

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM010	Mgr, Probation/Parole	Front Line Mgr	Manager (1,2,3)	Protective Service	LM

**Job Summary**

Manages all probation or parole activities for a district or assigned area. Responsible for administrative functions of district or area and for coordinating and providing quality parole and/or supervision services. Manages subordinate managers and staff.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND Three years of experience required at the lower level Probation Officer 3 (PSP012) or position equivalent AND P.O.S.T. certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM011	Sr Mgr, Probation/Parole	Front Line Mgr	Senior Manager	Protective Service	LN

**Job Summary**

Directs all probation or parole activities for a district or assigned area. Responsible for administrative functions of district or area and for coordinating and providing quality probation or parole services. Directs subordinate managers and staff.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND Two years of experience required at the lower level Probation Officer Supervisor (PSP013) or position equivalent OR One year of experience required at the lower level Mgr, Probation/Parole (PSM010) or position equivalent AND P.O.S.T. certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM012	Reg Dir Probation &Parole	Mid Level Mgr	Law Enforcement Director	Officials and Administrators	LN

**Job Summary**

Oversees all probation, parole or community supervision activities for a district or assigned area. Responsible for administrative functions of district or area and for coordinating and providing quality probation, parole and community supervision services. Provides leadership to subordinate managers and staff.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND Two years of experience required at the lower level Sr Mgr, Probation/Parole (PSM011) or position equivalent AND P.O.S.T. certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM020	GSP Sergeant First Class	Front Line Mgr	Manager (1,2,3)	Protective Service	LO

**Job Summary**

Directs and serves as the Assistant Troop Commander and/or as a Commander of a specialty unit. Directs the day-to-day operations of assigned Troop or Unit, as well as the Troop Communications Center. Performs administrative duties and patrols roads and highways to enforce traffic and criminal laws. Directs subordinate supervisors and staff.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification as a peace officer AND One year of experience required at the lower level GSP Sergeant (PSP025) or position equivalent AND currently hold rank of GSP Sergeant AND successful participation in the promotional process as described by policy AND completion of Accident Reconstruction Level III or approved alternative.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM021	GSP Lieutenant	Front Line Mgr	Manager (1,2,3)	Protective Service	LP

## Job Summary

Plans and is responsible for the overall operation of a troop. Performs administrative duties and patrols roads and highways to enforce traffic and criminal laws. Directs subordinate managers and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND One year of experience required at the lower level GSP Sergeant First Class (PSM020) or position equivalent AND currently hold rank of GSP Sergeant First Class AND successful participation in the promotional process as described by policy AND completion of Accident Reconstruction Level III or approved alternative.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM022	GSP Captain	Front Line Mgr	Senior Manager	Protective Service	LQ

## Job Summary

Plans and assists and is responsible for the overall operation of a division within the agency. Performs administrative duties and patrols roads and highways to enforce traffic and criminal laws. Directs subordinate managers and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND successful participation in any selection procedure established by the Commissioner for appointment to the position.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM030	Mgr, Public Safety Training	Front Line Mgr	Manager (1,2,3)	Professionals	LM

## Job Summary

Manages professional staff in the development, review, and revision of statewide public safety training programs. Supervises training development and delivery of instruction. Directs subordinate supervisors and staff.

## Entry Qualifications

High school diploma or GED AND One year of experience in planning, developing and implementing training programs, establishing program goals and objectives, and delivering training as a P.O.S.T. certified instructor OR Four years of experience assisting in the planning, development, and implementation of training programs and assisting with establishing programs goals and objectives, One year of which is experience in delivering training as a P.O.S.T. certified instructor. Note: Eligibility to obtain state instructor certification under applicable profession. Certain positions are peace officers by law.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM031	Sr Mgr, Public Safety Training	Front Line Mgr	Senior Manager	Professionals	LN

## Job Summary

Directs professional staff in the development, review, and revision of statewide public safety training programs. Supervises training development and delivery of instruction. Directs subordinate managers and staff.

## Entry Qualifications

High school diploma or GED AND Five years of experience, Two years of which is at the supervisory or project leader level in planning, developing and delivering P.O.S.T. certified training, corrections, fire service, EMS, or rescue training applicable to the area of assignment. Note: Eligibility to obtain state instructor certification under applicable profession. Certain positions are peace officers by law.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM032	Dir, Public Safety Training	Mid Level Mgr	Director	Officials and Administrators	LO

## Job Summary

Oversees professional staff in the development, review, and revision of statewide public safety training programs. Supervises training development and delivery of instruction. Provides leadership to subordinate managers and staff.

## Entry Qualifications

High school diploma or GED AND Six years of experience, Three years of which is at the supervisory or project leader level in planning, developing and delivering P.O.S.T. certified training, corrections, fire service, EMS, or rescue training applicable to the area of assignment. Note: Eligibility to obtain state instructor certification under applicable profession. Certain positions are peace officers by law.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM040	Conservation Lieutenant	Front Line Mgr	Manager (1,2,3)	Professionals	LO

## Job Summary

Plans and manages the enforcement of state laws, rules, and regulations provided for the conservation and protection of natural resources. Developments and implements conservation policies and procedures. Manages subordinate supervisors and staff.

## Entry Qualifications

Associate's/Technical degree from an accredited college or university AND One year of experience as a Conservation Sergeant (PSP045) OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university AND One year of experience as a Conservation Sergeant (PSP045). Note: Some positions may require a commercial pilot's license, 500 hours of flight time and appropriate FAA certification. Note: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify. Note: Applicants must be P.O.S.T. certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM041	Conservation Captain	Front Line Mgr	Manager (1,2,3)	Protective Service	LP

## Job Summary

Plans and assists with directing the enforcement of state laws, rules, and regulations provided for the conservation and protection of natural resources. Developments and implements conservation policies and procedures. Directs subordinate managers and staff.

## Entry Qualifications

Associate's/Technical degree from an accredited college or university AND One year of experience as a Conservation Sergeant (PSP045) or Conservation Lieutenant (PSM040) OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university AND One year of experience as a Conservation Sergeant (PSP045) or Conservation Lieutenant (PSM040). Note: Some positions may require a commercial pilot's license, 500 hours of flight time and appropriate FAA certification. Note: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify. Note: Applicants must be P.O.S.T. certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM042	Conservation Major	Front Line Mgr	Manager (1,2,3)	Protective Service	LQ

## Job Summary

Oversees the enforcement of state laws, rules, and regulations provided for the conservation and protection of natural resources. Developments and implements conservation policies and procedures. Provides leadership to subordinate managers and staff. Oversees field and/or Special Operations.

## Entry Qualifications

Associate's/Technical degree from an accredited college or university AND One year of experience as a Conservation Lieutenant (PSM040) or Conservation Captain (PSM041) OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university AND One year of experience as a Conservation Lieutenant (PSM040) or Conservation Captain (PSM041). Note: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify. Note: Applicants must be P.O.S.T. certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM050	Mgr, Firefighting & Prevention	Front Line Mgr	Manager (1,2,3)	Professionals	M

## Job Summary

Manages and supervises personnel in fire control and prevention activities. Develops operating procedures policies and regulations. Directs subordinate supervisors and staff.

## Entry Qualifications

High school diploma or GED AND Three years of experience required at the lower level Chief Ranger 2 (PSP174) or position equivalent OR Two years of experience required at the lower level Chief Ranger 3 (PSP175) or position equivalent. Note: Some positions require certifications and/or meet NIMS qualifications.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM051	Sr Mgr, Firefight/Prevention	Front Line Mgr	Senior Manager	Professionals	N

## Job Summary

Directs multiple statewide fire control and prevention programs. Provides input on budget and personnel issues. Assists with the evaluation of program for compliance with established rules and regulations. Helps establish goals and objectives for program areas and ensures implementation. Responsible for direct management of at least one program area. Develops operating procedures policies and regulations. Directs subordinate manager and staff.

## Entry Qualifications

High school diploma or GED AND Six years of management experience in the area of assignment. Note: Some positions require certifications and/or meet NIMS qualifications.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM052	Sr Mgr 2, Fire & Prevention	Front Line Mgr	Senior Manager	Professionals	O

## Job Summary

Plans operation of multiple statewide fire control and prevention programs. Prepares budget, supervises personnel and ensures programs align with agency mission and objectives. Ensures programs meet all compliance requirements. Serves as agency leader and represents agency to external stakeholders.

## Entry Qualifications

High school diploma or GED AND Eight to nine years of management experience in the area of assignment OR Two years of experience required at the lower level Sr Mgr, Firefight/Prevention (PSM051) or position equivalent. Note: Some positions require certifications and/or meet NIMS qualifications.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM060	Correctional Captain	Front Line Mgr	Manager (1,2,3)	Professionals	LJ

## Job Summary

Plans and assists with custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention. May develop and implement security policies and procedures. Directs subordinate supervisors and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Two years of experience at a level equivalent to a supervisory law enforcement position OR One year of experience required at the lower level Correctional Lieutenant (PSP065) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM061	Correctional Unit Manager	Front Line Mgr	Law Enforcement MLE	Professionals	LJ

## Job Summary

Manages custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention. May develop and implement security policies and procedures. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Two years of experience required at the lower level Correctional Lieutenant (PSP065) or position equivalent OR One year of experience required at the lower level Correctional Captain (PSM060) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM062	Correctional Sr. Mgr	Front Line Mgr	Law Enforcement MLE	Professionals	LN

## Job Summary

Directs custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention. May develop and implement security policies and procedures. Directs subordinate managers and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Two years of experience required at a level equivalent to a supervisory law enforcement position OR One year of experience required at the lower level Correctional Unit Manager (PSM061) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM063	Correctional Dir	Mid Level Mgr	Law Enforcement Director	Officials and Administrators	LO

## Job Summary

Oversees custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention. Develops and implements security policies and procedures. Directs subordinate supervisors and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND One year of experience required at the lower level Correctional Sr. Mgr (PSM062).

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM070	Mgr, Investigations	Front Line Mgr	Law Enforcement MLE	Professionals	LM

## Job Summary

Manages investigations of alleged or suspected violations of Federal, state, or local laws, rules and regulations to determine if evidence is sufficient to recommend prosecution. Develops and administers policies, procedures and plans and evaluates program activities. Directs subordinate supervisors and/or staff.

