of all materials and equipment
- Performs basic and skilled painting, carpentry and roofing tasks
- Performs general maintenance and repair work on facilities and equipment
- Performs routine preventive maintenance to ensure that machines operate smoothly, efficiently and physical condition of buildings does not deteriorate
- Read, utilizes blueprints, plans, drawings and sketches to determine the work to be performed and resources required
- Renovates or builds additions to existing facilities
- Repairs and performs maintenance on plumbing fixtures, lighting, air vents and air conditioning units and facilities
- Wears safety equipment and observes all safety practices and regulations

**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.

**NOTE:** Applicants that previously applied for this position from DNR Vacancy Announcement with a deadline date of 7/23/21 are still being considered and do not need to re-apply.

(CONTINUED ON PAGE 11)

*Return to the Vacant Position Listing*
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
State Parks and Historic Sites Division
ATTN: Sandra Harris
1 Conservation Way
Brunswick, GA 31520
Parks6@dnr.ga.gov

The Deadline date to apply for this position is 8/27/21
**General Trades Technician 2 – Madison County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Watson Mill Bridge State Park</th>
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<td>DIVISION</td>
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<tr>
<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$24,322.01</td>
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</table>

**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
State Parks and Historic Sites Division
ATTN: Michelle Egan
P.O. Box 1029
Helen, GA 30545
Parks2@dnr.ga.gov

**The Deadline date to apply for this position is 8/26/21**
Administrative Assistant 3 – Crisp County

<table>
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<tr>
<th>LOCATION</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Parks &amp; Historic Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00185507</td>
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<td>JOB CODE</td>
<td>GST052</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
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</table>

**JOB DESCRIPTION**

Under broad supervision, performs a wide range of office administration duties for assigned functions or program areas, duties may be complex in nature and may involve access to confidential information. May research, investigate, and/or resolve program data or issues. Drafts documentation, reports, or presentations. Represents program or unit, provides information and assistance to internal and external customers.

**MINIMUM QUALIFICATIONS**

Associates degree from an accredited college or university

AND

Two years of related experience.

OR

Four years of related 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: Lisa Keener
2024 Newton Rd.
Albany, GA 31701
Parks5@dnr.ga.gov

The Deadline date to apply for this position is 8/26/21

Return to the Vacant Position Listing
**Administrative Support 1/2/3 – Clay County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>George T. Bagby State Park</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>State Parks &amp; Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
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<td>PAYGRADE</td>
<td>GSS081</td>
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<td>ENTRY SALARY</td>
<td>D $21,008.52</td>
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<td>PAYGRADE</td>
<td>GSS082</td>
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<tr>
<td>ENTRY SALARY</td>
<td>E $22,077.93</td>
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</table>

**JOB DESCRIPTION**
Under broad 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**

**GSS080- Administrative Support 1**
High school diploma or GED
AND
Ability to perform basic office functions and computer related duties.

**GSS081- Administrative Support 2**
High school diploma or GED
AND
Two years of general office or administrative experience.

**GSS082- Administrative Support 3**
High school diploma or GED
AND
Four years of progressively complex 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
State Parks and Historic Sites Division
ATTN: Lisa Keener
2024 Newton Rd.
Albany, GA  31701
Parks5@dnr.ga.gov

The Deadline date to apply for this position is 8/17/21

*Return to the Vacant Position Listing*
Wildlife Resources Division Vacancies

Wildlife Biologist 2 – Floyd County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD – Game Management - Armuchee</th>
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</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00100607</td>
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<td>JOB CODE</td>
<td>NRPO61</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$43,063.23</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, this position is a member of a team that manages the southern half of the northwest Georgia Game Management Region including 10 WMAs and 16 counties for landowner and agency wildlife technical assistance. Informs, educates and provides services to the public with respect to wildlife management practices and programs. Writes and reviews long-term and short-term management plans for assigned WMAs. Utilizes GIS software and software apps for tracking and updating work accomplishments in region. The selected candidate may also serve as a member of a state-wide emergency Debris Removal Team and be responsible for assisting with after-hours nuisance wildlife issues on a rotational schedule.

