



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	PS: OPERATIONS ANALYST (WL) [FORMERLY OPERATIONS ANALYST 2]
<b>POSITION NUMBER:</b>	00052637
<b>LOCATION:</b>	PLANT INDUSTRY DIVISION, PLANT PROTECTION ADMIN. <b>(THIS POSITION IS ASSIGNED TO THE GRIFFIN OFFICE.)</b>
<b>POSTING DATE:</b>	JANUARY 7, 2014
<b>APPLICATION DEADLINE:</b>	OPEN UNTIL FILLED
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	14
<b>ENTRY SALARY:</b>	\$2,701.53/MONTH

**DESCRIPTION OF DUTIES:** Successful applicant must possess the ability to work with GDA and personnel from other agencies to develop and disseminate invasive pest information. Applicants will assist with export programs (including becoming Accredited Certifying Official by USDA-APHIS-PPQ). Public speaking may be required. This job requires travel. Incumbents in this job may occasionally work with field inspectors (must work outdoors in varied terrain for extended periods of time).

**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:*

- Degree (or coursework completed) in agriculture, horticulture, biological sciences or a directly related field;
- Strong written and oral communication skills;
- Ability to effectively interact with general public and federal/state institutions on all levels;
- Working knowledge of Windows computer operating system and applications.

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

- Mail a completed State of Georgia application and/or resume to Debbie Teal, 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 Debbie Teal at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to [Deborah.Teal@agr.georgia.gov](mailto:Deborah.Teal@agr.georgia.gov).

**PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.** If you have submitted an application and/or resume to our Department within the last year, then **call** to let us know that you are interested in being considered for this position. For more information, you may contact Debbie Teal at (404) 656-3615.

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.