## Entry Qualifications

High school diploma or GED AND Three years of supervisory experience in a law enforcement investigative unit OR Two years of experience required at the lower level Criminal Investigator Spv (PSP093) or position equivalent. Note: Some positions may require a valid driver's license. Note: Some positions may require P.O.S.T. certification or eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM071	Sr Mgr, Investigations	Front Line Mgr	Law Enforcement MLE	Professionals	LN

## Job Summary

Directs investigations of alleged or suspected violations of Federal, state, or local laws, rules and regulations to determine if evidence is sufficient to recommend prosecution. Develops and administers policies, procedures and plans and evaluates program activities. Directs subordinate managers and/or staff.

## Entry Qualifications

High school diploma or GED AND Three years of management experience in a law enforcement investigative unit OR Two years of experience required at the lower level Mgr, Investigations (PSM070) or position equivalent. Note: Some positions may require a valid driver's license. Note: Some positions may require P.O.S.T. certification or eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM072	Dir, Investigations	Front Line Mgr	Law Enforcement MLE	Officials and Administrators	LO

## Job Summary

Oversees investigations of alleged or suspected violations of Federal, state, or local laws, rules and regulations to determine if evidence is sufficient to recommend prosecution. Develops and administers policies, procedures and plans and evaluates program activities. Provides leadership to subordinate managers and staff.

## Entry Qualifications

High school diploma or GED AND Five years of management experience in a law enforcement investigative unit OR One year of experience required at the lower level Sr Mgr, Investigations (PSM071) or position equivalent. Note: Some positions may require a valid driver's license. Note: Some positions may require P.O.S.T. certification or eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM080	Mgr, Correctional Admin	Front Line Mgr	Law Enforcement MLE	Protective Service	LK

## Job Summary

Manages the operation and administration of a correctional institution or unit. Develops and implements appropriate security and facility policies and procedures. Directs subordinate supervisors as well as other institutional staff.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Three years of closely related experience in a criminal justice or correctional system OR Three years of supervisory custodial experience in a criminal justice or correctional system, One year of which is at a level equivalent to a manager in a law enforcement setting. Note: Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM081	Mgr 2, Correctional Admin	Front Line Mgr	Law Enforcement MLE	Protective Service	LL

## Job Summary

Leads the operation and administration of a correctional institution or unit. Develops and implements appropriate security and facility policies and procedures. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Four years of directly related experience in a criminal justice or correctional system, Two years of which with management experience OR Four years of supervisory custodial experience in a criminal justice or correctional system, Two years of which at a level equivalent to a manager in a law enforcement setting OR Four years of directly related experience in a criminal justice or correctional system, Eighteen months of which experience is required at the lower level Mgr, Correctional Administration (PSM080) or position equivalent. Note: Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM082	Sr Mgr, Correctional Admin	Front Line Mgr	Law Enforcement MLE	Protective Service	LN

## Job Summary

Directs the operation and administration of a correctional institution or unit. Develops and implements appropriate security and facility policies and procedures. Directs subordinate managers as well as other institutional staff.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Five years of directly related experience in a criminal justice or correctional system, Two years of which with management experience OR Five years of supervisory custodial experience in a criminal justice or correctional system, Two years of which at a level equivalent to a manager in a law enforcement setting OR Five years of directly related experience in a criminal justice or correctional system, Eighteen months of which experience is required at the lower level Mgr 2, Correctional Administration (PSM081) or position equivalent. Note: Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM083	Dir, Correctional Admin	Mid Level Mgr	Law Enforcement Director	Officials and Administrators	LO

## Job Summary

Oversees the operation and administration of a correctional institution or unit. Develops and implements appropriate security and facility policies and procedures. Provides leadership to subordinate managers as well as other institutional staff.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Six years of directly related experience in a criminal justice or correctional system, Two years of which with management experience OR Six years of supervisory custodial experience in a criminal justice or correctional system, Two years of which at a level equivalent to a manager in a law enforcement setting OR Six years of directly related experience in a criminal justice or correctional system, Eighteen months of which experience is required at the lower level Sr Mgr, Correctional Administration (PSM082) or position equivalent. Note: Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM090	Asst. Special Agent in Charge	Front Line Mgr	Law Enforcement MLE	Professionals	LP

## Job Summary

Plans and assists a regional office, multi-jurisdictional task force, drug enforcement office or other specialized unit of the Georgia Bureau of Investigation. Directs subordinate staff.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Two years of experience required at the lower level Special Agent 3 (PSP102) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM091	Special Agent in Charge	Front Line Mgr	Law Enforcement MLE	Professionals	LQ

## Job Summary

Oversees a Regional Office, Multi-Jurisdictional Task Force, Drug Enforcement office or other specialized unit of the Georgia Bureau of Investigation. Directs subordinate managers and staff.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND One year of experience required at the lower level Asst. Special Agent-in-Charge (PSM090) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM092	Inspec, Special Investigations	Front Line Mgr	Law Enforcement MLE	Professionals	LR

## Job Summary

Manages multiple regional offices, multi-jurisdictional task force, drug enforcement offices or other specialized units of the Georgia Bureau of Investigation. Provides leadership to subordinate managers and staff.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND One year of experience required at the lower level Special Agent in Charge (PSM091) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM100	MCCD Sergeant First Class	Front Line Mgr	Law Enforcement MLE	Protective Service	LM

## Job Summary

Directs personnel in the enforcement of federal and state laws regulating commercial transportation on state highways. Directs subordinate supervisors and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND One year of experience required at the lower level MCCD Sergeant (PSP114) or position equivalent AND successful participation in the promotional process as described by department policy. Will currently hold the rank of MCCD Sergeant.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM101	MCCD Lieutenant	Front Line Mgr	Law Enforcement MLE	Protective Service	LN

## Job Summary

Plans personnel for an assigned region or specialty unit in the enforcement of state laws, rules and regulations governing commercial vehicle safety and commercial transportation on state roadways. Directs subordinate supervisors and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND One year of experience as a MCCD Sergeant First Class AND successful participation in the promotional process as described by policy. Will currently hold the rank of MCCD Sergeant First Class.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM102	MCCD Captain	Front Line Mgr	Law Enforcement MLE	Protective Service	LP

## Job Summary

Plans and assists with the overall operation of a region. Directs personnel in the enforcement of federal and state laws regulating commercial transportation on state highways. Directs subordinate managers and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND successful participation in any selection procedure established by the Commissioner for appointment to this position.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM110	Police Lieutenant	Front Line Mgr	Law Enforcement MLE	Protective Service	LN

## Job Summary

Plans and performs managerial and administrative duties necessary for the efficient security and law enforcement operation for the Capitol Hill area or other sector. Directs subordinate supervisors and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND Two years of experience in law enforcement management or position equivalent OR One year of experience required at the lower level Police Sergeant (PSP123) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM111	Police Captain	Front Line Mgr	Law Enforcement MLE	Protective Service	LP

## Job Summary

Plans and assists with managerial and administrative duties necessary for the efficient security and law enforcement operation for the Capitol Hill area or other sector. Directs subordinate managers and staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND Three years of experience in law enforcement management or position equivalent OR One year of experience required at the lower level Police Lieutenant (PSM110) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM112	Police Major	Front Line Mgr	Law Enforcement MLE	Protective Service	LQ

### Job Summary

Oversees the performance of managerial and administrative duties necessary for the efficient security and law enforcement operation for the Capitol Hill area or other sector. Provides Leadership to subordinate managers and staff.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND Four years of experience in law enforcement management or position equivalent OR One year of experience required at the lower level Police Captain (PSM111) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM120	Correctional Asst. Supt	Front Line Mgr	Law Enforcement MLE	Protective Service	LK

### Job Summary

Manages and assists in the overall management and operation of the center/facility, and assumes responsibility for the operation or representation of the center/facility in the absence of the Superintendent. Manages directly and through subordinate supervisors, or participates in the management of, center/facility security functions and activities to maintain the custody and security of offenders. May oversee and/or conduct inspections, searches, and investigations/evaluations.

### Entry Qualifications

High school diploma or GED AND One year of supervisory custodial experience in a criminal justice or correctional system OR Two years of professional experience in a criminal justice, correctional, healthcare or social services program/system in counseling, or institutional administration. Note: Some positions may require P.O.S.T. certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM121	Deputy Warden	Front Line Mgr	Law Enforcement MLE	Protective Service	LL

### Job Summary

Leads and provides guidance in the administration and management of the center/facility and supervises center/facility staff. Oversees the business operations, and security functions of the center/facility. May oversee the offender and treatment programs.

### Entry Qualifications

High school diploma or GED AND Two years of supervisory custodial experience in a criminal justice or correctional system, One year of which experience is at a level equivalent to Lieutenant, involving management of staff through subordinate supervisors or managers OR Two years of experience in a criminal justice, correctional, healthcare or social services program/system in counseling. Note: Some positions may require P.O.S.T. certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM122	Correctional Superintendent	Front Line Mgr	Law Enforcement MLE	Protective Service	LM

### Job Summary

Directs and provides guidance in the administration and management of the center/facility and supervises center/facility staff. Oversees the business operations, and security functions of the center/facility. May oversee the offender and treatment programs.

### Entry Qualifications

High school diploma or GED AND Three years of supervisory custodial experience in a criminal justice or correctional system, Two years of which experience is at a level equivalent to a Lieutenant, involving management of staff through subordinate supervisors or managers OR Three years of professional experience in a criminal justice, correctional, healthcare or social services program/system in counseling, institutional administration. Note: Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM123	Warden 1	Front Line Mgr	Law Enforcement MLE	Protective Service	LO

## Job Summary

Plans and provides guidance in the administration and management of the institution. Supervises institution staff. Directs all personnel and administrative services functions. Directs all Security functions and Care and Treatment functions at the institution.

## Entry Qualifications

High school diploma or GED AND Four years of supervisory custodial experience in a criminal justice or correctional system, Two years of which experience is at a level equivalent to Chief of Security OR Three years of experience at a level equivalent to a Lieutenant, involving management of staff subordinate supervisors or managers OR Four years of professional experience in a criminal justice, correctional, healthcare or social services program/system in counseling, institutional administration. Note: Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM124	Warden 2	Front Line Mgr	Law Enforcement MLE	Protective Service	LP

## Job Summary

Plans and provides guidance in the administration and management of the institution. Supervises institution staff. Directs all personnel and administrative services functions. Directs all Security functions and Care and Treatment functions at the institution.

