

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM010	Mgr, Health Care	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	K

## Job Summary

Manages and provides input to plan, organize, direct and coordinate the delivery of health services. Provides input to develop and implement related policies and procedures. Monitors and evaluates healthcare programs. Directs subordinate supervisors and staff.

## Entry Qualifications

Doctorate degree in a related field from an accredited college or university OR Master's degree in a related field from an accredited college or university AND One year of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Two years of management/supervisory experience in health care services. Note: Some positions may require certification and/or licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM011	Mgr 2, Health Care	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	L

## Job Summary

Leads and provides general assistance to plan, organize, direct and coordinate the delivery of health services. Provides general assistance to develop and implement related policies and procedures. Monitors and evaluates healthcare programs. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

## Entry Qualifications

Doctorate degree in a related field from an accredited college or university AND One year of management/supervisory experience in health care services OR Master's degree in a related field from an accredited college or university AND Two years of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Three years of management/supervisory experience in health care services OR Two years of experience at the lower level Mgr, Hlth Care (HCM010) or position equivalent. Note: Some positions may require certification and/or licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM012	Mgr 3, Health Care	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

## Job Summary

Directs and provides assistance to plan, organize, direct and coordinate the delivery of health services. Provides assistance to develop and implement related policies and procedures. Monitors and evaluates healthcare programs. Directs subordinate managers and staff.

## Entry Qualifications

Doctorate degree in a related field from an accredited college or university AND Two years of management/supervisory experience in health care services OR Master's degree in a related field from an accredited college or university AND Three years of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Four years of management/supervisory experience in health care services OR Two years of experience at the lower level Mgr 2, Hlth Care (HCM011) or position equivalent. Note: Some positions may require certification and/or licensure.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM013	Sr Mgr, Health Care	Front Line Mgr	Senior Manager	Professionals	SWD	O

### Job Summary

Plans and assists to develop and implement related policies and procedures. Assists to plan, organize, direct and coordinate the delivery of health services. Monitors and evaluates healthcare programs. Directs subordinate managers and staff.

### Entry Qualifications

Doctorate degree in a related field from an accredited college or university AND Three years of management/supervisory experience in health care services OR Master's degree in a related field from an accredited college or university AND Four years of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Five years of management/supervisory experience in health care services OR Two years of experience at the lower level Mgr 3, Hlth Care (HCM012) or position equivalent. Note: Some positions may require certification and/or licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM014	Dir, Health Care	Mid Level Mgr	Director	Officials and Administrators	SWD	Q

### Job Summary

Oversees, develops and implements related policies and procedures. Plans, organizes, directs and coordinates the delivery of health services. Monitors and evaluates healthcare programs. Provides leadership to subordinate managers and staff.

### Entry Qualifications

Doctorate degree in a related field from an accredited college or university AND Four years of management/supervisory experience in health care services OR Master's degree in a related field from an accredited college or university AND Five years of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Six years of management/supervisory experience in health care services OR Two years of experience at the lower level Sr Mgr, Hlth Care (HCM013) or position equivalent. Note: Some positions may require certification and/or licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM030	Mgr, Nurse	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

### Job Summary

Manages, plans, organizes, and directs all nursing activities in assigned facility. Responsible for the quality of nursing care delivered in hospitals, public health facilities, and community based programs. Directs subordinate supervisors and staff.

### Entry Qualifications

Master's degree in nursing, nursing administration, public health or directly related field from an accredited college or university AND One year in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Bachelor's degree in nursing from an accredited college or university AND Four years of experience as Registered Nurse, Two years of which in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Eight years of experience as a Registered Nurse, Two years of which in an environment related to the area of assignment, Three years of which as a supervisor AND current Georgia license as a Registered Professional Nurse.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM031	Mgr 2, Nurse	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	O

### Job Summary

Leads, plans, organizes, and directs all nursing activities in assigned facility. Responsible for the quality of nursing care delivered in hospitals, public health facilities, and community based programs. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency.

### Entry Qualifications

Master's degree in nursing, nursing administration, public health or directly related field from an accredited college or university AND Two years in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Bachelor's degree in nursing from an accredited college or university AND Five years of experience as a Registered Nurse, Two years of which in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Eight years of experience as a Registered Nurse, Two years of which in an environment related to the area of assignment, Four years of which as a supervisor AND current Georgia license as a Registered Professional Nurse.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM032	Sr Mgr, Nurse	Front Line Mgr	Senior Manager	Professionals	SWD	O

### Job Summary

Plans, organizes, and directs all nursing activities in assigned facility. Responsible for the quality of nursing care delivered in hospitals, public health facilities, and community based programs. Directs subordinate managers and staff.

### Entry Qualifications

Master's degree in nursing, nursing administration, public health or directly related field from an accredited college or university AND Four years in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Bachelor's degree in nursing from an accredited college or university AND Five years of experience as a Registered Nurse, Three years of which in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Eight years of experience as a Registered Nurse, Two years of which in an environment related to the area of assignment, Six years of which as a supervisor AND current Georgia license as a Registered Professional Nurse.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM033	Dir, Nurse	Mid Level Mgr	Director	Professionals	SWD	P

### Job Summary

Oversees the planning, organization, and directs all nursing activities in assigned facility. Responsible for the quality of nursing care delivered in hospitals, public health facilities, and community based programs. Provides leadership to subordinate managers and staff.

### Entry Qualifications

Master's degree in nursing, nursing administration, public health or directly related field from an accredited college or university AND Six years in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Bachelor's degree in nursing from an accredited college or university AND Seven years of experience as a Registered Nurse, Four years of which in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Eight years of experience as a Registered Nurse, Two years of which in an environment related to the area of assignment, Eight years of which as a supervisor AND current Georgia license as a Registered Professional Nurse.

# Job Code Catalog: Healthcare

As of: 07/01/2018

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM040	Mgr, Nutrition	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M

## Job Summary

Manages the operation of a nutrition program. Establishes and implements policies and procedures. Monitors and evaluates the program for compliance with established guidelines. Manages subordinate supervisors and staff.

## Entry Qualifications

Master's degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university Academy of Nutrition & Dietetics accredited program AND Two years of experience, One year of which in a management/supervisory capacity AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia OR Bachelor's degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university from an Academy of Nutrition & Dietetics accredited program AND Four years nutrition experience, Two years of which were in management/supervisory capacity AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM041	Sr Mgr, Nutrition	Front Line Mgr	Senior Manager	Professionals	SWD	N

## Job Summary

Plans and directs the overall operation of a nutrition program. Establishes and implements policies and procedures. Monitors and evaluates the program for compliance with established guidelines. Directs subordinate managers and staff.

