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 #48-2015
APPLICATION DEADLINE DATE: December 8, 2015
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 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, Position Number or Job # 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: www.CoastalGADNR.org
- Environmental Protection Division: www.GeorgiaEPD.org
- Historic Preservation Division: www.GAshpo.org
- Law Enforcement Division: www.GADNRLE.org
- Parks, Recreation and Historic Sites Division: www.GAStateParks.org
- Wildlife Resources Division: www.GeorgiaWildlife.org

NOTE: Information in this Vacancy Announcement is subject to change.
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 DNR P.O.S.T. Certified Position Application for Employment. A .pdf version and a Word version of the DNR P.O.S.T. Certified Position Application for Employment can be found by visiting the Careers page of the DNR website at http://www.gadnr.org/careers.

Applicants who are P.O.S.T. Certified must submit a copy of their P.O.S.T. Certification Certificate with their application to be considered for a Law Enforcement (P.O.S.T.) position.

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:

<table>
<thead>
<tr>
<th>Test Portion</th>
<th>ASSET</th>
<th>COMPASS</th>
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<tbody>
<tr>
<td>Reading</td>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>Writing</td>
<td>35</td>
<td>32</td>
</tr>
</tbody>
</table>

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.

Environmental Protection Division
MG1: Environmental Health/Protection formerly EPD Env. Program Mgr. 2
MG: Environmental Health/Protection formerly EPD Env. Program Mgr.
MG: Environmental Health/Protection formerly EPD Env. Program Mgr.
MG: Environmental Health/Protection formerly EPD Env. Program Mgr.
MG: Environmental Health/Protection formerly EPD Env. Program Mgr.
MG: Environmental Health/Protection formerly EPD Env. Program Mgr.
MG: Environmental Health/Protection formerly EPD Env. Program Mgr.
MG: Environmental Health/Protection formerly EPD Env. Program Mgr.
MG: Information Technology formerly Application Development Manager
MG: Information Technology formerly Technical Project Manager

Parks, Recreation and Historic Sites Division
PS: Business Operations Specialist (SP) formerly Revenue Manager
PS: Parks Fac Mgt Spec (SP) formerly Parks Manager 3
PS: Parks Fac Mgt Spec (SP) formerly Parks Manager 3
PS: Human Res Spec (SP) formerly Operations Section Manager

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; Lake Blackshear; Little Ocmulgee; Unicoi

Vacancy Announcement # 48-2015
Deadline Date: 12/08/2015
Environmental Protection Division Vacancies

Title: MG1: Environ Health/Protection – formerly EPD Environmental Program Mgr. 2  
Paygrade: 20  
Entry Salary: $4,774.15/month

Position #: 00101564  
Location: Southwest District – Dougherty County

The incumbent in this position serves to manage the Southwest District Office of the Environmental Protection Division. The District Manager is responsible for all day to day operations of the District as well as providing technical direction to the associates and supervision of Unit Managers and Administrative staff. The position manages District activities that include inspection and compliance activities at assigned facilities as well as complaint investigations and negotiates settlements of enforcement actions.

MINIMUM QUALIFICATIONS
Completion of an undergraduate degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental (civil-sanitary or mechanical) or a related field AND
Five years of professional level work in environmental health, environmental protection, environmental research, environmental monitoring, or environmental enforcement which included at least one year of supervisory experience at a level equivalent to an Environmental Specialist IV or Environmental Program Manager 1.

NOTE: Graduate coursework in the above areas may substitute for a maximum of two years of non-supervisory experience requirement.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
• Experience managing multi-media environmental regulatory programs, to include, water quality, solid waste, water supply and air quality

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: Erin Elmore  
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.