**MINIMUM QUALIFICATIONS**
Master’s degree in Biology or a related field from an accredited college or university.
OR
Bachelor’s degree in Biology or a related field from an accredited college or university
AND
One year of related experience.
OR
One year of experience required at the lower level Wildlife Biologist 1, (NRPO60) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to:
- Current DNR/WRD employees
- Applicants with a Master’s Degree in Wildlife Biology or related field

**NOTE:** Applicants that previously applied for this position from DNR Vacancy Announcement with a deadline date of 3/25/2021 and 8/5/2021 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
Office of Human Resources
ATTN: Recruitment and Selection
2067 US Hwy, 278, SE
Social Circle, GA 30025
WRD.careers@dnr.ga.gov

The Deadline date to apply for this position is 8/24/21

_Return to the Vacant Position Listing_
Construction Specialist 2 – Peach County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Fort Valley Region Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<td>POSITION #</td>
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<td>JOB CODE</td>
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<tr>
<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$32,418.30</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, the incumbent will participate in Georgia’s Boating Access Program construction activities including the construction, repair and maintenance of boat ramps, operations and hauling of heavy equipment, oversight of contracts (skilled and labor), inspection of facilities, and the interpretation of design drawings and specifications. Position requires regular statewide travel.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree in a related field from an accredited college or university. 
OR
Associate’s/Vocational/Technical degree in a related field from an accredited college or university AND One year of experience in maintenance and/or general building construction. 
OR
High school diploma or GED AND Two years of experience in maintenance and/or general building construction. 
OR
One year of experience at the lower-level Construction Specialist 1 (FEP050) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Experience with construction activities of outdoor recreational facilities
- Valid Class A Commercial Driver’s License
- Experience operating heavy equipment

**NOTE:** Applicants that previously applied for this position with a deadline date of 6/17/2021 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
Office of Human Resources
ATTN: WRD Careers
2067 US Hwy, 278, SE
Social Circle, GA 30025
WRD.Careers@dnr.ga.gov

**The Deadline date to apply for this position is 8/24/21**

*Return to the Vacant Position Listing*
Administrative Assistant 3 – Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD/Game Management - WRCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00100849</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>GST052</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$29,399.50</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

This position supports the administrative functions within the Hunter Development Program including accounting, completion of personnel transactions, coordinating purchasing and contracts, and managing administrative functions.

Job duties include: balancing ledgers and reconciling, preparing financial status reports, monitoring expenditures and budget tracking by project or account codes, correcting accounting errors, reporting budget status and projections to Program Managers, managing petty cash funds, conforming to all policies on travel, purchasing, and updating program staff, completion of personnel transactions such as employment packages, PAR transactions, or other personnel activities, ensures adequate stocking of office supplies and coordinates with other Sections on building repairs and service, and provide customer service regarding hunting, hunter education and wildlife conflict calls.

**MINIMUM QUALIFICATIONS**

Associates degree from an accredited college or university 

**AND**

Two years of related experience.

**OR**

Four years of related experience.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Experience in state government accounting, budgeting or other administrative duties
- Experience in PeopleSoft software applications
- Extensive knowledge in office software applications including Excel, Word, and Access

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  
Wildlife Resources Division  
ATTN: Recruitment and Selection  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
WRD.Careers@dnr.ga.gov

The Deadline date to apply for this position is 8/17/21
Communications Specialist 1 – Jasper County

LOCATION  Charlie Elliott Wildlife Center
DIVISION  Wildlife Resources Division
POSITION #  00189718  JOB CODE  GSP040  PAYGRADE  H  ENTRY SALARY  $28,338.70

JOB DESCRIPTION
This position serves as the Assistant Conference Coordinator at Charlie Elliott Wildlife Center. Primary duties include facilitating functions and operations of the Charlie Elliott Conference Center. This includes but is not limited to conducting intakes on potential customers, booking events in the reservation system, communicating verbally and in writing with groups, greeting customers, and reporting maintenance issues. Other responsibilities include setting up meeting spaces and assisting in other areas of the Conference Center and Wildlife Center as needed. Individuals in this position must be able to lift more than 25 lbs. and move furniture (i.e. tables/chairs/beds).

MINIMUM QUALIFICATIONS
Bachelor’s degree in communications or a related field from an accredited college or university.
OR
Three years of communications or related experience.