## Entry Qualifications

Master's degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university Academy of Nutrition & Dietetics accredited program AND Three years of experience, One year of which in management/supervisory capacity AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia OR Bachelor's degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university Academy of Nutrition & Dietetics accredited program AND Five years nutrition experience, Two years of which were in management/supervisory capacity AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM042	Dir, Nutrition	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	O

## Job Summary

Oversees, plans and directs the overall operation of a nutrition program. Establishes and implements policies and procedures. Monitors and evaluates the program for compliance with established guidelines. Provides leadership to subordinate managers and staff.

## Entry Qualifications

Doctorate degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university Academy of Nutrition & Dietetics accredited program AND Two years of experience performing management responsibilities in a health care service environment AND registered as a Dietitian by the Academy of Nutrition & Dietetics Commission on Dietetic Registration AND licensure as a Dietitian in the State of Georgia OR Master's degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university Academy of Nutrition & Dietetics accredited program AND Five years of experience, One year of which in management/supervisory capacity AND registered as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia OR Bachelor's degree in dietetics, human nutrition, food & nutrition, nutrition education, food systems management or a closely related field from an accredited college or university Academy of Nutrition & Dietetics accredited program AND Five years nutrition experience, Two years of which were in management/supervisory capacity AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission AND licensure as a Dietitian in the State of Georgia.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM050	Mgr, Therapy Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

## Job Summary

Manages the development of programs and policies that govern the operation of therapy services (i.e., physical, occupational, recreational, audiology, and speech and language pathology, etc.). Directs subordinate supervisors and staff.

## Entry Qualifications

License or eligibility for licensure in the state of Georgia AND Four years of clinical experience in area of assignment OR One year of experience at the lower level Phys/Occupation Therapist Spv (HCP043) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM051	Sr Mgr, Therapy Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	O

## Job Summary

Directs the development of programs and policies that govern the operation of therapy services (i.e., physical, occupational, recreational, audiology, and speech and language pathology, etc.). Directs subordinate managers and staff.

## Entry Qualifications

License or eligibility for licensure in the state of Georgia AND Five years of clinical experience in area of assignment, Two years of which as a manager/supervisor OR Two years of experience at the lower level Mgr, Therapy Svcs (HCM050) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM052	Dir, Therapy Svcs	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	P

### Job Summary

Oversees and directs the development of programs and policies that govern the operation of therapy services (i.e., physical, occupational, recreational, audiology, and speech and language pathology, etc.). Provides leadership to subordinate managers and staff.

### Entry Qualifications

License or eligibility for licensure in the state of Georgia AND Eight years of clinical experience in area of assignment, Two years of which as a manager/supervisor OR Two years of experience at the lower level Sr Mgr, Therapy Svcs (HCM051) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM060	Mgr, Nutrition Prgm	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M

### Job Summary

Manages the operation of a nutrition program or major component area. Establishes and implements policies and procedures. Monitors and evaluates the program for compliance with established guidelines. Directs subordinate supervisors and staff.

### Entry Qualifications

Doctorate degree in nutrition or a closely related field from an accredited college or university OR Master's degree in nutrition or a closely related field from an accredited college or university AND Two years of related experience OR Bachelor's degree in nutrition from an accredited college or university AND Three years of related experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM061	Sr Mgr, Nutrition Prgm	Front Line Mgr	Senior Manager	Professionals	SWD	N

### Job Summary

Directs the overall operation of a nutrition program or major component area. Establishes and implements policies and procedures. Monitors and evaluates the program for compliance with established guidelines. Directs subordinates, regional, facility or other staff.

### Entry Qualifications

Doctorate degree in nutrition or a closely related field from an accredited college or university AND One year of related experience OR Master's degree in nutrition or a closely related field from an accredited college or university AND Three years of related experience OR Bachelor's degree in nutrition from an accredited college or university AND Five years of related experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM062	Dir, Nutrition Prgm	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	O

### Job Summary

Oversees the overall operation of a nutrition program or major component area. Establishes and implements policies and procedures. Monitors and evaluates the program for compliance with established guidelines. Provides leadership to subordinate managers and staff..

### Entry Qualifications

Doctorate degree in nutrition or a closely related field from an accredited college or university AND Two years or related experience OR Master's degree in nutrition or a closely related field from an accredited college or university AND Five years of experience OR Bachelor's degree in nutrition from an accredited college or university in Nutrition AND Seven years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM070	Chief Epidemiologist	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	O

**Job Summary**

Manages epidemiologic units with statewide impact on public health and the agency's resources. Plans and organizes unit's work to meet the organization's objectives. Directs and reviews work assignments. May manage epidemiologic programs for the prevention and control of communicable diseases, chronic diseases and/or injuries. Oversees policy and procedure development for new and existing disease prevention and control programs.

**Entry Qualifications**

Doctorate degree in public health, epidemiology, biostatistics or a closely related field AND Two years of experience supervising/leading epidemiologic programs OR Master's degree in public health or a closely related field AND Three years of experience performing epidemiologic work or work in a closely related field in a supervisory or team lead role OR Two years of experience at the lower level Epidemiologist Spv (HCP183) or position equivalent with management/supervisory responsibilities

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM071	Medical Epidemiologist	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	P

**Job Summary**

Serves as medical consultant within areas of training and expertise to health professionals, organizations, and the public. Coordinates services with other program areas, organizations, and key individuals. Monitors clinical aspects of disease and effects of control measures. May provide consultation, guidance, technical assistance and training regarding medicine, public health practice, epidemiology, and the control of diseases.

**Entry Qualifications**

Doctorate degree in medicine, dentistry, veterinary medicine or nursing from an accredited college or university AND Master's degree in public health or a closely related field AND One year of applied epidemiological work experience OR completion of the CDC Epidemic Intelligence Service (EIS) training.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM080	PH Manager 1	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

**Job Summary**

Manages nursing and clinical services in assessing the needs of a public health district and its communities. Revises district nursing goals, policies, protocol and procedures. Develops and implements new processes and policy as needed. Assists the District PH Director of Nursing and Clinical Services in the effective management of service delivery. Directs subordinate supervisors and staff.