Vacancy Announcement # 48-2015  
Deadline Date: 12/08/2015
Title: MG: Environ Health/Protection – formerly EPD Environmental Program Mgr.
Paygrade: 19
Entry Salary: $4,347.71/month
Position #: 00100986
Location: Land Protection Branch – Fulton County

The incumbent in this position manages the Response Development Unit 3 (RDU3) of the Response and Remediation Program (RRP). Under limited supervision of the RRP Program Manager, the manager directs the activities of environmental engineers and geologists performing complex regulatory functions in overseeing the investigation and cleanup of contaminated sites including all aspects of compliance, enforcement and technical oversight. The manager acts as a subject area technical expert and routinely provides leadership, guidance, and training in meetings with staff and interested parties regarding compliance with environmental laws, rules, and policies. The manager will be involved in the development, interpretation, implementation, and enforcement of federal and state regulations, policies, guidance and procedures (including HSRA, VRPA, UECA, and GBA). RDU3 also manages the state contract for sites being cleaned up using the Hazardous Waste Trust Fund.

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 hazardous site characterization, corrective action and enforcement
- Experience in the interpretation and implementation of applicable state and federal regulations
- Excellent verbal and written communication skills
- Comfortable in interacting with the public and in supervising professional staff
- Experience in developing policies and procedures

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: Erin Elmore
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.

Vacancy Announcement # 48-2015
Deadline Date: 12/08/2015
Title: MG: Environ Health/Protection – formerly EPD Environmental Program Mgr.

Paygrade: 19  Entry Salary: $4,347.71/month

Position #: 00101034  Location: Water Protection Branch – Fulton County

The incumbent in this position manages the Erosion and Sedimentation Unit of the Nonpoint Source Program. Responsibilities include stream buffer variances, National Pollutant Discharge Elimination System (NPDES) construction stormwater permits, overviews of local government erosion and sedimentation issuing authority, production of guidance documents for the regulated community, preconstruction notices associated with wetland permitting. The incumbent communicates extensively with internal and external stakeholders and provides leadership and advice to the erosion and sediment control community in Georgia on state policy, rules, and procedures. Duties include field visits and technical assistance to local governments and other Environmental Protection Division programs.

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:

• Extensive knowledge of Erosion and Sediment Control Practices
• Knowledge of streams and stream morphology
• Experience with building construction
• Familiarity with business process improvement
• Proven interpersonal, communication and negotiation skills
• Experience working with multidisciplinary stakeholder groups
• Demonstrated commitment to environmental protection

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: Erin Elmore
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.
Title: MG: Environ Health/Protection – formerly EPD Environmental Program Mgr.
Paygrade: 19
Entry Salary: $4,347.71/month

Position #: 00101092
Location: Land Protection Branch – Clayton County

The incumbent in this position manages the Industrial and Municipal Solid Waste Unit. The Manager oversees the Unit’s responsibilities for the siting, permitting, financial assurance, construction, and closure and post closure of solid waste handling facilities; review and acknowledgement of all Permit by Rule operations (collection operations, transfer stations, composting, and on-site processing operations); review and approval of biomedical waste handling and petroleum contaminated soil processors; and compliance inspections of private industrial solid waste handling facilities.

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’s degree or higher in mechanical, civil, chemical or environmental engineering
- Experience in writing and/or reviewing permits for solid waste facilities
- Experience in interpreting and implementing state or federal rules

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: Erin Elmore
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.
Title: MG: Environ Health/Protection – formerly EPD Environmental Program Mgr.
Paygrade: 19
Pay: $4,347.71/month

The incumbent in this position manages a compliance unit in the Coastal District office located in Brunswick, GA. The manager directly supervises a team responsible for implementing inspection and compliance activities in a 25 county area. The incumbent is responsible for day to day activities of the unit as well as providing technical direction to Environmental Engineers and Environmental Specialists. The incumbent reviews and approves letters, inspection reports and enforcement actions and negotiates settlements of enforcement actions.

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 working with multi-disciplinary regulatory programs
- Strong written and verbal communication skills
- Demonstrated negotiation skills

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: Erin Elmore
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.