## Entry Qualifications

High school diploma or GED AND Five years of supervisory custodial experience in a criminal justice or correctional system, Three years of which experience is at a level equivalent to Chief of Security OR Three years of experience at a level equivalent to a Lieutenant, involving management of staff subordinate supervisors or managers OR Five years of professional experience in a criminal justice, correctional, healthcare or social services program/system in counseling, institutional administration. Note: Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM125	Warden 3	Front Line Mgr	Law Enforcement MLE	Protective Service	LQ

## Job Summary

Plans and provides guidance in the administration and management of the institution. Supervises institution staff. Directs all personnel and administrative services functions. Directs all Security functions and Care and Treatment functions at the institution.

## Entry Qualifications

High school diploma or GED AND Six years of supervisory custodial experience in a criminal justice or correctional system, Four years of which experience is at a level equivalent to Chief of Security OR Four years of experience at a level equivalent to a Lieutenant, involving management of staff subordinate supervisors or managers OR Six years of professional experience in a criminal justice, correctional, healthcare or social services program/system in counseling, institutional administration. Note: Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM126	Assistant Region Director	Front Line Mgr	Law Enforcement MLE	Protective Service	LQ

## Job Summary

Assists in the management of state prisons, detention centers, and/or contract facilities within an assigned region of the state. Serves as principal assistant to Region Director or as statewide coordinator for transitional centers or county facilities. Provides leadership and guidance to region wardens and superintendents. Directly oversees activities related to offender management and security at all facilities within the region.

## Entry Qualifications

High school diploma or GED AND One year of experience required at the lower level Superintendent or Warden (PSM122 or higher) or position equivalent. Note: Positions require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM127	Region Director	Mid Level Mgr	Law Enforcement Director	Protective Service	LR

## Job Summary

Manages state prisons, detention centers, and/or contract facilities within an assigned region of the state. Provides leadership and guidance to subordinate wardens and superintendents. Manages regional office staff assigned to areas such as security, administration, human resources, investigations, maintenance, and offender education.

## Entry Qualifications

High school diploma or GED AND Two years of experience required at the lower level Warden (PSM123 or higher) or position equivalent OR One year of experience required at the lower level Assistant Regional Director (PSM126). Note: Positions require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM131	Asst. Chief Parole Officer	Front Line Mgr	Law Enforcement MLE	Protective Service	LL

## Job Summary

Manages and provides support to District Chief in Personnel matters. Monitors workload assignments and performs administrative functions. Conducts field supervision of a limited, high-risk caseload. May provide training for assigned staff.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Two years of experience as a parole officer with the Georgia State Board of Pardons and Paroles, Six months of which must have been at the working level of the Senior Parole Officer as defined by the board.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM132	Chief Parole Officer	Front Line Mgr	Law Enforcement MLE	Protective Service	LM

## Job Summary

Leads and provides quality control for supervision of parolees and services delivered by professional level staff within district and sub-offices. Manages administrative functions and establishes and organizes objectives and priorities for district.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Three years of experience as a parole officer with the Georgia State Board of Pardons and Paroles OR One year of experience required at the lower level Asst. Chief Parole Officer (PSM131) or position equivalent with the Georgia State Board of Pardons and Paroles.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM140	CSM Correctional Captain	Front Line Mgr	Manager (1,2,3)	Professionals	LK

**Job Summary**

Plans and assists with custody and security of prisoners and other incarcerated offenders and maintains order in CSM correctional institutions and other places of detention. May develop and implement security policies and procedures. Directs subordinate supervisors and staff.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification AND Two years of experience at a level equivalent to a supervisory law enforcement position OR One year of experience required at the lower level CSM Correctional Lieutenant (PSP195) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSM141	CSM Correctional Unit Manager	Front Line Mgr	Law Enforcement MLE	Professionals	LL

**Job Summary**

Manages custody and security of prisoners and other incarcerated offenders and maintains order in CSM correctional institutions and other places of detention. May develop and implement security policies and procedures. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification AND Two years of experience as a CSM Correctional Lieutenant (PSP195) or position equivalent OR One year of experience required at the lower level CSM Correctional Captain (PSM140) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP000	Community Supervision Ofc 1	Professional	Professional Law Enforceme	Protective Service	LH

**Job Summary**

Under supervision, supervises a full caseload of probation/parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with probation/parolees, family members, referral counselors and law enforcement personnel to determine compliance with probation/parole conditions. Investigates allegations of probation/parole violations including both technical and criminal elements. Requests and serve warrants as the situation dictates. Completes supervision reports.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND must meet the prerequisites and complete the Basic Law Enforcement Training Program certification. Note: Positions require that applicants must be at least 21 years of age, have a valid driver's license and meet the legal requirements for peace officers as prescribed by the Georgia Peace Officer Standards and Training Council (P.O.S.T.).

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP001	Community Supervision Ofc 2	Professional	Professional Law Enforceme	Protective Service	LI

**Job Summary**

Under general supervision, supervises a full caseload of probation/parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with probation/parolees, family members, referral counselors and law enforcement personnel to determine compliance with probation/parole conditions. Investigates allegations of probation/parole violations including both technical and criminal elements. Requests and serve warrants as the situation dictates. Completes supervision reports.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Eighteen month of experience required at the lower level Community Supervision Officer 1 (PSP000) or position equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP002	Community Supervision Ofc 3	Professional	Professional Law Enforceme	Protective Service	LJ

## Job Summary

Under broad supervision, supervises a full caseload of probation/parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with probation/parolees, family members, referral counselors and law enforcement personnel to determine compliance with probation/parole conditions. Investigates allegations of probation/parole violations including both technical and criminal elements. Requests and serve warrants as the situation dictates. Completes supervision reports. Owns assigned tasks. May serve as a lead or train staff.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification. Note: Certifications and licenses are required in area of specialization.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP003	Asst. Chief, Comm Supervision	Supervisor	Law Enforcement Supervisor	Protective Service	LK

## Job Summary

Under minimal supervision, assists with and directs work assignments of subordinate staff. May supervise a full caseload of probation/parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with probation/parolees, family members, referral counselors and law enforcement personnel to determine compliance with probation/parole conditions. Investigates allegations of probation/parole violations including both technical and criminal elements. May request and serve warrants as the situation dictates. May complete supervision reports.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND One year of experience required at the lower level Community Supervision Officer 3 (PSP002) or position equivalent OR Two years of experience required at the lower level Community Supervision Officer 2 (PSP001) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP004	Chief, Comm Supervision	Supervisor	Law Enforcement Supervisor	Protective Service	LL

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages CSO's providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with probation/parolees, family members, referral counselors and law enforcement personnel to determine compliance with probation/parole conditions. Investigates allegations of probation/parole violations including both technical and criminal elements. Requests and serve warrants as the situation dictates. Completes supervision reports.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Three years of experience required at the lower level Community Supervision Officer 2 (PSP001) or position equivalent OR One year of experience required at the lower level Community Supervision Officer 3 (PSP002) or position equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP010	Probation Ofc 1	Professional	Professional Law Enforceme	Protective Service	LH

## Job Summary

Under supervision, investigates, counsels and provides continuous supervision for adult or juvenile probationers or parolees to assist in their social and personal adjustment.

## Entry Qualifications

Bachelor's degree from an accredited college or university OR Two years of experience in researching criminal history records, examining court records for criminal proceedings and in preparing report of findings OR Two years of experience as a P.O.S.T. certified peace officer.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP011	Probation Ofc 2	Professional	Professional Law Enforceme	Protective Service	LI

## Job Summary

Under general supervision, investigates, counsels and provides continuous supervision for adult or juvenile probationers to assist in their social and personal adjustment. Manages an assigned caseload.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND P.O.S.T. certification AND Six to twelve months of experience required at the lower level (PSP010) or position equivalent OR Associate's degree in criminal justice, psychology, sociology, or a directly related field from an accredited college or university AND Two years of related experience OR Two years of experience required at the lower level Probation Officer 1 (PSP010) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP012	Probation Ofc 3	Professional	Professional Law Enforceme	Protective Service	LJ

## Job Summary

Under broad supervision, investigates disciplinary infractions and writes up the reports. Counsels and provides continuous supervision for adult or juvenile probationers to assist in their social and personal adjustment. Manages an assigned caseload. May serve as lead worker.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Two years of experience required at the lower level Probation Officer 2 (PSP011) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP013	Probation Ofc Spv	Supervisor	Law Enforcement Supervisor	Protective Service	LK

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides advice and guidance in the solution of complex, inter-related, open-ended and/or uncommon problems and situations. Investigates, counsels, and provides continuous supervision for adult or juvenile probationers to assist in their social and personal adjustment.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND One year of experience required at the lower level Probation Officer 3 (PSP012) or position equivalent OR Two years of experience required at the lower level Probation Officer 2 (PSP011) or position equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP014	Probation Officer, Chief	Professional	Professional Law Enforceme	Officials and Administrators	LL

### Job Summary

Responsible for the management of personnel functions within the circuit and for coordinating and providing quality probation services to the courts, probationers, and the community. Manages the administrative functions of the circuit offices.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Three years of experience required at the lower level Probation Officer 2 (PSP011) or position equivalent OR One year of experience required at the lower level Probation Officer 3 (PSP012) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP020	Trooper	Professional	Professional Law Enforceme	Protective Service	LI

### Job Summary

Under supervision, patrols highways and state roads to enforce traffic and criminal laws, and ensures safety of general population.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND successful completion of Trooper school.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP021	Trooper First Class 1	Professional	Professional Law Enforceme	Protective Service	LJ

### Job Summary

Under general supervision, patrols highways and state roads to enforce traffic and criminal laws, and ensures safety of general population.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND Eighteen months of experience required at the lower level Trooper (PSP020) or position equivalent AND supervisory recommendation for promotion AND completion of Accident Reconstruction Level I or approved alternative.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP022	Trooper First Class 2	Professional	Professional Law Enforceme	Protective Service	LK