**Entry Qualifications**

Doctorate or Master's degree in nursing, public health or related field from an accredited college or university AND Three years of professional nursing management/supervisory experience AND current Georgia Registered Professional Nurse license AND CPR certified OR Bachelor's degree in nursing from an accredited college or university AND Seven years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM081	PH Manager 2	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	O

## Job Summary

Leads a district wide system of public health nursing orientation, training, and education across all programs. Revises district nursing goals, policies, protocol and procedures. Develops and implements new processes and policy as needed. Oversees the effective management of service delivery. Directs subordinate supervisors and staff. Manages large numbers of agency staff or have large scope of responsibility within agency.

## Entry Qualifications

Doctorate or Master's degree in nursing, public health or related field from an accredited college or university AND Three years of professional nursing management/supervisory experience AND current Georgia Registered Professional Nurse license AND CPR certified OR Bachelor's degree in nursing from an accredited college or university AND Seven years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM082	PH Manager 3	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	P

## Job Summary

Leads and assists in the development of public health protocols, policies and procedures. May direct subordinate managers and staff.

## Entry Qualifications

Doctorate or Master's degree in nursing, public health or related field from an accredited college or university AND Seven years of professional nursing management/supervisory experience AND current Georgia Registered Professional Nurse license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM083	PH Senior Manager 1	Front Line Mgr	Senior Manager	Professionals	SWD	Q

## Job Summary

Directs the strategic planning for public health nursing consistent with agency objectives and requirements. Coordinates programs with other state agencies, health care providers, educational institutions, community organizations, etc. Implements special projects as directed by the division director. Directs subordinate managers and staff. Provides direction and influence on agency policy. Provides leadership across multiple units, departments, and/or regions.

## Entry Qualifications

Doctorate or Master's degree in nursing, public health or related field from an accredited college or university AND Eight years of professional nursing management/supervisory experience AND current Georgia Registered Professional Nurse license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCM084	PH Senior Manager 2	Front Line Mgr	Senior Manager	Professionals	SWD	R

## Job Summary

Plans, develops, and implements strategies for public health nursing consistent with agency objectives and requirements. Coordinates programs with other state agencies, health care providers, educational institutions, community organizations, etc. Implements special projects as directed by the division director. Directs subordinate managers and staff. Provides direction and influence on agency policy. Provides leadership across multiple units, departments, and/or regions.

## Entry Qualifications

Doctorate or Master's degree in nursing, public health or related field from an accredited college or university AND Ten years of professional nursing management/supervisory experience AND current Georgia Registered Professional Nurse license.



# Job Code Catalog: Healthcare

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP010	Aud/Speech Pathologist 1	Professional	Professional	Professionals	SWD	L

### Job Summary

Under supervision, learns to assess and treat persons with hearing, speech, language, voice and fluency disorders. May fit hearing aids and provide auditory training. May select alternative communication systems and teach their use.

### Entry Qualifications

Doctorate or Master's degree in speech-language pathology or audiology, or both, from an accredited college or university AND current Georgia licensure and/or certification to practice in the area of assignment.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP011	Aud/Speech Pathologist 2	Professional	Professional	Professionals	SWD	M

### Job Summary

Under general supervision, assess and treat persons with hearing, speech, language, voice, and fluency disorders. May fit hearing aids and provide auditory training. May select alternative communication systems and teach their use.

### Entry Qualifications

Doctorate or Master's degree in speech-language pathology or audiology, or both, from an accredited college or university AND One year of experience at the lower level Aud/Speech Pathologist 1 (HCP010) or position equivalent AND current Georgia licensure and/or certification to practice in the area of assignment.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP012	Aud/Speech Pathologist 3	Professional	Professional	Professionals	SWD	N

### Job Summary

Under broad supervision, assess and treat persons with hearing, speech, language, voice, and fluency disorders. May fit hearing aids and provide auditory training. May select alternative communication systems and teach their use. May serve as a lead worker.

### Entry Qualifications

Doctorate or Master's degree in speech-language pathology or audiology, or both, from an accredited college or university AND Two years of experience at the lower level Aud/Speech Pathologist 2 (HCP011) or position equivalent AND current Georgia licensure and/or certification to practice in the area of assignment.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP013	Aud/Speech Pathologist Spv	Supervisor	Supervisor	Professionals	SWD	O

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Assess and treat persons with hearing, speech, language, voice, and fluency disorders. May fit hearing aids and provide auditory training. May select alternative communication systems and teach their use.

### Entry Qualifications

Doctorate or Master's degree in speech-language pathology or audiology, or both, from an accredited college or university AND Three years of experience at the lower level Aud/Speech Pathologist 3 (HCP012) or position equivalent AND current Georgia licensure and/or certification to practice in the area of assignment.

# Job Code Catalog: Healthcare

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP020	Dietitian/Nutritionist 1	Professional	Professional	Professionals	SWD	H

## Job Summary

Under supervision, plans and conducts service or nutritional programs to assist in the promotion of health and control of disease. Provides nutritional assessment, education and counseling to individuals, groups or the public. Serves as a resource on nutrition and dietetics to nurses, health educators or other health care providers in the facility.

## Entry Qualifications

Bachelor's degree in dietetics, human nutrition, foods and nutrition, nutrition education, food systems management or a closely related field from an accredited college or university AND verification statement of completion of a didactic program accredited by The Academy of Nutrition & Dietetics.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP021	Dietitian/Nutritionist 2	Professional	Professional	Professionals	SWD	I

## Job Summary

Under general supervision, plans and conducts service or nutritional programs to assist in the promotion of health and control of disease. Provides nutritional assessment, education and counseling to individuals, groups or the public. Serves as a resource on nutrition and dietetics to nurses, health educators or other health care providers in the facility.

## Entry Qualifications

Bachelor's degree in dietetics, human nutrition, foods and nutrition, nutrition education, food systems management or a closely related field from an accredited college or university AND verification statement of completion of a didactic program accredited by The Academy of Nutrition & Dietetics AND Two years of experience providing nutrition care to groups and individuals.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP022	Dietitian/Nutritionist 3	Professional	Professional	Professionals	SWD	J

## Job Summary

Under broad supervision, plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. Provides nutritional assessment, education and counseling to individuals, groups or the public. Serves as a resource on nutrition and dietetics to nurses, health educators or other health care providers in the facility. Recommends nutritional care plans and documents plan and progress in records. Serves as team leader.