Vacancy Announcement # 48-2015
Deadline Date: 12/08/2015
The incumbent in this position manages the Grants Unit of the Nonpoint Source Program. Responsibilities, duties and expectations include managing the day-to-day responsibilities of the Unit comprised of project administrators who oversee Section 319(h) and other grant funded projects, review grant applications, review project deliverables and other nonpoint source related activities. The incumbent provides leadership and vision to the Georgia nonpoint source community; ensures accurate reporting of financial and programmatic activities both internally and externally; develops grant criteria and policies that proactively meet state and federal requirements and serves as liaison to federal agencies, other state agencies, local governments, and other stakeholder groups on matters pertaining to grants and nonpoint source management. The incumbent ensures compliance with all laws, rules and policies pertaining to grants and associated nonpoint source 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:
- Excellent communication and writing skills
- Demonstrated experience influencing, developing, and implementing environmental policy
- Demonstrated leadership and visionary qualities
- Successful experience in the development and maintenance of partnerships or working groups
- Technical knowledge of nonpoint pollution controls, stream restoration, ecology, and/or watershed planning
- Proven ability to manage time and diverse activities while delivering quality results
- Graduate degree in business, law, engineering, biology, environmental science, or other relevant field
- Successful experience in marketing
- Experience with accounting principles and practices and the analysis and reporting of financial data
- Knowledge of grants management policies, practices and information technology applications to track and manage financial reporting
- Demonstrated commitment to environmental protection and restoration

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MG: Environ/Health 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: Erin Elmore
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.
Title: MG: Environ Health/Protection – formerly EPD Environmental Program Mgr.
Paygrade: 19                                                                                           Entry Salary: $4,347.71/month
Position #: 00195396                                                                                               Location: Water Protection Branch – Fulton County

The incumbent in this position manages the Wastewater Regulatory Information Unit (WRIU). The WRIU has responsibility for verifying the completeness of submitted facility compliance data and accurately entering that Discharge Monitoring Report (DMR) data into US Environmental Protection Agency’s (EPA) ICIS-NPDES database within EPA-defined time constraints. The WRIU is also responsible for accurately entering or editing Single Event Violations, inspections, monetary penalties, permit limit sets, and enforcement action data into EPA’s ICIS-NPDES database within EPA-defined time constraints. The incumbent is also responsible for overseeing and troubleshooting the actions necessary by the WRIU and permit units of the Wastewater Regulatory Program (WRP) to get permit data submitted to the ICIS-NPDES database through the state GAPDES system. This supervisory position also provides support for getting facilities onto the NetDMR system for e-reporting of DMR data. Routine or special request reports from GAPDES or ICIS-NPDES to support the work of the Branch and Division are managed through this position. Finally, the incumbent provides technical support and management/review of special projects within WRP (rule changes, Standard Operating Procedures (SOP’s), etc.)

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:
  • Familiar with the Clean Water Act and Georgia’s Rules and Regulations for Water Quality Control
  • Knowledge of and/or experience with ICIS-NPDES, GAPDES, or other web-based federal or state environmental data systems
  • Experience and/or understanding of National Pollutant Discharge Elimination System (NPDES) permits
  • Knowledge of and/or experience in preparing or reviewing environmental permit compliance data
  • Knowledge of and/or experience working with databases and generating/manipulating queries to generate user-defined reports
  • Proficient with Microsoft Office, especially Excel

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MG: Environ/Health 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: Erin Elmore  
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.
Title: MG: Information Technology – Application Development Manager
Paygrade: 19                                Entry Salary: $4,347.71/month
Position #: 00101238
Location: Director’s Office – Information Technology Unit – Fulton County

The incumbent in this position will function as the Application Development Manager within the Environmental Protection Division (EPD) - Information Technology Unit. The job responsibilities include:

- Manages the activities of EPD application software development staff performing analysis, design, construction, testing, and implementation of application. Manages implementation of software purchased from outside vendors, or in interoperating with third party systems. Develops and adheres to application software development standards and methods.
- Adequately reviews and evaluates customer and interoperability requirements and reviews project plans, work tasks, work hours, project size, and resources required to complete projects. Assess relevant factors such as workload, project requirements, project priority, and concurrent work assignments.
- Manages project work plans and schedules. Ensures that established work plans and schedules are being met. Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective actions when defined goals and/or results are not being met. Keeps management sufficiently informed of developments which will affect projects.
- Reviews and analyzes existing applications to ensure efficiency and effectiveness of those programs. Reviews requests for program changes required to meet needs of EPD. Evaluates and assesses new technology for possible application within the department. Provides appropriate recommendations to management for technology acquisitions. Evaluates new hardware/software technologies to improve services, system development and services.
- Provides regular reports for management and customers and keeps them adequately informed of budget issues, concerns, estimates, data, impact, etc. associated with application software development projects as well as preparation of annual budget figures for application development.
- Manages contract staff, adhering to the requirements of the Division and the guidelines of the state vendor management contract.
- Assist is assessing the development of training which uses the appropriate delivery methods for the application and for the target audience. Monitors training and implementation activities associated with application software, effectively coordinating such activities with appropriate staff.