### Job Summary

Under broad supervision, patrols highways and state roads to enforce traffic and criminal laws, and ensures safety of general population.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND Three years of experience required at the lower level Trooper First Class 1 (PSP021) or position equivalent AND supervisory recommendation for promotion AND completion of Accident Reconstruction Level II or approved alternative.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP023	Trooper First Class 3	Professional	Professional Law Enforceme	Protective Service	LL

### Job Summary

Under limited supervision, patrols highways and state roads to enforce traffic and criminal laws, and ensures safety of general population. Provides guidance, direction and assistance to other Troopers.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND Six years of experience required in lower level Trooper First Class 1 (PSP021) or Trooper First Class 2 (PSP022) or position equivalent AND supervisory recommendation for promotion AND completion of Accident Reconstruction Level III or approved alternative.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP024	GSP Corporal	Supervisor	Law Enforcement Supervisor	Protective Service	LM

**Job Summary**

Manages and serves as the Assistant Post/Unit Commander. Supervises unit personnel. Provides specialized training in classroom and/or in the field. Provides security for the Governor, Chief Justice, and other dignitaries. Monitors safety programs. Enforces traffic and criminal laws, and ensures safety of general population.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification as a peace officer AND One year of experience required at the lower level Trooper First Class 1 (PSP021), Trooper First Class 2 (PSP022), or Trooper First Class 3 (PSP023) or position equivalent AND currently hold rank of Trooper First Class 1 (PSP021), Trooper First Class 2 (PSP022), or Trooper First Class 3 (PSP023) AND successful participation in the promotional process as described by policy.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP025	GSP Sergeant	Supervisor	Law Enforcement Supervisor	Protective Service	LN

**Job Summary**

Leads and serves as Post/Unit Commander. Supervises unit personnel. Provides specialized training in classroom and/or in the field. Provides security for the Governor, Chief Justice, and other dignitaries. Monitors safety programs. Enforces traffic and criminal laws, and ensures safety of general population.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification as a peace officer AND One year of experience at the lower level GSP Corporal (PSP024) or position equivalent AND currently hold rank of GSP Corporal (PSP024) AND successful participation in the promotional process as described by policy AND completion of the Accident Reconstruction Level III or approved alternative.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP030	Public Safety, Trainer 1	Professional	Professional Law Enforceme	Protective Service	LI

**Job Summary**

Under supervision, develops and instructs multiple courses of staff development and training established for enforcement/prevention. Provides specialized training in assigned fields.

**Entry Qualifications**

High school diploma or GED AND One year of work experience in law enforcement, corrections, firefighting, EMS, or rescue service, One year of which is involved in providing training applicable to area of assignment as an adjunct instructor or as a field training officer on special assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP031	Public Safety, Trainer 2	Professional	Professional Law Enforceme	Protective Service	LJ

**Job Summary**

Under general supervision, develops and instructs multiple courses of staff development and training established for enforcement/prevention. Provides specialized training in assigned fields.

**Entry Qualifications**

High school diploma or GED AND Two years of work experience in law enforcement, corrections, firefighting, EMS, or rescue service, One year of which is involved in providing training applicable to area of assignment as an adjunct instructor or as a field training officer on special assignment. Note: In addition to regular peace officer, security officer, firefighter, EMS, or rescue duties must have eligibility to obtain state instructor certification under applicable profession. NOTE: Certain positions in this class are P.O.S.T. certified as a peace officer and all positions in this class will have special qualifications reflective of the work assignment area.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP032	Public Safety, Trainer 3	Professional	Professional Law Enforceme	Protective Service	LK

### Job Summary

Under broad supervision, serves as lead instructor for training personnel. Develops and instructs courses of staff development and training established for enforcement or prevention. Provides specialized training in assigned fields.

### Entry Qualifications

High school diploma or GED AND Eighteen months of work experience as a full-time instructor in peace officer, correctional, fire service, EMS, or rescue topics applicable to area of assignment, One year of which is at a level equivalent to the entry level of the job series OR Four years of work experience in law enforcement, corrections, firefighting, EMS, or rescue service, Three years of which are involved in providing diversified training development and delivery applicable to the area of assignment as an adjunct instructor on special assignment. Note: In addition to regular peace officer, firefighter, EMS, or rescue duties, must have eligibility to obtain state instructor certification under applicable profession. NOTE: Certain positions in this class are P.O.S.T. certified as a peace officer and all positions in this class will have special qualifications reflective of the work assignment area.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP033	Public Safety, Trainer Spv	Supervisor	Law Enforcement Supervisor	Protective Service	LL

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages safety program for training and day-to-day operations of assigned training region or programs. Prepares and administers budget for program. Develops and instructs courses of staff development and training established for enforcement or prevention. Provides specialized training in assigned fields.

### Entry Qualifications

High school diploma or GED AND Three years of work experience as a full-time instructor in law enforcement in a training program applicable to the area of assignment, One year of which is at a supervisor or lead trainer level OR Two years of experience required at the lower level Public Safety Trainer 3 (PSP032) or position equivalent. Note: Must be eligible to obtain state instructor certification under applicable profession. Note: Certain positions in this class are P.O.S.T. certified peace officers.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP040	Conservation Ranger 1	Professional	Professional Law Enforceme	Protective Service	LH

### Job Summary

Under supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources. This is the entry/training level of the Conservation and Wildlife job series.

### Entry Qualifications

Associate's/Technical degree from an accredited college or university OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university. Note: Certificates and/or accumulated hours from a technical college, without an associate's degree, do not qualify. Note: Applicants must be at least 21 years of age and meet all requirements for P.O.S.T. certification.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP041	Conservation Ranger 2	Professional	Professional Law Enforceme	Protective Service	LI

## Job Summary

Under general supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources.

## Entry Qualifications

Associate's/Technical degree from an accredited college or university AND One year of experience as a Conservation Ranger 1 (PSP040) AND completion of the Ranger Academy and the Field Training Officer (FTO) Program OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university AND One year of experience as a Conservation Ranger 1 (PSP040) AND completion of the Ranger Academy and the Field Training Officer (FTO) Program. Note: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify. Note: Applicants must be P.O.S.T. certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP042	Conservation Ranger 1st Class	Professional	Professional Law Enforceme	Protective Service	LJ

## Job Summary

Under broad supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources.

## Entry Qualifications

Associate's/Technical degree from an accredited college or university AND Three years of experience, One year of which as a Conservation Ranger 1 (PSP040) and Two years as a Conservation Ranger 2 (PSP041) OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university AND Three years of experience, One year of which as a Conservation Ranger 1 (PSP040) and Two years as a Conservation Ranger 2 (PSP041). Note: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify. Note: Applicants must be P.O.S.T. certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP043	Conservation Ranger 1st Class2	Professional	Professional Law Enforceme	Protective Service	LK

## Job Summary

Under limited supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources.

## Entry Qualifications

Associate's/Technical degree from an accredited college or university AND Eight years of experience, One year of which as a Conservation Ranger 1 (PSP040), Two years as a Conservation Ranger 2 (PSP041) and Five years as a Conservation Ranger 1st Class 1 (PSP042) OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university AND Eight years of experience, One year of which as a Conservation Ranger 1 (PSP040), Two years as a Conservation Ranger 2 (PSP041) and Five years as a Conservation Ranger 1st Class 1 (PSP042). Note: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify. Note: Applicants must be P.O.S.T. certified.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP044	Conservation Corporal	Professional	Professional Law Enforceme	Protective Service	LM

## Job Summary

Under minimal supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources, the Georgia Boating Safety Act and environmental laws. Supervises in the absence of the Sergeant.

## Entry Qualifications

Associate's/Technical degree from an accredited college or university AND One year of experience as a Conservation Ranger 1st Class 1 (PSP042) or Conservation Ranger 1st Class 2 (PSP043) OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university AND One year of experience as a Conservation Ranger 1st Class 1 (PSP042) or Conservation Ranger 1st Class 2 (PSP043). Note: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify. Note: Applicants must be P.O.S.T. certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP045	Conservation Sergeant	Professional	Professional Law Enforceme	Protective Service	LN

## Job Summary

Supervises and directs the work assignments of subordinate staff. Assists in the training and development of new employees, plans and conducts education and training sessions, conferences and professional meetings. Interprets and enforces the state/federal laws, rules and regulations provided for the conservation and protection of natural resources, the Georgia Boating Safety Act and environmental laws.

## Entry Qualifications

Associate's/Technical degree from an accredited college or university AND Six months of experience as a Conservation Corporal (PSP044) OR completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university AND Six months of experience as a Conservation Corporal (PSP044). Note: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify. Note: Applicants must be P.O.S.T. certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP050	Fire Prevention Spec 1	Professional	Professional Law Enforceme	Protective Service	F

## Job Summary

Under supervision, fights fires, carries out fire prevention maintenance and educational activities and responds to natural disasters or other public emergencies.

## Entry Qualifications

High school diploma or GED AND knowledge of fire fighting safety practices and procedures. Note: Positions require area specific certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP051	Fire Prevention Spec 2	Professional	Professional Law Enforceme	Protective Service	G

## Job Summary

Under general supervision, fights fires, carries out fire prevention maintenance and educational activities and responds to natural disasters or other public emergencies.

## Entry Qualifications

High school diploma or GED AND One year of experience required at the lower level Fire Prevention Spec 1 (PSP050) or position equivalent. Note: Positions require area specific certification.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP052	Fire Prevention Spec 3	Professional	Professional Law Enforceme	Protective Service	H

## Job Summary

Under broad supervision, coordinates fire suppression activities and training of employees, fights fires, carries out fire prevention maintenance and educational activities and responds to natural disasters or other public emergencies. May serve as lead worker.

## Entry Qualifications

High school diploma or GED AND Two years of experience required at the lower level Fire Prevention Spec 2 (PSP051) or position equivalent. Note: Positions require area specific certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP053	Fire Prevention Spec Spv	Supervisor	Supervisor	Protective Service	I

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. May serve as District Safety Officer and/or Training Officer, fights fires, carries out fire prevention maintenance and educational activities and responds to natural disasters or other public emergencies.

## Entry Qualifications

High school diploma or GED AND Three years of related experience, Two years of which is experience at a shift supervisor level OR Two years of experience at the lower level Fire Prevention Spec 3 (PSP052) or position equivalent. Note: Positions require area specific certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP060	Correctional Ofc 1	Professional	Professional Law Enforceme	Protective Service	LF

## Job Summary

Under supervision, maintains custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention.