## Entry Qualifications

Bachelor's degree in dietetics, human nutrition, food and nutrition, nutrition education, food systems management or a closely related field from an accredited college or university from an Academy of Nutrition & Dietetics accredited program AND One year of experience as a dietitian/nutritionist AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission on Dietetic Registration AND licensure as a Dietitian in the State of Georgia.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP023	Dietitian/Nutritionist Spv	Supervisor	Supervisor	Professionals	SWD	K

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages and coordinates nutrition and dietetic services for a region or multiple facilities. Provides technical expertise in nutrition and dietetics to staff and community. Manages budget and performs quality reviews.

## Entry Qualifications

Bachelor's degree in dietetics, human nutrition, food and nutrition, nutrition education, food systems management or a closely related field from an accredited college or university from an Academy of Nutrition & Dietetics accredited program AND Two years of experience as a dietitian/nutritionist AND registration as a Dietitian by the Academy of Nutrition & Dietetics Commission on Dietetic Registration AND licensure as a Dietitian in the State of Georgia.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP030	Hlth Educator 1	Professional	Professional	Professionals	SWD	H

## Job Summary

Under supervision, promotes, maintains, and improves individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments.

## Entry Qualifications

Master's degree in public health education from an accredited college or university OR Bachelor's degree in education, social, behavioral or biological sciences or a directly related field from an accredited college or university.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP031	Hlth Educator 2	Professional	Professional	Professionals	SWD	I

## Job Summary

Under general supervision, promotes, maintains, and improves individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments.

## Entry Qualifications

Master's degree in public health education from an accredited college or university OR Bachelor's degree in education, social, behavioral or biological sciences or a directly related field from an accredited college or university AND One year of experience in public health education.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP032	Hlth Educator 3	Professional	Professional	Professionals	SWD	J

## Job Summary

Under broad supervision, promotes, maintains, and improves individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments. May serve as a lead worker.

## Entry Qualifications

Master's degree in public health education from an accredited college or university AND One year of public health education experience OR Bachelor's degree in education, social, behavioral or biological sciences or a directly related field from an accredited college or university AND Two years of experience in public health education.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP033	Hlth Educator Spv	Supervisor	Supervisor	Professionals	SWD	K

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a comprehensive program of patient or community health education. Supervises a team of health educators responsible for the planning, implementation and evaluation of education services.

## Entry Qualifications

Master's degree from an accredited college or university in public health education AND One year of public health education experience at a level equivalent to a lead worker level OR Bachelor's degree in education, social, behavioral or biological sciences or a directly related field from an accredited college or university AND Three years of experience in public health education, One year of which was at a lead level OR One year of experience at the lower level Hlth Educator 3 (HCP032) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP040	Phys/Occupational Therapist 1	Professional	Professional	Professionals	SWD	L

### Job Summary

Under supervision, learns to assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength and decrease or prevent deformity of patients suffering from disease or injury. Helps patients in restoring vocational, homemaking and daily living skills, as well as general independence to disabled persons.

### Entry Qualifications

Doctorate or professional degree in physical therapy AND current or eligible for Georgia licensure in area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP041	Phys/Occupational Therapist 2	Professional	Professional	Professionals	SWD	M

### Job Summary

Under general supervision, assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength and decrease or prevent deformity of patients suffering from disease or injury. Helps patients in restoring vocational, homemaking and daily living skills, as well as general independence, to disabled persons.

### Entry Qualifications

Doctorate or professional degree in physical therapy AND current or eligible for Georgia licensure in area of assignment AND One year of clinical experience in area of assignment OR One year of experience at the lower level Phys/Occupational Therapist 1 (HCP040) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP042	Phys/Occupational Therapist 3	Professional	Professional	Professionals	SWD	N

### Job Summary

Under broad supervision, assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength and decrease or prevent deformity of patients suffering from disease or injury. Helps patients in restoring vocational, homemaking, and daily living skills, as well as general independence, to disabled persons. May serve as a lead worker.

### Entry Qualifications

Doctorate or professional degree in physical therapy AND current or eligible for Georgia licensure in area of assignment AND Three years of clinical experience in area of assignment OR Three years of experience at the lower level Phys/Occupational Therapist 2 (HCP041) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP043	Phys/Occupation Therapist Spv	Supervisor	Supervisor	Professionals	SWD	O

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Assesses, plans, organizes, and participates in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury. Helps patients in restoring vocational, homemaking, and daily living skills, as well as general independence, to disabled persons.

### Entry Qualifications

Doctorate or professional degree in physical therapy AND current or eligible for Georgia licensure in area of assignment AND Six years of clinical experience in area of assignment OR Three years of experience at the lower level Phys/Occupational Therapist 3 (HCP042) or position equivalent.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP050	Social Worker, Licensed 1	Professional	Professional	Officials and Administrators	SWD	I

### Job Summary

Under supervision learns to perform psychosocial assessments, treatment planning/monitoring and discharge planning. Provides counseling/therapy to clients requiring complex intervention. Performs commitment determinations and/or executes orders of involuntary commitments.

### Entry Qualifications

Master's degree in a related area from an accredited college or university AND eligibility to be licensed.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP051	Social Worker, Licensed 2	Professional	Professional	Professionals	SWD	J

### Job Summary

Under general supervision, performs psychosocial assessments, treatment planning/monitoring and discharge planning. Provides counseling/therapy to clients requiring complex intervention. Performs commitment determinations and/or executes orders of involuntary commitments.

### Entry Qualifications

Master's degree in a related area from an accredited college or university AND eligibility to be licensed AND Two years of supervised experience in the area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP052	Social Worker, Licensed 3	Professional	Professional	Professionals	SWD	K

### Job Summary

Under broad supervision, performs psychosocial assessments, treatment planning/monitoring and discharge planning. Provides counseling/therapy to clients requiring complex intervention. Performs commitment determinations and/or executes orders of involuntary commitments. May serve as a team leader.

### Entry Qualifications

Master's degree in a related area from an accredited college or university AND licensure in the area of assignment AND Two years of related post-license experience OR Master's degree in a related area from an accredited college or university AND licensure in the area of assignment AND Two years of experience at the lower level Social Worker, Licensed 2 (HCP051) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP053	Social Worker, Licensed Spv	Supervisor	Supervisor	Professionals	SWD	L

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises and directs the clinical activities of a comprehensive behavioral health program. Performs psychosocial assessments, treatment planning/monitoring and discharge planning. Provides counseling/therapy to clients requiring complex intervention. Performs commitment determinations and/or executes orders of involuntary commitments.