MINIMUM QUALIFICATIONS
Bachelor's degree in a related field
AND
Two years of directly related supervisory/management experience.
OR
Four years of directly related supervisory/management experience.

(CONTINUED ON PAGE 15)
**MG: Information Technology continued**

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Bachelor’s Degree in the area of Information Technology / Computer Sciences
- Prior experience in environmental protection related projects
- Prior knowledge and/or experience with EPA or state level systems
- Experience with large software development projects
- Experience managing multiple software development projects simultaneously
- Knowledge and experience in managing an application development entity within a diverse organization
- Excellent verbal and written communication skills
- Comfortable in interacting with staff and management, including executive levels
- At least 5 years related work experience which includes a minimum of 3 years of management and/or supervisory 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
Environmental Protection Division
ATTN: Erin Elmore
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.
The Environmental Protection Division’s Information Technology unit is hiring a Technical Project Manager for its “Safe Drinking Water Information System (SDWIS) Prime” project. SDWIS Prime will replace the current system used by state level environmental protection agencies, “SDWIS State”. SDWIS is utilized by state level agencies in cooperation with the United States Environmental Protection Agency (EPA) to ensure the safety of public drinking water systems. SDWIS Prime will replace SDWIS State by the end of calendar 2016. The project is currently transitioning from the conceptual to the initial planning and development stages.

The incumbent in this position responsibilities will include but not limited to establish an overall project plan, IT resource allocation, stakeholder resource requirements, coordinate project activities and review progress reports to ensure that the project progresses on schedule. The incumbent will be responsible for preparing project status reports as required by EPD IT management, confer with project staff to provide technical advice and proactively resolve issues to ensure proper corrective action is taken if risk is identified in the project.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in a related field  
**AND**  
Two years of directly related supervisory/management experience.  
**OR**  
Four years of directly related supervisory/management experience.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Bachelor’s Degree in a field of Information Technology study
- Prior experience in environmental protection related projects
- Prior knowledge and/or experience with Environmental Protection Agency (EPA) or state level drinking water systems
- Project Management Professional (PMP) certification
- Knowledge and experience in Systems Development Life Cycle (SDLC) and testing methodologies
- Five (5) years’ experience in project / program management in support of large, complex integrated software systems, including experience in planning, scheduling, resource tracking, risk management, communications, status reporting, quality assurance, and vendor and stakeholder management
- Proficiency in the Microsoft Office Suite and Microsoft Visio
- Proficiency in using Microsoft Project to track major projects
- Experience with cost tracking for large software development projects
- Experience in staff management and resource allocation
- Experience in state and federal environmental compliance and enforcement programs
- Familiarity with state and federal safe drinking water rules and regulations

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MG: Information Technology 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: Erin Elmore
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.
Parks, Recreation and Historic Sites Division Vacancies

Title: PS: Business Operation Spec (SP) – formerly Revenue Manager
Paygrade: 17 Entry Salary: $3,588.60/month
Position #: 00099372 Location: Director’s Office – Rockdale County

The Revenue Manager is responsible for analyzing all elements of revenue generation in State Parks and Historic Sites, and making recommendations to maximize occupancy and revenue. Strategies will include the following: pricing, market demand, competitive market surveys, peak and low demand analysis, user demographics, and inventory management. Demonstrate effective sales skills to support and obtain maximum revenue for booking and the ability to work within an existing reservations software system.