## Entry Qualifications

High school diploma or GED AND any combination of training and experience which would enable the applicant to meet the minimum standards of the Georgia Peace Officer Standards and Training Council (P.O.S.T.).

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP061	Correctional Ofc 2	Professional	Professional Law Enforceme	Protective Service	LG

## Job Summary

Under general supervision, maintains custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention.

## Entry Qualifications

High school diploma or GED AND One year of experience required at the lower level Correctional Ofc 1 (PSP060) or position equivalent. Note: Some positions require P.O.S.T. certification.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP063	Canine Handler/Transfer Ofc	Professional	Professional Law Enforceme	Protective Service	LH

### Job Summary

Under broad supervision, performs advanced/specialized duties in the management of offenders. Maintains custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention. May train, handle, and care for dogs for security and public safety purposes such as tracking and apprehending escaped inmates and fugitives from justice, detecting contraband, performing security patrols, guarding and controlling inmates, and searching for missing persons. May receive, transport, and deliver offenders while maintaining their security, custody, and safety.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND One year of experience required at the lower level Correctional Officer 2 (PSP061) or position equivalent. Note: Some positions require possession of a commercial driver's license.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP064	Correctional Sergeant	Supervisor	Law Enforcement Supervisor	Protective Service	LH

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Assists shift supervisor with administration of unit or program. Maintains custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Eighteen months of experience required at the lower level Correctional Officer 2 (PSP061) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP065	Correctional Lieutenant	Supervisor	Law Enforcement Supervisor	Protective Service	LI

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs as shift supervisor of a unit or program. Maintains custody and security of prisoners and other incarcerated offenders and maintains order in correctional institutions and other places of detention.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND One year of experience required at the lower level Correctional Sergeant (PSP064) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP070	Emergency Mgt Spec 1	Professional	Professional Law Enforceme	Protective Service	H

### Job Summary

Under supervision, coordinates disaster response or crisis management activities, provides disaster preparedness training and prepares emergency plans and procedures.

### Entry Qualifications

Bachelor's degree in public health, emergency management, or a closely related field from an accredited college or university AND One year of experience OR High school diploma or GED AND Two years of experience in emergency management.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP071	Emergency Mgt Spec 2	Professional	Professional Law Enforceme	Protective Service	I

**Job Summary**

Under general supervision, coordinates disaster response or crisis management activities, provides disaster preparedness training and prepares emergency plans and procedures.

**Entry Qualifications**

Bachelor's degree in public health, emergency management, or a closely related field from an accredited college or university AND Two years of experience OR High school diploma or GED AND Two years of experience in emergency management.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP072	Emergency Mgt Spec 3	Professional	Professional Law Enforceme	Protective Service	J

**Job Summary**

Under broad supervision, plans, develops, and implements emergency preparedness initiatives. Coordinates disaster response or crisis management activities, provides disaster preparedness training and prepares emergency plans and procedures. May supervise subordinate staff.

**Entry Qualifications**

Bachelor's degree in public health, emergency management, or a closely related field from an accredited college or university AND Three years of experience OR Two years of experience required at the lower level Emergency Mgt Spec 2 (PSP071) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP073	Emergency Mgt Spec Spv	Supervisor	Law Enforcement Supervisor	Protective Service	L

**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs planning, developing, and implementation of emergency preparedness initiatives. Coordinates the disaster response or crisis management activities, provides disaster preparedness training and prepares emergency plans and procedures.

**Entry Qualifications**

Bachelor's degree in public health, emergency management, or a closely related field from an accredited college or university AND Five years of experience OR Three years of experience required at the lower level Emergency Mgt Spec 3 (PSP072) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP080	Complnc Investigator 1	Professional	Professional Law Enforceme	Protective Service	H

**Job Summary**

Under supervision, conducts investigations to obtain evidence of reported fraud, abuse, or violation of rules, regulations, or statutes, or locate missing persons.

**Entry Qualifications**

Bachelor's degree in a related field from an accredited college or university OR completion of Two years of coursework (90 quarter hours or 60 semester hours) at an accredited college or university AND One year of directly-related experience. Note: Some positions may require a valid driver's license. Note: Some positions may require P.O.S.T. certification or eligibility.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP081	Complnc Investigator 2	Professional	Professional Law Enforceme	Protective Service	I

## Job Summary

Under general supervision, conducts investigations to obtain evidence of reported fraud, abuse, or violation of rules, regulations, or statutes, or locate missing persons.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university OR completion of two years of coursework (90 quarter hrs. or 60 semester hours) at an accredited college or university AND Two years of directly-related experience OR One year of experience required at the lower level Compliance Investigator 1 (PSP080) or position equivalent. Note: Some positions may require a valid driver's license. Note: Some positions may require P.O.S.T. certification or eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP082	Complnc Investigator 3	Professional	Professional Law Enforceme	Protective Service	J

## Job Summary

Under broad supervision, assists in the operations of a unit, developing and administering policy, procedures & plans, and performs special projects as delegated. Conduct investigations to obtain evidence of reported fraud, abuse, or violation of rules, regulations, or statutes, or locate missing persons. May supervise subordinate staff.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Three years of related law enforcement experience, One year of which is experience as a supervisor OR Associate's degree in a related field from an accredited college or university AND Five years of directly related experience, Two years of which is experience as a supervisor OR Five years of directly-related experience in the area of assignment, Two years of which is experience as a supervisor OR One year of experience required at the lower level Compliance Investigator 2 (PSP081) or position equivalent. Note: Some positions may require a valid driver's license. Note: Some positions may require P.O.S.T. certification or eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP083	Complnc Investigator Spv	Supervisor	Law Enforcement Supervisor	Protective Service	K

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Handles operations of a unit, develops and administers policy, procedures & plans, assists in employee selection, budget preparation and performs special projects as delegated. Conduct investigations to obtain evidence of reported fraud, abuse, or violation of rules, regulations, or statutes, or locate missing persons.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Three years of related law enforcement experience, One year of which is experience as a supervisor OR Associate's degree in a related field from an accredited college or university AND Five years of directly related experience, Two years of which is experience as a supervisor OR Five years of directly-related experience in the area of assignment, Two years of which is experience as a supervisor OR One year of experience required at the lower level Compliance Investigator 3 (PSP082) or position equivalent. Note: Some positions may require a valid driver's license. Note: Some positions may require P.O.S.T. certification or eligibility.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP090	Criminal Investigator 1	Professional	Professional Law Enforceme	Protective Service	LI

## Job Summary

Under supervision, trains to investigate alleged or suspected violations of Federal, state, or local laws, rules and regulations to determine if evidence is sufficient to recommend prosecution or to report findings to the appropriate jurisdictional authority for their action.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND must meet the prerequisites and complete the Basic Law Enforcement Training Program certification OR Two years of experience in law enforcement or related field AND P.O.S.T. certification. Note: Some positions may require incumbent to have a valid Class C driver's license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP091	Criminal Investigator 2	Professional	Professional Law Enforceme	Protective Service	LJ

## Job Summary

Under general supervision, investigates alleged or suspected violations of Federal, state, or local laws, rules and regulations to determine if evidence is sufficient to recommend prosecution or to report findings to the appropriate jurisdictional authority for their action.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of related experience OR Three years of experience in law enforcement or related field OR One year of experience required at the lower level Criminal Investigator 1 (PSP090) or position equivalent AND P.O.S.T. certification. Note: Some positions may require incumbent to have a valid Class C driver's license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP092	Criminal Investigator 3	Professional	Professional Law Enforceme	Protective Service	LK

## Job Summary

Under broad supervision, organizes and manages caseloads. Investigates alleged or suspected violations of Federal, state, or local laws, rules and regulations to determine if evidence is sufficient to recommend prosecution or to report findings to the appropriate jurisdictional authority for their action. May supervise subordinate staff.

## Entry Qualifications

Bachelor's degree in any related field from an accredited college or university AND Two years of experience in a related field OR Four years of experience in law enforcement or related field OR One year of experience required at the lower level Criminal Investigator 2 (PSP091) or position equivalent AND P.O.S.T. certification. Note: Some positions may require incumbent to have a valid Class C driver's license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP093	Criminal Investigator Spv	Supervisor	Law Enforcement Supervisor	Protective Service	LL

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff Assists in planning, and coordination of the activities of a statewide investigation programs. Investigates alleged or suspected violations of Federal, state, or local laws, rules and regulations to determine if evidence is sufficient to recommend prosecution or to report findings to the appropriate jurisdictional authority for their action.

## Entry Qualifications

Bachelor's degree in any related field from an accredited college or university AND Three years of experience in a related field OR Five years of experience in law enforcement or related field OR Two years of experience required at the lower level Criminal Investigator 3 (PSP092) or position equivalent AND P.O.S.T. certification. Note: Some positions may require incumbent to have a valid class C driver's license.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP100	Special Agent 1	Professional	Professional Law Enforceme	Protective Service	LJ

**Job Summary**

Under supervision, performs felony investigations, including murder, narcotics, and white-collar crime. Assists local law enforcement in criminal investigations.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND must meet the prerequisites and complete the Basic Law Enforcement Training Program certification. Note: Incumbents in this job are by law considered to be peace officers. Note: Applicants must meet the legal requirements for peace officers as prescribed by the Georgia Peace Officer Standards and Training Council (P.O.S.T.).