### Entry Qualifications

Master's degree from an accredited college or university AND licensure in the area of assignment AND Three years of experience in the provision of therapeutic services with, One year of which in a supervisory role OR Master's degree from an accredited college or university AND licensure in the area of assignment AND Three years of experience at the lower level Social Worker, Licensed 3 (HCP052) or position equivalent.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP060	Activity Therapist 1	Professional	Professional	Professionals	SWD	G

### Job Summary

Under supervision, learns to plan, direct or coordinate therapeutic recreation programs. Activities include sports, gardening, dramatics, music, social activities and arts and crafts. Conducts assessment of a client's condition and recommends appropriate recreational activity.

### Entry Qualifications

Bachelor's degree in a therapeutic recreation or related therapeutic discipline from an accredited college or university. Note: Some positions may require registration in the area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP061	Activity Therapist 2	Professional	Professional	Professionals	SWD	H

### Job Summary

Under general supervision, plans, directs or coordinates therapeutic recreation programs. Activities include sports, gardening, dramatics, music, social activities, and arts and crafts. Conducts assessment of a clients condition and recommends appropriate recreational activity.

### Entry Qualifications

Bachelor's degree in a therapeutic recreation or related therapeutic discipline from an accredited college or university AND One year of related experience OR One year of experience at the lower level Activity Therapist 1 (HCP060) or position equivalent. Note: Some positions may require registration in the area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP062	Activity Therapist 3	Professional	Professional	Professionals	SWD	I

### Job Summary

Under broad supervision, plans, directs or coordinates therapeutic recreation programs. Activities include sports, gardening, dramatics, music, social activities, and arts and crafts. Conducts assessment of a clients condition and recommends appropriate recreational activity.

### Entry Qualifications

Bachelor's degree in a therapeutic recreation or related therapeutic discipline from an accredited college or university AND Two years of related experience OR One year of experience at the lower level Activity Therapist 2 (HCP061) or position equivalent. Note: Some positions may require registration in the area of assignment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP063	Activity Therapist Spv	Supervisor	Supervisor	Professionals	SWD	K

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Plans, directs or coordinates therapeutic recreation programs. Activities include sports, gardening, dramatics, music, social activities, and arts and crafts. Conducts assessment of a clients condition and recommends appropriate recreational activity.

### Entry Qualifications

Bachelor's degree in a therapeutic recreation or related therapeutic discipline from an accredited college or university AND Three years of related experience, One year of which as a lead worker OR One year of experience at the lower level Activity Therapist 3 (HCP062) or position equivalent. Note: Some positions may require registration in the area of assignment.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP070	Registered Nurse 1	Professional	Professional	Professionals	SWD	J

## Job Summary

Under supervision, learns to assess client health problems and needs. Develops and implements nursing care plans and maintains medical records. Administers nursing care to ill, injured, convalescent, or disabled clients. May advise clients on health maintenance and disease prevention or provide case management.

## Entry Qualifications

Bachelor's degree in nursing from an accredited college or university OR Associate's degree in nursing from an accredited college or university AND current Georgia license as a Registered Professional Nurse.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP071	Registered Nurse 2	Professional	Professional	Professionals	SWD	K

## Job Summary

Under general supervision, assesses client health problems and needs. Develops and implements nursing care plans and maintains medical records. Administers nursing care to ill, injured, convalescent, or disabled clients. May advise clients on health maintenance and disease prevention or provide case management.

## Entry Qualifications

Bachelor's degree in nursing from an accredited college or university OR Associate's degree in nursing from an accredited college or university AND current Georgia license as a Registered Professional Nurse AND any related professional work experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP072	Registered Nurse 3	Professional	Professional	Professionals	SWD	L

## Job Summary

Under broad supervision, assesses client health problems and needs. Develops and implements nursing care plans and maintains medical records. Administers nursing care to ill, injured, convalescent, or disabled clients. May advise clients on health maintenance and disease prevention or provide case management.

## Entry Qualifications

Bachelor's degree in nursing from an accredited college or university OR Associate's degree in nursing from an accredited college or university AND current Georgia license as a Registered Professional Nurse AND One year of professional nursing experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP073	Registered Nurse Spv	Supervisor	Supervisor	Professionals	SWD	M

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Plans, implements, and evaluates nursing care for a unit or shift. Ensures that staff assess client health problems and needs. Develops and implements nursing care plans and maintains medical records. Supervises the provision and quality of nursing care to ill, injured, convalescent or disabled clients. Advises clients on health maintenance and disease prevention or provide case management.

## Entry Qualifications

Bachelor's degree in nursing from an accredited college or university OR Associate's degree in nursing from an accredited college or university AND current Georgia License as a Registered Professional Nurse AND Two or more years in a managerial/supervisory of leadership role.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP080	Communicable Disease Spec 1	Professional	Professional	Professionals	SWD	H
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under supervision, learns to gather, analyze and monitor data regarding communicable diseases within a health district. Ensures implementation of timely disease intervention strategies to decrease the prevalence of such diseases.			Bachelor's degree from an accredited college or university OR Four years of outreach experience.			
HCP081	Communicable Disease Spec 2	Professional	Professional	Professionals	SWD	I
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under general supervision, gathers, analyzes and monitors data regarding communicable diseases within a health district. Ensures implementation of timely disease intervention strategies to decrease the prevalence of such diseases.			Bachelor's degree from an accredited college or university AND Six months of related experience OR Associate's degree from an accredited college or university AND Two years of experience in a related area OR Four years of experience in a medical related field OR licensure as a registered nurse AND One year of nursing experience OR One year of experience at the lower level Communicable Disease Spec 1 (HCP080) or position equivalent.			
HCP082	Communicable Disease Spec 3	Professional	Professional	Professionals	SWD	J
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under broad supervision, gathers, analyzes and monitors data regarding communicable diseases within a health district. Ensures implementation of timely disease intervention strategies to decrease the prevalence of such diseases. Manage some epidemiologic districts.			Bachelor's degree from an accredited college or university AND One year of related experience OR Associate's degree from an accredited college or university AND Three years of experience in a related area OR Five years of experience in a medical related field OR licensure as a Registered Nurse AND Two years of nursing experience OR One year of experience at the lower level Communicable Disease Spec 2 (HCP081) or position equivalent.			
HCP083	Communicable Disease Spec SpvSupervisor		Supervisor	Professionals	SWD	K
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages all epidemiological programs in a health district. Gathers, analyzes and monitors data regarding communicable diseases within a health district. Ensures implementation of timely disease intervention strategies to decrease the prevalence of such diseases.			Bachelor's degree from an accredited college or university AND Two years of related experience OR Associate's degree from an accredited college or university AND Four years of experience in a related area OR Six years of experience in a medical related field OR Licensure as a registered nurse AND Three years of nursing experience OR One year of experience at the lower level Communicable Disease Spec 3 (HCP082) or position equivalent.			



# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP090	Healthcare Prgm Consultant 1	Professional	Pro Consultant	Professionals	SWD	I

## Job Summary

Under supervision, learns to provide technical assistance and training within a health care specialty. Plans, directs, and implements a specialty program. Evaluates programs for compliance with state and/or federal guidelines.

## Entry Qualifications

Master's degree in a related field from an accredited college or university OR Bachelor's degree in a related field from an accredited college or university AND Two years of experience performing work related to area of assignment OR Six years of experience performing work related to area of assignment. Note: Some positions may require licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP091	Healthcare Prgm Consultant 2	Professional	Pro Consultant	Professionals	SWD	J

## Job Summary

Under general supervision, provides technical assistance and training within a health care specialty. Plans, directs, and implements a specialty program. Evaluates programs for compliance with state and/or federal guidelines.

## Entry Qualifications

Master's degree in a related field from an accredited college or university AND One year of experience performing work related to area of assignment OR Bachelor's degree in a related field from an accredited college or university AND Three years of experience performing work related to area of assignment OR Seven years of experience performing work related to area of assignment. Note: Some positions may require licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP092	Healthcare Prgm Consultant 3	Professional	Pro Consultant	Professionals	SWD	K

## Job Summary

Under broad supervision, provides technical assistance and training within a health care specialty. Plans, directs, and implements a specialty program. Evaluates programs for compliance with state and/or federal guidelines. Serves as team leader.

## Entry Qualifications

Master's degree in a related field from an accredited college or university AND Two years of experience performing work related to area of assignment OR Bachelor's degree in a related field from an accredited college or university AND Five years of experience performing work related to area of assignment OR One year of experience at the lower level Healthcare Prgm Consultant 2 (HCP091) or position equivalent. Note: Some positions may require licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP093	Healthcare Prgm Consultant Spv Supervisor		Supervisor	Professionals	SWD	L

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides technical assistance and training within a health care specialty. Plans, directs, and implements a specialty program. Evaluates programs for compliance with state and/or federal guidelines.

## Entry Qualifications

Master's degree in a related field from an accredited college or university AND Three years of experience performing work related to area of assignment, One year of which in a supervisory role OR Bachelor's degree in a related field from an accredited college or university AND Five years of experience performing work related to area of assignment, Two years of which in a supervisory role OR One year of experience at the lower level Healthcare Prgm Consultant 3 (HCP092) or position equivalent. Note: Some positions may require licensure.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP100	Behavioral Hlth Counselor 1	Professional	Professional	Professionals	SWD	G

## Job Summary

Under supervision, schedules consumers for testing, assembles test materials and administer tests. Develops and implements behavior management and/or skills acquisition plans.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university OR certification as an addiction counselor from the Georgia Addiction Counselors Association (GACA) or equivalent certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP101	Behavioral Hlth Counselor 2	Professional	Professional	Professionals	SWD	H

## Job Summary

Under general supervision, counsel with emphasis on prevention and/or behavior modification. Works with individuals and groups to promote optimum mental health. May help individuals deal with addictions and substance abuse, family, parenting, and marital problems, suicide, stress management, problems with self-esteem, and issues associated with aging and mental and emotional health.

## Entry Qualifications

Master's degree in a related field from an accredited college or university OR Bachelor's degree in a related field from an accredited college or university AND Two years of related experience OR One year of experience at the lower level Behavioral Hlth Counselor 1 (HCP100) or position equivalent. Note: Some positions may require certification or licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP102	Behavioral Hlth Counselor 3	Professional	Professional	Professionals	SWD	I

## Job Summary

Under broad supervision, counsel with emphasis on prevention and/or behavior modification. Work with individuals and groups to promote optimum mental health. May help individuals deal with addictions and substance abuse, family, parenting and marital problems, suicide, stress management, problems with self-esteem and issues associated with aging and mental and emotional health. May serve as team leader.

## Entry Qualifications

Master's degree from an accredited college or university AND Two years of related experience OR Bachelor's degree from an accredited college or university in related field AND Four years of related experience OR One year of experience at the lower level Behavioral Hlth Counselor 2 (HCP101) or position equivalent. Note: Some positions may require certification or licensure.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP103	Behavioral Hlth Counselor Spv	Supervisor	Supervisor	Professionals	SWD	J

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs counseling program for a facility. Plans, develops, implements and administers appropriate services and programs for clients. Manages small case load.

## Entry Qualifications

Master's degree from an accredited college or university AND Four years of related experience OR Bachelor's degree from an accredited college or university in related field AND Six years of related experience OR Two years of experience at the lower level Behavioral Hlth Counselor 3 (HCP102) or position equivalent. Note: Some positions may require certification or licensure.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP110	Physician Assistant/Extender 1	Professional	Professional	Professionals	SWD	N

**Job Summary**

Under supervision, provides healthcare service typically performed by a physician, under the supervision of a licensed physician. Conducts complete physicals, provides treatment and counsels clients. May, in some cases, prescribe medication.

**Entry Qualifications**

Master's degree in nursing from an accredited college or university AND current Georgia license to practice as an APRN in the specialty area OR Bachelor's degree from an accredited college or university in physician assistant studies AND Two years of general medicine experience OR Bachelor's degree in a related field from an accredited college or university AND completion of physician assistant training program of at least Twenty-Four months certified by the Accreditation Review Commission of the PA, ARC-PA AND certification to practice as a Physician Assistant by the Composite State Board of Medical Examiners (or eligibility to obtain within one year).

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP111	Physician Assistant/Extender 2	Professional	Professional	Professionals	SWD	O

**Job Summary**

Under general supervision, provides healthcare service typically performed by a physician, under the supervision of a licensed physician. Conducts complete physicals, provides treatment, and counsels clients. May, in some cases, prescribe medication.