PREFERRED QUALIFICATIONS
Preference may be given to:
- Current DNR/WRD employees
- Applicants with event planning experience
- Applicants with customer service experience
- Applicants with Microsoft Office 365 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
Wildlife Resources Division
ATTN: Recruitment and Selection
2067 US Hwy, 278, SE
Social Circle, GA 30025
WRD.Careers@dnr.ga.gov

The Deadline date to apply for this position is 8/17/21
Administrative Assistant 1 – Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD – Game Management - WRCC</th>
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</thead>
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<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
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<tr>
<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$24,332.01</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
This position supports the administrative functions within the WRCC Game Management Office including accounting, completion of personnel transactions, coordinating purchasing and contracts, and managing administrative functions.

**Primary Duties & Responsibilities:**
- Balancing ledgers and reconciling
- Preparing financial status reports, monitoring expenditures and budget tracking by project or account codes, correcting accounting errors
- Reporting budget status and projections to Program Managers
- Managing petty cash funds
- Conforming to all policies on travel, purchasing, and updating program staff
- Completion of personnel transactions such as employment packages, PAR transactions, or other personnel activities
- Ensures adequate stocking of office supplies and coordinates with other Sections on building repairs and service
- Provide customer service regarding hunting, hunter education and wildlife conflict calls

**MINIMUM QUALIFICATIONS**
Associate's degree from an accredited college or university.

OR
Two years of related experience.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Experience in state government accounting, budgeting, or other administrative duties
- Experience in PeopleSoft software applications
- Extensive knowledge in office software applications including Excel, Word, and Access

**NOTE:** Applicants that previously applied for this position from DNR Vacancy Announcement with deadline dates of 3/5/2021, 5/10/21 and 6/3/2021 need to re-apply to be considered for this position.

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: Recruitment and Selection
2067 US Hwy, 278, SE
Social Circle, GA 30025
WRD.Careers@dnr.ga.gov

The Deadline date to apply for this position is 8/24/21
Environmental Protection Division Vacancies

Geologist 1/2/3 - Clayton County

This position is open to current DNR/EPD Employees ONLY

| LOCATION | Tradeport Office |
| DIVISION | Environmental Protection Division |
| POSITION # | JOB CODE | PAYGRADE | ENTRY SALARY |
| 00100974 | LSP050 | J | $39,038.32 |
| 00100972 | LSP051 | K | $43,063.23 |
| 00100973 | LSP052 | L | $47,280.21 |

JOB DESCRIPTION
This position is in the Corrective Action Unit II of the Underground Storage Tank Management Program in the Land Protection Branch and is based at EPD’s Atlanta Tradeport Office. The incumbent in this position is primarily responsible for project management of the state contractor underground storage tank cleanup program, which manages pollution incidents related to petroleum releases from and conducts technical review of all phases of site projects and environmental reports. Phases include Site Assessment Reports, Closure Reports and Corrective Action Plan and Monitoring Reports. Projects include GUST Trust Fund facilities and federal grant sites, which require significant amount of research and review. This position will help the Underground Storage Tank Management Program continue managing active cleanup sites, move stalled cleanup projects into active status, and reduce the number of open confirmed releases more efficiently.

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.

(CONTINUED ON PAGE 21)
Geologist 1/2/3 Continued

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:

• Experience with assessing and remediating petroleum contamination
• Experience with Underground Storage Tank rules and regulations

Application Instructions:
Completed applications must be submitted to Jobsatepd@dnr.ga.gov by the posting deadline. The subject line should reference “Geologist UST: Attn Faigann”.

The Deadline date to apply for this position is 8/14/21
Modeler 1/2/3 – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Watershed Protection Branch</th>
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</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
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</table>

<table>
<thead>
<tr>
<th>POSITION #</th>
<th>JOB CODE</th>
<th>PAYGRADE</th>
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<td>00196592</td>
<td>ETP090</td>
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<td></td>
<td>ETP091</td>
<td>K</td>
<td>$48,163.15</td>
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<tr>
<td></td>
<td>ETP092</td>
<td>L</td>
<td>$54,424.36</td>
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</table>

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

JOB DESCRIPTION
This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch – Water supply program - Hydrological Unit.