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP101	Special Agent 2	Professional	Professional Law Enforceme	Protective Service	LL

**Job Summary**

Under general supervision, assists in training new special agents. Processes crime scenes. Performs felony investigations, including murder, narcotics, and white-collar crime. Assists local law enforcement in criminal investigations.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Eighteen months of experience required at the lower level Special Agent 1 (PSP100) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP102	Special Agent 3	Supervisor	Law Enforcement Supervisor	Protective Service	LN

**Job Summary**

Under broad supervision, develops and implements training programs for investigative personnel. May serve as a medical examiner investigator. Performs felony investigations, including murder, narcotics, and white-collar crime. Assists local law enforcement in criminal investigations. Supervises and plans work of assigned staff.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Three years of experience required at the lower level Special Agent 2 (PSP101) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP103	Special Agent 4	Supervisor	Law Enforcement Supervisor	Protective Service	LO

**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Develops and implements training programs for investigative personnel. May serve as a medical examiner investigator. Performs felony investigations, including murder, narcotics, and white-collar crime. Assists local law enforcement in criminal investigations.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Four years of experience required at the lower level Special Agent 3 (PSP102) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP110	MCCD Ofc 1	Professional	Professional Law Enforceme	Protective Service	LH

**Job Summary**

Under supervision, enforces state laws and rules regulating commercial transportation on state highways.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification as a peace officer.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP111	MCCD Ofc 2	Professional	Professional Law Enforceme	Protective Service	LI

**Job Summary**

Under general supervision, enforces federal and state laws regulating commercial transportation on state highways.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification as a peace officer AND completion of North American Standard Training 1A & B AND Eighteen months of experience required at the lower level MCCD Officer 1 (PSP110) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP112	MCCD Ofc 3	Professional	Professional Law Enforceme	Protective Service	LJ

**Job Summary**

Under broad supervision, enforces federal and state laws regulating commercial transportation on state highways. Assists in the performance of management responsibilities and projects.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification as a peace officer AND completion of basic HAZMAT, Cargo Tank and Bulk Packaging certification AND Four years of sworn service with the Motor Carrier Compliance Division.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP113	MCCD Corporal	Supervisor	Law Enforcement Supervisor	Protective Service	LK

**Job Summary**

Under limited supervision, supervises unit personnel. Enforces federal and state laws regulating commercial transportation on state highways. Supervises and plans work of assigned staff.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification as a peace officer AND meets the training and experience required at the lower level MCCD Officer 3 (PSP112) or position equivalent AND successful participation in the promotional process as described by department policy.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP114	MCCD Sergeant	Supervisor	Law Enforcement Supervisor	Protective Service	LL

**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Serves as Assistant Unit Commander. Supervises unit personnel. Enforces state laws, rules and regulations governing commercial vehicle safety and commercial transportation on state roadways.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification as a peace officer AND meets the training and experience required at the lower level MCCD Ofc 3 (PSP112) or position equivalent AND meeting the length of service requirement as described by the promotion & transfers policy AND successful participation in the promotional process as described by department policy.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP120	Police Ofc 1	Professional	Professional Law Enforceme	Protective Service	LH

**Job Summary**

Under supervision, performs a full-range of assigned law enforcement duties to maintain security and order in the Capitol Hill area or other location.

**Entry Qualifications**

High school diploma or GED AND successful completion of Basic Mandate Law Enforcement Training.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP121	Police Ofc 2	Professional	Professional Law Enforceme	Protective Service	LI

### Job Summary

Under general supervision, performs a full-range of assigned law enforcement duties to maintain security and order in the Capitol Hill area or other location.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification as a peace officer AND Eighteen months of experience required at the lower level Police Officer 1 (PSP120) or position equivalent AND successful completion of agency specific required training.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP122	Police Ofc 3	Professional	Professional Law Enforceme	Protective Service	LJ

### Job Summary

Under broad supervision, performs a full-range of assigned law enforcement duties to maintain security and order in the Capitol Hill area or other location.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Four years of experience required at the lower level Police Officer 1 (PSP120) or Police Officer 2 (PSP121) or position equivalent AND successful completion of agency specific required training.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP123	Police Sergeant	Supervisor	Law Enforcement Supervisor	Protective Service	LM

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Enforces state laws, rules and regulations governing safety and security in the Capitol Hill area or other location.

### Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Five years of law enforcement experience as a uniformed officer OR One year of experience required at the lower level Police Officer 3 (PSP122) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP130	Criminal Intelligence Anlys 1	Professional	Professional Law Enforceme	Protective Service	LI

### Job Summary

Under supervision, analyzes evidence, crime reports, and databases to assist agents, law enforcement officers and prosecutors in the investigation and successful prosecution of crime.

### Entry Qualifications

Bachelor's degree from an accredited college or university.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP131	Criminal Intelligence Anlys 2	Professional	Professional Law Enforceme	Protective Service	LJ

### Job Summary

Under general supervision, analyzes evidence, crime reports, and databases to assist agents, law enforcement officers and prosecutors in the investigation and successful prosecution of crime.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND One year of experience required at the lower level Criminal Intelligence Analyst 1 (PSP130) or position equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP132	Criminal Intelligence Anlys 3	Professional	Professional Law Enforceme	Protective Service	LK

## Job Summary

Under general supervision, acts a lead intelligence analyst in major case assignments. Analyzes evidence, crime reports, and databases to assist agents, law enforcement officers and prosecutors in the investigation and successful prosecution of crime.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND Two years of experience required at the lower level Criminal Intelligence Analyst 2 (PSP131) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP133	Crim Intelligence Anlys Spv	Supervisor	Law Enforcement Supervisor	Protective Service	LL

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises operation of an intelligence section of a work unit. Supervises lower level analysts. Processes incoming intelligence data, special projects and directs the management of sensitive material. Analyzes evidence, crime reports, and databases to assist agents, law enforcement officers and prosecutors in the investigation and successful prosecution of crime.

## Entry Qualifications

Bachelor's degree from and accredited college or university AND Two years of experience required at the lower level Criminal Intelligence Analyst 3 (PSP132) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP140	Criminal Just Training Spec 1	Professional	Professional Law Enforceme	Protective Service	LI

## Job Summary

Under supervision, provides training, technical, and consultative support for criminal justice agencies in the use of GCIC programs.

## Entry Qualifications

High school diploma or GED AND completion of 90 quarter hours or 60 semester hours in criminal justice or a closely related field. Note: Work experience in training may substitute for education if evaluated as equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP141	Criminal Just Training Spec 2	Professional	Professional Law Enforceme	Protective Service	LJ

## Job Summary

Under general supervision, provides training, technical, and consultative support for criminal justice agencies in the use of GCIC programs.

## Entry Qualifications

High school diploma or GED AND completion of 90 quarter hours or 60 semester hours in criminal justice or a closely related field AND Two years of experience in the use of criminal justice information systems OR One year of experience required at the lower level Criminal Justice Training Specialist 1 (PSP140) or position equivalent. Note: Work experience in training may substitute for education if evaluated as equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP142	Criminal Just Training Spec 3	Professional	Professional Law Enforceme	Protective Service	LK

## Job Summary

Under broad supervision, provides training, technical, and consultative support for criminal justice agencies in the use of GCIC programs. Owns assigned tasks. May serve as a lead or train staff.

## Entry Qualifications

High school diploma or GED AND completion of 90 quarter hours or 60 semester hours in criminal justice or a closely related field AND Three years of experience in the use of criminal justice information systems OR One year of experience required at the lower level Criminal Justice Training Specialist 2 (PSP141) or position equivalent. Note: Work experience in training may substitute for education if evaluated as equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP143	Crim Just Training Spec Spv	Supervisor	Law Enforcement Supervisor	Protective Service	LL

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides training, technical, and consultative support for criminal justice agencies in the use of GCIC programs.

## Entry Qualifications

High school diploma or GED AND completion of 90 quarter hours or 60 semester hours in criminal justice or a closely related field AND Four years of experience in the use of criminal justice information systems AND One year of experience as a P.O.S.T. certified instructor OR One year of experience required at the lower level Criminal Justice Training Specialist 3 (PSP142) or position equivalent AND One year of experience as a P.O.S.T. certified instructor. Note: Work experience in training may substitute for education if evaluated as equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP150	Civil Intelligence Analyst 1	Professional	Professional Law Enforceme	Professionals	I

## Job Summary

Under supervision, analyzes fact patterns, databases, reports and evidence in the identification of and/or investigation of improper/illegal behavior and the pursuit of action to address the improper activity.

## Entry Qualifications

Bachelor's degree from an accredited college or university.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP151	Civil Intelligence Analyst 2	Professional	Professional Law Enforceme	Professionals	J

## Job Summary

Under general supervision, analyzes fact patterns, databases, reports and evidence in the identification of and/or investigation of improper/illegal behavior and the pursuit of action to address the improper activity.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND One year of experience at the lower level Civil Intelligence Analyst 1 (PSP150) or position equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP152	Civil Intelligence Analyst 3	Professional	Professional Law Enforceme	Professionals	K

## Job Summary

Under broad supervision, analyzes fact patterns, databases, reports and evidence in the identification of and/or investigation of improper/illegal behavior and the pursuit of action to address the improper activity. Owns assigned tasks. May serve as a lead or train staff.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND Two years of experience at the lower level Civil Intelligence Analyst 2 (PSP151) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP153	Civil Intelligence Analyst Spv	Supervisor	Law Enforcement Supervisor	Professionals	L

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Analyzes fact patterns, databases, reports and evidence in the identification of and/or investigation of improper/illegal behavior and the pursuit of action to address the improper activity.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND Three years of experience at the lower level Civil Intelligence Analyst 3 (PSP152) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP160	Parole Ofc 1	Professional	Professional Law Enforceme	Protective Service	LH

## Job Summary

Under supervision, supervises a full caseload of parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with parolees, family members, referral counselors and law enforcement personnel to determine compliance with parole conditions. Investigates allegations of parole violations including both technical and criminal elements. Requests and serve warrants as the situation dictates. Completes supervision reports.