**Entry Qualifications**

Master's degree in nursing area of assignment from an accredited college or university AND Two years of experience in a related area AND a current license to practice as APRN in Georgia in the specialty area. Psychiatric specialty area requires a minimum of Two years mental health experience. Medical specialty area requires a minimum of Four years mental health experience OR Bachelor's degree in Physician Assistant Studies from an accredited college or university AND Four years of general medicine experience OR Bachelor's degree in a related field from an accredited college or university AND completion of a physician assistant training program of at least 24 months certified by the Accreditation Review Commission of PA, ARC-PA AND certification to practice as a Physician Assistant by the Composite State Board of Medical Examiners (or eligibility to obtain within One year) AND Two years of experience in a related area.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP112	Physician Assistant/Extender 3	Professional	Professional	Professionals	SWD	P

### Job Summary

Under broad supervision, provides healthcare service typically performed by a physician, under the supervision of a licensed physician. Conducts complete physicals, provides treatment, and counsels clients. May, in some cases, prescribe medication.

### Entry Qualifications

Master's degree in respective nursing field from an accredited college or university AND Four years of experience in a related area AND current license to practice as APRN in Georgia in the specialty area (Psychiatric specialty area requires a minimum of Four years mental health experience. Medical specialty area requires a minimum of Six years mental health experience) OR Bachelor's degree in physician assistant studies from an accredited college or university AND Six years of general medicine experience OR Bachelor's degree in a related field from an accredited college or university AND completion of a physician assistant training program of at least Twenty-Four months certified by the Accreditation Review Commission of PA, ARC-PA AND certification to practice as a Physician Assistant by the Composite State Board of Medical Examiners (or eligibility to obtain within One year) AND Four years of experience in a related area.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP113	Physician Assistant/Extender 4	Supervisor	Supervisor	Professionals	SWD	Q

### Job Summary

Under limited supervision, provides healthcare service typically performed by a physician, under the supervision of a licensed physician. Conducts complete physicals, provides treatment, and counsels clients. May, in some cases, prescribe medication.

### Entry Qualifications

Master's degree in respective nursing field from an accredited college or university AND Six years of experience in a related area AND current license to practice as APRN in Georgia in the specialty area (Psychiatric specialty area requires a minimum of Six years mental health experience. Medical specialty area requires a minimum of Eight years mental health experience) OR Bachelor's degree in physician assistant studies from an accredited college or university AND Eight years of general medicine experience OR Bachelor's degree in a related field from an accredited college or university AND completion of a physician assistant training program of at least Twenty-Four months certified by the Accreditation Review Commission of PA, ARC-PA AND certification to practice as a Physician Assistant by the Composite State Board of Medical Examiners AND Six years of experience in a related area.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP120	Social Worker, NonLicensed 1	Professional	Professional	Professionals	SWD	G

### Job Summary

Under supervision, provides persons, families or vulnerable populations with the psychosocial support needed to cope with chronic, acute or terminal illnesses and physical or developmental disabilities. Provides patient education and counseling, advises caregivers, and makes necessary referrals for other social services.

### Entry Qualifications

Master's degree in a related field from an accredited college or university AND eligibility to be licensed OR Bachelor's degree in a related field from an accredited college or university AND Two years of experience in social service delivery.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP121	Social Worker, NonLicensed 2	Professional	Professional	Professionals	SWD	H

## Job Summary

Under general supervision, provides persons, families or vulnerable populations with the psychosocial support needed to cope with chronic, acute or terminal illnesses and physical or developmental disabilities. Provides patient education and counseling, advises caregivers and makes necessary referrals for other social services.

## Entry Qualifications

Master's degree in a related field from an accredited college or university AND One year of experience AND eligibility to be licensed OR Bachelor's degree in a related field from an accredited college or university AND Three years of experience in social service delivery OR One year of experience at the lower level Social Worker, NonLicensed 1 (HCP120) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP122	Social Worker, NonLicensed 3	Professional	Professional	Professionals	SWD	I

## Job Summary

Under broad supervision, provides persons, families or vulnerable populations with the psychosocial support needed to cope with chronic, acute or terminal illnesses and physical or developmental disabilities. Provides patient education and counseling, advises caregivers, and makes necessary referrals for other social services. Serves as team leader.

## Entry Qualifications

Master's degree in a related field from an accredited college or university AND eligibility to be licensed AND Two years of related experience OR Bachelor's degree in a related field from an accredited college or university AND Four years of experience in social service delivery OR One year of experience at the lower level Social Worker, NonLicensed 2 (HCP121) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP123	Social Worker, NonLicensed Spv Supervisor	Supervisor	Supervisor	Professionals	SWD	J

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises, coordinates and directs the social service activities of a program. Provide persons, families or vulnerable populations with the psychosocial support needed to cope with chronic, acute or terminal illnesses, physical or developmental disabilities. Provides patient education and counseling, advises caregivers, and makes necessary referrals for other social services.

## Entry Qualifications

Master's degree from an accredited college or university AND licensure AND Three years of related experience, One year of which in a supervisory role OR Master's degree from an accredited college or university AND Three years of experience at the lower level Social Worker, NonLicensed 3 (HCP122) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP130	Dentist 1	Professional	Professional	Professionals	SWD	P

## Job Summary

Under supervision, diagnoses, treats, prevents and controls disorders of the teeth and mouth including gums and related oral structures. May treat diseases of nerve, pulp and other dental tissues affecting vitality of teeth.

## Entry Qualifications

Doctorate or professional degree in dentistry from an accredited college or university AND current Georgia license to practice dentistry.

# Job Code Catalog: Healthcare

As of: 07/01/2018

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP131	Dentist 2	Professional	Professional	Professionals	SWD	Q

### Job Summary

Under general supervision, diagnoses, treats, prevents and controls disorders of the teeth and mouth including gums and related oral structures. May treat diseases of nerve, pulp and other dental tissues affecting vitality of teeth.

### Entry Qualifications

Doctorate or professional degree in dentistry from an accredited college or university AND One year of experience AND current Georgia license to practice dentistry.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP132	Dentist 3	Professional	Professional	Professionals	SWD	R

### Job Summary

Under broad supervision, diagnoses, treats, prevents and controls disorders of the teeth and mouth including gums and related oral structures. May treat diseases of nerve, pulp and other dental tissues affecting vitality of teeth.