The successful candidate will work with six highly trained professionals in compiling technical data and analyses to support Georgia's water resources management; conduct surface water and/or groundwater modeling on daily basis in various river basins; conduct quantitative analyses in Surface Water Availability Resources Assessment; provide technical support to State legal team in defending State's water resource management; provide technical support to other units within the Agency.

MINIMUM QUALIFICATIONS

ETP090 – Modeler 1
Bachelor's degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis from an accredited college or university.

ETP091 – Modeler 2
Bachelor's degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis or higher from an accredited college or university

AND
Experience/ability to interpret/modify existing models as needed, and to formulate scenarios for model testing and evaluation.

ETP092 – Modeler 3
Bachelor's degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis from an accredited college or university

AND
Ability to interpret/modify existing models as needed and to formulate scenarios for model testing and evaluation.

(CONTINUED ON PAGE 23)
**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Advanced degree in Civil Engineering, Environmental Engineering, Water Resource Engineering, Hydrology, Hydrogeology, and other engineering and science disciplines.
- Knowledge/experience in hydrologic, hydraulic, water resources, or groundwater modeling
- Knowledge/experience in water resources planning and management
- Knowledge/experience in reservoir operations
- Knowledge/experience in HEC-Res Sim, HEC-RAS, HEC-HMS, BASINS, HSPF/LSPC, MODFLOW, GMS, FORTRAN, GIS
- Good oral and written communication skills

**Application Instructions:**
Applications must be received through Team Georgia Careers at [http://team.georgia.gov/careers/](http://team.georgia.gov/careers/). Enter job number ENG00KH in the “Start your job search” box or [click here](http://team.georgia.gov/careers/).

The Deadline date to apply for this position is 8/13/21
Modeler 1/2/3 – Clayton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Air Protection Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
</tr>
<tr>
<td>POSITION #</td>
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<tr>
<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
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<td>JOB CODE</td>
<td>ETP091 K</td>
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<tr>
<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$48,163.15</td>
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<tr>
<td>JOB CODE</td>
<td>ETP092 L</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>L</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$54,424.36</td>
</tr>
</tbody>
</table>

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

JOB DESCRIPTION
This position is located in the Georgia Environmental Protection Division (EPD) – Air Protection Branch – Data and Modeling Unit (DMU). The DMU performs dispersion modeling to better understand the impacts of facility emissions on ambient air quality. Specifically, the DMU performs quarry modeling, toxic air pollutant modeling, and PSD modeling for issuance of air permits. In addition, DMU perform dispersion modeling for special projects. Modelers may be asked to utilize the following models: AERMOD, AERMET, AERMAP, AERSCREEN, AERSURFACE, BPIPPRIM, CALPUFF, ISC3, SCREEN3, and the Weather Research and Forecast (WRF) meteorological model. The successful candidate should have strong verbal and written communication skills.

MINIMUM QUALIFICATIONS

ETP090 – Modeler 1
Bachelor’s degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis from an accredited college or university.

ETP091 – Modeler 2
Bachelor's degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis or higher from an accredited college or university
AND
Experience/ability to interpret/modify existing models as needed, and to formulate scenarios for model testing and evaluation.

ETP092 – Modeler 3
Bachelor's degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis from an accredited college or university
AND
Ability to interpret/modify existing models as needed and to formulate scenarios for model testing and evaluation.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Advanced degree (Master’s or Ph.D.)
- Strong background in facility-level emission inventory development, meteorological modeling, and/or atmospheric chemistry
- Experience running air dispersion models (e.g., AERMOD, CALPUFF, ISC, SCREEN3)
- Familiarity with EPA rules and guidance related to air permitting and air permit modeling
- Strong verbal and written communication skills
- Strong background in scientific computer programming (FORTRAN, Python), database management (ACCESS, MYSQL), Geographic Information System (GIS)

(CONTINUED ON PAGE 25)
Modeler 1/2/3 Continued

Application Instructions:
Applications must be received through Team Georgia Careers at http://team.georgia.gov/careers/. Enter job number ENG00JY in the “Start your job search” box or click here.