## Entry Qualifications

Bachelor's degree from an accredited college or university. Note: Positions require applicants to be at least 21 years of age, have a valid driver's license and meet the legal requirements for peace officers as prescribed by the Georgia.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP161	Parole Ofc 2	Professional	Professional Law Enforceme	Protective Service	LI

## Job Summary

Under general supervision, supervises a full caseload of parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with parolees, family members, referral counselors and law enforcement personnel to determine compliance with parole conditions. Investigates allegations of parole violations including both technical and criminal elements. Requests and serve warrants as the situation dictates. Completes supervision reports.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND Two years of experience required at the lower level Parole Officer 1 (PSP160) or position equivalent. Note: Positions require applicants to be at least 21 years of age, have a valid driver's license and meet the legal requirements for peace officers as prescribed by the Georgia Peace Officer Standards Training Council.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP162	Parole Ofc 3	Professional	Professional Law Enforceme	Protective Service	LJ

### Job Summary

Under broad supervision, supervises a full caseload of parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with parolees, family members, referral counselors and law enforcement personnel to determine compliance with parole conditions. Investigates allegations of parole violations including both technical and criminal elements. Requests and serve warrants as the situation dictates. Completes supervision reports. Owns assigned tasks. May serve as a lead or train staff.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND One year of experience required at the lower level Parole Officer 2 (PSP161) or position equivalent. Note: Positions require applicants to be at least 21 years of age, have a valid driver's license and meet the legal requirements for peace officers as prescribed by the Georgia.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP163	Parole Ofc Spv	Supervisor	Law Enforcement Supervisor	Protective Service	LK

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a full caseload of parolees providing case planning and classification for purposes of tailoring supervision to an individual, conducts interviews with parolees, family members, referral counselors and law enforcement personnel to determine compliance with parole conditions. Investigates allegations of parole violations including both technical and criminal elements. Requests and serve warrants as the situation dictates. Completes supervision reports.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND P.O.S.T. certification AND One year of experience required at the lower level Parole Officer 3 (PSP162) or position equivalent. Note: Positions require applicants to be at least 21 years of age, have a valid driver's license and meet the legal requirements for peace officers as prescribed by the Georgia.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP170	Ranger 1	Professional	Professional Law Enforceme	Protective Service	F

### Job Summary

Under supervision, responsible for suppressing wildfires, constructing fire lines and performing related fire control and administrative duties. Performs maintenance and repairs on equipment and informs supervisor of any equipment problems. Promotes reforestation programs. Constructs, maintains and inspects district and county buildings and grounds.

### Entry Qualifications

A minimum score of 80 on the Ranger 1 written examination AND the ability to obtain a Commercial Driver's license within 12 weeks of hire date.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP171	Ranger 2	Professional	Professional Law Enforceme	Protective Service	G

## Job Summary

Under general supervision, responsible for suppressing wildfires, constructing fire lines and performing related fire control and administrative duties. Performs maintenance and repairs on equipment and informs supervisor of any equipment problems. Promotes reforestation programs. Constructs, maintains and inspects district and county buildings and grounds.

## Entry Qualifications

One year of experience required at the lower level Ranger 1 (PSP170) or position equivalent AND Fire Fighter Type 2 certification AND prescribed burning certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP172	Ranger 3	Professional	Professional Law Enforceme	Protective Service	H

## Job Summary

Under broad supervision, suppresses wildfires, constructs fire lines and performs related fire control and administrative duties. Perform maintenance and repairs on equipment and informs supervisor of any equipment problems. Promotes reforestation programs. May construct, maintain and inspect district and county buildings and grounds. Owns assigned tasks. May delegate work to, and monitor, subordinates and serve as lead or train staff.

## Entry Qualifications

Two years of experience required at the lower level Ranger 2 (PSP171) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP173	Chief Ranger 1	Professional	Professional Law Enforceme	Protective Service	I

## Job Summary

Under limited supervision, coordinates and conducts fire suppression activities, training of employees, pre-suppression breaks and smoke management within county forestry unit. Provides assistance and coordinates forest management activities with Resource Management Forester. Performs administrative duties to support forestry programs in designated area.

## Entry Qualifications

Three years of experience at the lower level Ranger 2 (PSP171) or Ranger 3 (PSP172) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP174	Chief Ranger 2	Professional	Law Enforcement Supervisor	Protective Service	J

**Job Summary**

Under minimal supervision, coordinates and conducts fire suppression activities, training of employees, pre-suppression breaks and smoke management within county forestry unit. Provides assistance and coordinates forest management activities with Resource Management Forester. Performs administrative duties to support forestry programs in designated area. Provides assistance and coordinates forest management activities with Resource Management Forester. Serves as district wide coordinator, forester, or forest tech. May serve as mentor for chief rangers.

**Entry Qualifications**

Two years of experience required at the lower level Chief Ranger 1 (PSP173) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP175	Chief Ranger 3	Supervisor	Law Enforcement Supervisor	Protective Service	K

**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Coordinates and conducts fire suppression activities, training of employees, pre-suppression breaks and smoke management within county forestry unit. Provides assistance and coordinates forest management activities with Resource Management Forester. Performs administrative duties to support forestry programs in designated area. Provides assistance and coordinates forest management activities with Resource Management Forester. Is the district wide coordinator or M410 qualified instructor. May serve as mentor to chief rangers and/or Chief Ranger 2.

**Entry Qualifications**

Eighteen months of experience required at the lower level Chief Ranger 2 (PSP174) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP180	POST Auditor 1	Professional	Professional Law Enforceme	Professionals	LJ

**Job Summary**

Under supervision, protects assets by ensuring compliance with internal P.O.S.T. control procedures, and regulations.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND Georgia P.O.S.T. general instructor certification AND Georgia P.O.S.T. peace officer certification. Note: Work experience in compliance auditing may be substituted for education if evaluated as equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP181	POST Auditor 2	Professional	Professional Law Enforceme	Professionals	LK

**Job Summary**

Under general supervision, protects assets by ensuring compliance with internal P.O.S.T. control procedures, and regulations.

**Entry Qualifications**

Bachelor's degree from an accredited college or university AND Two years of experience required at the lower level P.O.S.T. Auditor 1 (PSP180) or position equivalent AND Georgia P.O.S.T. general instructor certification AND Georgia P.O.S.T. peace officer certification. Note: Work experience in compliance auditing may substituted for education if evaluated as equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP183	POST Auditor Spv	Supervisor	Law Enforcement Supervisor	Professionals	LL

**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Protects assets by ensuring compliance with internal P.O.S.T. control procedures, and regulations.

**Entry Qualifications**

Bachelors' degree from an accredited college or university AND Three years of experience required at the lower level P.O.S.T. Auditor 2 (PSP181) or position equivalent AND Georgia P.O.S.T. general instructor certification AND Georgia P.O.S.T. peace officer certification. Note: Work experience in compliance auditing may substituted for education if evaluated as equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP190	CSM Correctional Officer 1	Professional	Professional Law Enforceme	Protective Service	LG

**Job Summary**

Under supervision, maintains custody and security of prisoners and other incarcerated offenders and maintains order in Close Secure Mission (CSM) correctional institutions and other places of detention.

**Entry Qualifications**

High school diploma or GED AND any combination of training and experience which would enable the applicant to meet the minimum standards of the Georgia Peace Officer Standards and Training Council (P.O.S.T.).

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP190	CSM Correctional Officer 1	Professional	Professional Law Enforceme	Protective Service	LG

**Job Summary**

Under supervision, maintains custody and security of prisoners and other incarcerated offenders and maintains order in Close Secure Mission (CSM) correctional institutions and other places of detention.

**Entry Qualifications**

High school diploma or GED AND any combination of training and experience which would enable the applicant to meet the minimum standards of the Georgia Peace Officer Standards and Training Council (P.O.S.T.).

Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP191	CSM Correctional Officer 2	Professional	Professional Law Enforceme	Protective Service	LH

**Job Summary**

Under general supervision, maintains custody and security of prisoners and other incarcerated offenders and maintains order in CSM correctional institutions and other places of detention.

**Entry Qualifications**

High school diploma or GED AND P.O.S.T. certification AND One year of experience required at the lower level Correctional Ofc 1 (PSP060) or position equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP192	CSM Correctional Officer 3	Professional	Professional Law Enforceme	Protective Service	LI

## Job Summary

Under broad supervision, assists shift supervisor with administration of unit or program. Maintains custody and security of prisoners and other incarcerated offenders and maintains order in CSM correctional institutions and other places of detention. Supervises subordinate staff as assigned.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND One year of experience required at the lower level CSM Correctional Officer 2 (PSP191) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP193	CSM Canine Handler/Transfer Of	Professional	Professional Law Enforceme	Protective Service	LI

## Job Summary

Under broad supervision, performs advanced/specialized duties in the management of offenders. Maintains custody and security of prisoners and other incarcerated offenders and maintains order in CSM correctional institutions and other places of detention. May train, handle, and care for dogs for security and public safety purposes such as tracking and apprehending escaped inmates and fugitives from justice, detecting contraband, performing security patrols, guarding and controlling inmates, and searching for missing persons. May receive, transport, and deliver offenders while maintaining their security, custody, and safety.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND One year of experience required at the lower level CSM Correctional Officer 2 (PSP191) or position equivalent. Some positions require possession of a commercial driver's license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP194	CSM Correctional Sergeant	Supervisor	Law Enforcement Supervisor	Protective Service	LI

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Assists shift supervisor with administration of unit or program. Maintains custody and security of prisoners and other incarcerated offenders and maintains order in CSM correctional institutions and other places of detention.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND Eighteen months of experience required at the lower level CSM Correctional Officer 2 (PSP191) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PSP195	CSM Correctional Lieutenant	Supervisor	Law Enforcement Supervisor	Protective Service	LJ

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs as shift supervisor of a unit or program. Maintains custody and security of prisoners and other incarcerated offenders and maintains order in CSM correctional institutions and other places of detention.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification AND One year of experience required at the lower level CSM Correctional Sergeant (PSP194) or position equivalent.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST010	Probation Aide	Technician	Technician - Uncertified	Protective Service	D

## Job Summary

Under supervision, monitors the conditions of the sentence of probationers or parolees in compliance with an established assessment and supervision plan.

## Entry Qualifications

Associate's degree in legal studies, customer service, bookkeeping or related area from an accredited college or university OR Two years of experience in areas related to collections, interviewing or legal issues.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST013	Probation/Parole Tech Spv	Supervisor	Law Enforcement Supervisor	Protective Service	LG

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Monitors the conditions of the sentence of probationers or parolees in compliance with an established assessment and supervision plan.

## Entry Qualifications

Associate's degree in legal, customer service, bookkeeping or related area from an accredited college or university OR Two years of experience in areas related to collections, interviewing or legal OR Two years of experience required at the lower level Probation Aide (PST010) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST030	Public Safety Cadet 1	Technician	Technician - Uncertified	Protective Service	LG

## Job Summary

Under supervision, attends a training academy or otherwise trains to assume professional law enforcement duties. Work is performed according to detailed instructions or clearly established practices and is closely monitored.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST032	Trooper Cadet 1	Technician	Technician - Uncertified	Protective Service	LH

## Job Summary

Under supervision attends the Georgia State Patrol Trooper Academy to assume professional law enforcement duties. Completes advanced training in the areas of driving, firearms and accident investigation in addition to the basic law enforcement training required of all Cadets. Work is performed according to detailed instructions or clearly established practices and is closely

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST040	Emergency Mgt Tech 1	Technician	Technician - Uncertified	Protective Service	G

## Job Summary

Under supervision, coordinates the communications systems related to emergency preparedness policies and procedures.

