

GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement



JOB TITLE:	PS: BUSINESS OPERATION SPEC(AL)
POSITION NUMBER:	00051975
LOCATION:	PLANT INDUSTRY-ATLANTA HEADQUARTERS
POSTING DATE:	DECEMBER 23, 2014
APPLICATION DEADLINE:	DECEMBER 30, 2014
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	14
ENTRY SALARY:	\$3,588.60/MONTH

DESCRIPTION OF DUTIES: Performs analysis on current operations of the enforcement program for Plant Industry. Evaluates enforcement actions and procedures, conducts work simplifications, and recommends actions, rules and regulations to assist management in operating more efficiently and effectively.

MINIMUM QUALIFICATIONS:

Completion of a bachelor's degree from an accredited college or university

OR

One year of experience at the lower level or position equivalent

OR

Four years of related experience

PREFERRED QUALIFICATIONS:

Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- State or Federal Regulatory experience;
- Computer skills including knowledge and experience with Microsoft Windows is desirable.
- Working knowledge of the Department rules and regulations.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Applicants who applied for the Agriculture Compliance Specialist, position number 00051975, will be considered.
- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

Applications/resumes received without a job title, announcement number or salary history will be considered unsolicited applications and will not be reviewed. This position is subject to close at any time once a satisfactory applicant pool has been identified.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.
NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

AN EQUAL OPPORTUNITY EMPLOYER

IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.