The Deadline date to apply for this position is 8/15/21
Financial Analyst 1 – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Director’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00101115</td>
</tr>
<tr>
<td>JOB CODE</td>
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<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$28,338.70</td>
</tr>
</tbody>
</table>

JOB DESCRIPTION
This position is one of two positions that provide direct support for the reimbursement and state contractor program of the Underground Storage Tank Trust Fund. The position is responsible for processing 50% of all reimbursement applications and state contractor invoices, which total millions of dollars. The incumbent for this position will manage the budget and expenditures for hundreds of projects while continually following up on multiple pending items related to the issues that arise throughout the life of the project. This position requires the ability to learn and work in a very complex data system, daily contact/communications with contractors, consultants, and EPD Project Officers via phone, email, and in person. Additional responsibilities include tracking, posting, and maintenance of all GUST Fees and monthly reconciliations of the GUST reimbursement/contractor payments and fees.

MINIMUM QUALIFICATIONS
Bachelor's degree in a related area from an accredited college or university.
OR
Associate’s degree in a related area from an accredited college or university
AND
One year of experience in a related area.
OR
One year of professional experience in general accounting, billing and collection systems and/or claims.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Bachelor’s or associate degree in business, finance, accounting or other related field
- Advance knowledge in accounting and finance as well as strong analytical skills
- Experience in project management, reviewing invoices/claims, contracts and agreements
- Strong written and verbal communication skills

Application Instructions:
Applications must be received through Team Georgia Careers at http://team.georgia.gov/careers/. Enter job number FIN02Y0 in the “Start your job search” box or click here.

The Deadline date to apply for this position is 8/17/21

Return to the Vacant Position Listing
**EPD Continuous Recruitment**
The Environmental Protection Division (EPD) continuously recruits for Environmental Engineers, Environmental Compliance Specialists, Geologists and Lab Scientists. For more information on positions and to apply, click here. Current opportunities include the following:

**ENVIRONMENTAL ENGINEER**
- Air Protection Branch / Chemical Permitting Unit / Clayton County, Atlanta
- Air Protection Branch / Nitrogen Oxides Unit / Clayton County, Atlanta
- Air Protection Branch / Planning and Regulatory Development Unit / Clayton County, Atlanta
- Air Protection Branch / Emissions and Control Strategies Unit / Clayton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Water Quality Modeling Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / TMDL Modeling & Development Unit / Fulton County, Atlanta
- Land Protection Branch/ Hazardous Waste Corrective Action-Remedial Sites Unit 3/ Fulton County, Atlanta

**ENVIRONMENTAL COMPLIANCE SPECIALIST**
- Air Protection Branch / Radiation Protection / Clayton County, Atlanta
- Air Protection Branch / Vehicle Emissions Inspection/Maintenance / Clayton County, Atlanta
- Air Protection Branch / Compliance Unit / Clayton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Stormwater Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta
- Land Protection Branch/ Risk Assessment Unit/Fulton County, Atlanta
- Land Protection Branch/Generator Compliance Unit/Fulton County, Atlanta
- Land Protection Branch/Recovered Materials/Clayton County, Atlanta
- Land Protection Branch/Lead-Based Paint & Asbestos/Clayton County, Atlanta
- Land Protection Branch/Underground Storage Tank/Clayton County, Atlanta
- District Office / Northeast / Clarke County, Athens
- District Office / Coastal / Glynn County, Brunswick

*Return to the Vacant Position Listing*
District Office / West Central / Bibb County, Macon
District Office / East / Richmond County, Augusta (Temp Position)
District Office / West Central / Bibb County, Macon (Temp Position)

**GEOLOGIST**
Watershed Protection Branch / Groundwater Unit / Fulton County, Atlanta
Watershed Protection Branch / Industrial Permitting Unit / Fulton County, Atlanta
Land Protection Branch/Solid Waste Management-Environmental Monitoring/Clayton County, Atlanta
Land Protection Branch/Response Development Unit 2/Fulton County, Atlanta
Land Protection Branch/Brownfield Unit/Fulton County, Atlanta

**LABORATORY SCIENTIST**
Laboratory Operations/Gwinnett County, Norcross

Applicants need not apply to each specific vacancy listed above. By applying to a specific job title and branch, you are applying to a pool and you will be considered for all vacancies within that job series in the specified branch. Candidates who meet minimum entry qualifications will be contacted further with specific job information.