## Entry Qualifications

High school diploma or GED AND P.O.S.T. certification eligibility.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST041	Emergency Mgt Tech 2	Technician	Technician - Uncertified	Protective Service	I

### Job Summary

Under general supervision, coordinates the communications systems related to emergency preparedness policies and procedures.

### Entry Qualifications

High school diploma or GED AND Two years of experience in emergency management.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST042	Emergency Mgt Tech 3	Technician	Technician - Uncertified	Protective Service	J

### Job Summary

Under broad supervision, coordinates the communications systems related to emergency preparedness policies and procedures. May supervise and/or train subordinate staff.

### Entry Qualifications

High school diploma or GED AND Three years of experience in emergency management.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST043	Emergency Mgt Tech Spv	Supervisor	Law Enforcement Supervisor	Protective Service	K

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Coordinates the communications systems related to emergency preparedness policies and procedures.

### Entry Qualifications

High school diploma or GED AND Four years of experience in emergency management.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST050	Facility Security Ofc 1	Technician	Technician - Uncertified	Protective Service	LD

### Job Summary

Under supervision, guards, patrols, or monitors premises, facilities and other areas to prevent theft, violence, and infractions of rules. Secures and protects facility in case of fires, natural disasters, or other hazardous events.

### Entry Qualifications

High school diploma or GED. Note. Some positions may require P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST051	Facility Security Ofc 2	Technician	Technician - Uncertified	Protective Service	LE

### Job Summary

Under general supervision, guards, patrols, or monitors premises, facilities and other areas to prevent theft, violence, and infractions of rules. Secures and protects facility in case of fires, natural disasters, or other hazardous events.

### Entry Qualifications

High school diploma or GED AND One year of related experience. Note: Some positions may require P.O.S.T. certification. Note: Some positions may require area specific certifications or eligibility.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST052	Facility Security Ofc 3	Technician	Technician - Uncertified	Protective Service	LF

### Job Summary

Under broad supervision, guards, patrols, or monitors premises, facilities and other areas to prevent theft, violence, and infractions of rules. Secures and protects facility in case of fires, natural disasters, or other hazardous events. May serve as lead worker.

### Entry Qualifications

High school diploma or GED AND Two years of related experience OR One year of experience required at the lower level Facility Security Officer 2 (PST051) or position equivalent. Note: Some positions may require P.O.S.T. certification. Note: Some positions may require area specific certifications or eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST053	Facility Security Ofc Spv	Supervisor	Law Enforcement Supervisor	Protective Service	LG

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Develops, oversees, and evaluates a variety of administrative tasks including budget, performance, disciplinary actions, and secures and protects facility in case of fires, natural disasters, or other hazardous events.

### Entry Qualifications

High school diploma or GED AND Three years of related experience, One year of which in a supervisory role OR One year of experience required at the lower level Facility Security Officer 3 (PST052) or position equivalent. Note: Some positions may require P.O.S.T. certification. Note: Some positions may require area specific certifications or eligibility.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST060	Weight Inspector 1	Technician	Technician - Uncertified	Skilled Craft	E

### Job Summary

Under supervision, engages in weighing, measuring, and inspecting trucks and other heavy equipment to enforce laws governing their weight, dimensions, load security, license plates and registrations.

### Entry Qualifications

High School diploma or GED AND a valid driver's license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST061	Weight Inspector 2	Technician	Technician - Uncertified	Skilled Craft	F

### Job Summary

Under general supervision, engages in weighing, measuring, and inspecting trucks and other heavy equipment to enforce laws governing their weight, dimensions, load security, license plates and registrations.

### Entry Qualifications

High school diploma or GED AND a valid driver's license AND Two years of experience in commercial motor vehicle inspection.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST062	Weight Inspector 3	Technician	Technician - Uncertified	Skilled Craft	G

### Job Summary

Under broad supervision, engages in weighing, measuring, and inspecting trucks and other heavy equipment to enforce laws governing their weight, dimensions, load security, license plates and registrations. May serve as lead worker.

### Entry Qualifications

High school diploma or GED AND a valid driver's license AND Two years of experience in commercial motor vehicle inspection AND successful completion of Level II Weight Inspector Certification Examination.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST063	Weight Inspector Spv	Supervisor	Law Enforcement Supervisor	Skilled Craft	H

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Engages in weighing, measuring, and inspecting trucks and other heavy equipment to enforce laws governing their weight, dimensions, load security, license plates and registrations.

## Entry Qualifications

High school diploma or GED AND a valid driver's license AND Three years of experience in commercial motor vehicle inspection AND successful completion of Level II Weight Inspector Certification Examination.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST070	Facilities Police Corporal	Technician	Technician - Uncertified	Protective Service	LE

## Job Summary

Under supervision, patrols assigned areas to detect and prevent crime, responds to emergency situations. Conducts or assists in conducting investigations involving criminal activity in the facility or institution. Operates and inspects emergency vehicles in the performance of routine and specialized duties.

## Entry Qualifications

High school diploma or GED AND One year of experience as a law enforcement officer or a security officer AND P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST071	Facilities Police Sergeant	Technician	Technician - Uncertified	Protective Service	LF

## Job Summary

Under general supervision, patrols assigned areas to detect and prevent crime, responds to emergency situations. Conducts or assists in conducting investigations involving criminal activity in the facility or institution. Operates and inspects emergency vehicles in the performance of routine and specialized duties. Supervises, assigns and reviews the work of shift security staff.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Six to twelve months of experience required at the lower level Facilities Police Corporal (PST070) or position equivalent AND P.O.S.T. certification OR Associate's degree in criminal justice, psychology, sociology, or a directly related field from an accredited college or university AND Two years of related experience AND P.O.S.T. certification OR Two years of experience required at the lower level Facilities Police Corporal (PST070) or position equivalent AND P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST072	Facilities Police Lieutenant	Technician	Technician - Uncertified	Protective Service	LG

## Job Summary

Under broad supervision, responsible for supervising the operation of the patrol and security division during routine and emergency conditions. Manages departmental supply and equipment program, including vehicle maintenance and replacement plans. Ensures reports are prepared on all responses to criminal activity or requests for police assistance. Owns assigned tasks. May serve as lead or train staff.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of experience at the lower level Facilities Police Sergeant (PST071) or position equivalent OR One year of full-time supervisory experience in law enforcement or security equivalent to Facilities Police Sergeant (PST071) AND P.O.S.T. certification.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST073	Facilities Police Captain	Supervisor	Law Enforcement Supervisor	Protective Service	LH

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs the planning, development, scheduling and implementation of the security and personal safety programs for the institution/facility. Analyzes investigation and other reports on criminal activity for adjudication and/or disposition. Coordinates operational plans and developments with local and other law enforcement agencies.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of experience required at the lower level Facilities Police Lieutenant (PST072) or position equivalent AND P.O.S.T. certification OR Two years of full-time supervisory experience required in law enforcement or security equivalent to Facilities Police Lieutenant (PST072) AND P.O.S.T. certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST080	Firefighter	Technician	Technician - Uncertified	Protective Service	E

## Job Summary

Under supervision, responds to fire alarms, structural fires, and emergency rescue situations. Maintains emergency response vehicles and fire fighting equipment.

## Entry Qualifications

High school diploma or GED AND Six months of experience is required at a level equivalent to a Firefighter Trainee AND required licenses and certificates AND current Georgia Commercial Driver's License. Note: Adherence to the Georgia Firefighter Standards and Training Act is required.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST081	Firefighter Sergeant	Technician	Technician - Uncertified	Protective Service	F

## Job Summary

Under general supervision, responds to fire alarms, fires, emergency rescue situations, hazardous material spills and other ground and structural emergencies. Manages shift operations, makes routine duty assignments and conducts inspections on vehicles, equipment, fire station and personnel. Prepares records and reports, manages supply and equipment inventories.

## Entry Qualifications

High school diploma or GED AND One year of experience required at the lower level Firefighter (PST080) or position equivalent AND required licenses and certificates AND current Georgia Commercial Driver's License. Note: Adherence to the Georgia Firefighter Standards and Training Act is required.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST082	Firefighter Captain	Supervisor	Law Enforcement Supervisor	Protective Service	H

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs the total fire fighting and rescue operations at a state and/or general aviation facility or institution. Ensures all fire fighting vehicles and equipment are maintained in accordance with published guidelines and manufacturer's recommendations. Owns assigned tasks. May serve as a lead or train staff.

## Entry Qualifications

High school diploma or GED AND One year of experience required at the lower level Firefighter Sergeant (PST081) or position equivalent with experience supervising a shift of firefighters AND required licenses and certificates AND current Georgia Commercial Driver's License. Note: Adherence to the Georgia Firefighter Standards and Training Act is required.

# Job Code Catalog: Law Enforcement

As of: 5/18/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST090	Parole Investigator 1	Professional	Professional Law Enforceme	Protective Service	LG

## Job Summary

Under supervision, researches and gathers case information from various sources and will conduct in-depth personal interviews with individuals offering varying degrees of cooperation. Writes investigations based on information gathered and interviews conducted and provides complete report of findings.

## Entry Qualifications

High school diploma or GED AND 90 quarter hours of study at an accredited college or university OR Two years of experience in researching criminal history records, examining court records for criminal proceedings, and in preparing report of findings OR Two years of work experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Grade
PST100	Probation Surveillance Off 2	Professional	Professional Law Enforceme	Protective Service	LF

## Job Summary

Under general supervision, monitors probationer's compliance with applicable rules and regulations as established. Performs various administrative, law enforcement, and court-related duties.

## Entry Qualifications

High school diploma or GED AND One year of full-time experience required as a police officer in a field setting with a recognized law enforcement agency or unit AND P.O.S.T. certification OR Two years of full-time experience required as a uniformed officer in a correctional setting AND P.O.S.T. certification OR Two years of full-time experience required in a law enforcement field AND P.O.S.T. certification.