The incumbent in this position will:

- Analyze current revenue performance for the Georgia State Parks system and compare to the competition. Will offer solutions to better position parks in the outdoor recreation market.
- Create and implement up-selling and cross-selling at parks, historic sites and golf courses.
- Research and analyze price points of similar facilities and services. Monitor the issues impacting the park units (local events driving demand).
- Research competitors operations to include; marketing, technology and amenity/service offerings.
- Develop occupancy and revenue strategies for individual parks to succeed in their local markets.
- Develop monthly revenue and occupancy forecast reports for reserveable facilities.
- Develop monthly actuals vs forecast revenue, occupancy, promotion/discount performance report and present to executive and field management.
- Coordinate with sales and marketing team promotional calendars and tie ins. Assist sales and marketing team in pricing product offerings to ensure rate maximization.
- Assist management in the revenue decisions by highlighting opportunities and develop action plans to ensure that revenue team is aware of their targets and kept informed of their results.
- Check competitor strategy on regular basis, reviewing pricing and their availability.
- Will train and provide selling scripts to the field for a positive customer service based upselling experience.
- Integrate sales targets into existing and updated business plans.
- Establishes revenue targets by Individual Park, historic site and golf course; develops strategies to achieve stated goals and measures success quarterly.
- Assists Park Operations with identifying trends in the park, recreation and historic site environment as they relate to future revenue potential and greater financial sustainability
- Completes regular performance reviews by location in order to measure success of revenue generation plans.
- Works in coordination with Division Marketing staff to develop healthy relationships with new businesses coming to the State of Ga. Develops welcome packages and incentives to encourage visitation to State Parks and Historic Sites.

MINIMUM QUALIFICATIONS
Bachelor’s degree in Business Administration or related area
AND
Four years of experience in the management of the administrative support activities of a business or government activity.

(CONTINUED ON PAGE 19)
PS: Business Operations Spec (SP) continued

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:

- Bachelor’s degree in Business, Finance, Revenue Management, or related field
- Minimum of 5 years of experience as a Revenue Manager
- Proven expertise working with Yield Management Systems, Property Management Systems, Daily Revenue Systems, Central Reservations Systems and proficiency with Microsoft Office products including Word, Excel, Outlook, and PowerPoint. Working knowledge of retail point-of-sale systems

NOTE: Applicants that previously applied for this position from DNR Vacancy Announcement # 38-2015, # 41-2015 and # 44-2015 are still being considered and do not 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
Parks, Recreation and Historic Sites Division
ATTN: Vicki Gibbs
2600 Hwy 155, SW
Stockbridge, GA  30281
Vicki.Gibbs@dnr.ga.gov
Title: PS: Parks Fac Mgt Spec (SP) – formerly Parks Manager 3
Paygrade: 16  Entry Salary: $3,253.19/month
Position #: 00098896  Location: Hard Labor Creek State Park - Morgan County

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. Supervises and plans work of assigned staff.

MINIMUM QUALIFICATIONS
Completion of a Bachelor’s degree from an accredited four-year college or university
AND
Three years of full-time supervisory experience in visitor services, security, or in facilities maintenance in a state park, historic site, or similar facility.
OR
Completion of an Associate’s degree from an accredited college or university
AND
Five years of full-time experience in visitor services, security, or in facilities maintenance in a state park, historic site, or similar facility, which included two years of supervisory experience.
OR
Completion of a high school diploma (GED)
AND
Seven years of full-time experience in visitor services, security, or in facilities maintenance in a state park, historic site, or similar facility which included two years of supervisory experience.
OR
Four years of experience as a Parks Assistant Manager or Parks Resource Manager 2.
OR
Two years of experience as a Parks Manager or Historic Site Manager.

NOTE: The selected candidate must reside in housing provided and the selected candidate will be required to pay 100% of residence utilities.

NOTE: This position may have law enforcement responsibilities based on the selected candidate.

NOTE: Applicants that previously applied for this position from DNR Vacancy Announcement # 21-2015, # 32-2015 and # 39-2015 are still being considered and do not 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
Parks, Recreation and Historic Sites Division
ATTN: Michelle McLaurin
1463 Knox Chapel Rd.
Social Circle, GA 30025
parks4@dnr.ga.gov

Vacancy Announcement # 48-2015
Deadline Date: 12/08/2015
Title: PS: Parks Fac Mgt Spec (SP) – formerly Parks Manager 3  
Paygrade: 16  
Entry Salary: $3,253.19/month  
Position #: 00098920  
Location: Panola Mountain State Park – Rockdale County

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. Supervises and plans work of assigned staff.

**MINIMUM QUALIFICATIONS**

Completion of a Bachelor’s degree from an accredited four-year college or university  
**AND**  
Three years of full-time supervisory experience in visitor services, security, or in facilities maintenance in a state park, historic site, or similar facility  
**OR**  
Completion of an Associate’s degree from an accredited college or university  
**AND**  
Five years of full-time experience in visitor services, security, or in facilities maintenance in a state park, historic site, or similar facility, which included two years of supervisory experience.  
**OR**  
Completion of a high school diploma (GED)  
**AND**  
Seven years of full-time experience in visitor services, security, or in facilities maintenance in a state park, historic site, or similar facility which included two years of supervisory experience.  
**OR**  
Four years of experience as a Parks Assistant Manager or Parks Resource Manager 2.  
**OR**  
Two years of experience as a Parks Manager or Historic Site Manager.

**NOTE:** The selected candidate must reside in housing provided and the selected candidate will be required to pay 100% of residence utilities.

**NOTE:** This position may have law enforcement responsibilities based on the selected candidate.

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: Michelle McLaurin  
1463 Knox Chapel Rd.  
Social Circle, GA 30025  
parks4@dnr.ga.gov

**Vacancy Announcement # 48-2015**  
**Deadline Date:** 12/08/2015
Vacancy Announcement # 48-2015

Title: PS: Human Res Specialist (SP) – formerly Operations Section Manager
Paygrade: 15
Entry Salary: $2,964.11/month

Deadline Date: 12/08/2015

Position #: 00098689
Location: Director’s Office – Rockdale County

The HR Specialist position will be the liaison for the PRHS Division with the DNR Human Resources Department. The position will manage the PRHS hiring process, disciplinary procedures, HR training including benefits, investigations management, workers compensation claims, unemployment claims, FMLA, Leave of Absence, Contingency leave requests etc. All of these areas are critical to the operation of the division.

Responsibilities and Duties include the following:

- Review & process hiring packages
- Submit DNR Expenditure Control Forms for vacant positions to budget office for approval
- Handling customer complaints or customer information inquiries made by telephone, by letter or by email
- Complete surveys from other states, other state agencies or other departments within DNR
- Handling open record requests for rules, regulations, and procedures
- Providing information or assistance to Directors Office on personnel issues
- Handle issues relating to Workers Compensation with the field sites
- Represent the division in unemployment hearings
- Provide assistance to field site personnel with payroll and benefit problems
- Investigate and resolve personnel issues
- Handle Return to work and Transitional employment plans
- Coordinates Customer Service training for PRHS
- Conducts background checks and E-verify for new employees
- Handles all job advertisements for PRHS
- Provides assistance to field staff on performance evaluations
- Must be proficient in Excel, Word and PowerPoint

MINIMUM QUALIFICATIONS

Completion of a bachelor’s degree from an accredited college or university
AND
Two years of advanced professional human resources experience as a lead worker in one or more of the areas of assignment.
OR
Master’s degree in a related area
AND
One year of advanced professional human resources experience in one or more of the areas of assignment.
OR
One year of experience in an equivalent area to the lower level

NOTE: Professional experience may substitute for the degree on a year for year basis.

(CONTINUED ON PAGE 23)
**PS: Human Res Specialist (SP) continued**

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Human Resource experience in multiple areas including hiring, classification, timekeeping, FLSA issues, workers compensation, investigations management, unemployment, and separations
- Experience in People Soft HR

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:Vicki.Gibbs@dnr.ga.gov) 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: Vicki Gibbs
2600 Hwy 155 SW
Stockbridge, GA 30281
[Vicki.Gibbs@dnr.ga.gov](mailto:Vicki.Gibbs@dnr.ga.gov)