### Entry Qualifications

Doctorate or professional degree in dentistry from an accredited college or university AND Two years of experience AND current Georgia license to practice dentistry.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP133	Dentist Spv	Supervisor	Supervisor	Professionals	SWD	S

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Diagnoses, treats, prevents and controls disorders of the teeth and mouth including gums and related oral structures. May treat diseases of nerve, pulp and other dental tissues affecting vitality of teeth.

### Entry Qualifications

Doctorate or professional degree in dentistry from an accredited college or university AND Three years of experience AND current Georgia license to practice dentistry.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP140	Psychologist 1	Professional	Professional	Professionals	SWD	M

### Job Summary

Under supervision of a licensed psychologist, diagnoses or evaluates behavioral, emotional and cognitive disorders through observation, interview, and psychological tests. Applies theory relating to behavior and mental processes to formulate and administer programs of treatment that may include counseling, therapy and research. Helps clients work toward the maintenance and enhancement of physical, intellectual, emotional, social and interpersonal functioning.

### Entry Qualifications

Doctorate degree in clinical or counseling psychology from an American Psychological Association (APA) accredited college or university AND completion of an APA-approved psychology internship.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP141	Psychologist 2	Professional	Professional	Professionals	SWD	N

### Job Summary

Under general supervision, diagnoses or evaluates behavioral, emotional and cognitive disorders through observation, interview and psychological tests. Applies theory relating to behavior and mental processes to formulate and administer programs of treatment that may include counseling, therapy and research. Helps clients work toward the maintenance and enhancement of physical, intellectual, emotional, social and interpersonal functioning.

### Entry Qualifications

Doctorate degree in clinical or counseling psychology from an American Psychological Association (APA) accredited college or university AND current Georgia license to practice psychology AND One year of experience at the lower level Psychologist 1 (HCP140) or equivalent. Note: License may be temporary, provisional, or permanent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP142	Psychologist 3	Professional	Professional	Professionals	SWD	O

### Job Summary

Under broad supervision, diagnoses or evaluates behavioral, emotional and cognitive disorders through observation, interview and psychological tests. Applies theory relating to behavior and mental processes to formulate and administer programs of treatment that may include counseling, therapy and research. Helps clients work toward the maintenance and enhancement of physical, intellectual, emotional, social and interpersonal functioning.

### Entry Qualifications

Doctorate degree in clinical or counseling psychology from an American Psychological Association (APA) accredited college or university AND current Georgia license to practice psychology AND Two years of experience at the lower level Psychologist 2 (HCP141) or equivalent. Note: License may be temporary, provisional, or permanent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP143	Psychologist Spv	Supervisor	Supervisor	Professionals	SWD	P

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Diagnoses or evaluates behavioral, emotional and cognitive disorders through observation, interview, and psychological tests. Applies theory relating to behavior and mental processes to formulate and administer programs of treatment that may include counseling, therapy and research. Helps clients work toward the maintenance and enhancement of physical, intellectual, emotional, social and interpersonal functioning.

### Entry Qualifications

Doctorate degree in clinical or counseling psychology from an American Psychological Association (APA) accredited college or university AND current Georgia license to practice psychology AND Three years of experience at the lower level Psychologist 3 (HCP142) or equivalent. Note: License may be temporary, provisional, or permanent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP150	Pharmacist 1	Professional	Professional	Professionals	SWD	O

### Job Summary

Under supervision, learns to compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners. Provides consultative services to both clients and health care providers.

### Entry Qualifications

Doctorate or professional degree in pharmacology from an accredited college or university AND current Georgia license to practice pharmacology.

# Job Code Catalog: Healthcare

As of: 07/01/2018

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP151	Pharmacist 2	Professional	Professional	Professionals	SWD	P
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under general supervision, compounds and dispenses medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners. Provides consultative services to both clients and health care providers.			Doctorate or professional degree in pharmacology from an accredited college or university AND current Georgia license to practice pharmacology AND Six months of professional pharmacology experience OR One year of experience at the lower level Pharmacist 1 (HCP150) or position equivalent.			
HCP152	Pharmacist 3	Professional	Professional	Professionals	SWD	Q
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under broad supervision, compounds and dispenses medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners. Provides consultative services to both clients and health care providers.			Doctorate or professional degree in pharmacology from an accredited college or university AND current Georgia license to practice pharmacology AND One year of professional pharmacology experience OR Two years of experience at the lower level Pharmacist 2 (HCP151) or position equivalent.			
HCP153	Pharmacist Spv	Supervisor	Supervisor	Professionals	SWD	R
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the pharmacy of a hospital or clinic. Responsible for the development of programs and policies to govern the dispensing of prescription medication and clinical functions of the pharmacy.			Doctorate or professional degree in pharmacology from an accredited college or university AND current Georgia license to practice pharmacology AND One year of professional pharmacology experience OR current Georgia license to practice pharmacology AND Two years of professional pharmacology experience at the lower level Pharmacist 3 (HCP152) or position equivalent.			
HCP160	Physician 1	Professional	Professional	Professionals	SWD	R
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under supervision, provides comprehensive medical services by examining patients, diagnosing conditions and providing treatments. Directs nurses, aides and others in the care and treatment of patients.			Medical degree recognized by the Georgia Composite Medical Board (GCMB) AND licensure or license-eligible to practice medicine at a state institution or in the state of Georgia as provided by state law.			
HCP161	Physician 2	Professional	Professional	Professionals	SWD	S
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under general supervision, provides comprehensive medical services by examining patients, diagnosing conditions and providing treatments. Directs nurses, aides and others in the care and treatment of patients.			Medical degree recognized by the Georgia Composite Medical Board (GCMB) AND licensure or license-eligible to practice medicine at a state institution or in the state of Georgia as provided by state law AND One year of experience at the lower level Physician 1 (HCP160) or position equivalent.			



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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP162	Physician 3	Professional	Professional	Professionals	SWD	T
<b>Job Summary</b> Under broad supervision, provides comprehensive medical services by examining patients, diagnosing conditions and providing treatments. Directs nurses, aides and others in the care and treatment of patients. May direct clinical operations and participate in research efforts.			<b>Entry Qualifications</b> Medical degree recognized by the Georgia Composite Medical Board (GCMB) AND licensure or license-eligible to practice medicine at a state institution or in the state of Georgia as provided by state law AND Two years of experience at the lower level Physician 2 (HCP161) or position equivalent.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP163	Physician Spv	Supervisor	Supervisor	Professionals	SWD	T
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides comprehensive medical services by examining patients, diagnosing conditions and providing treatments. Directs nurses, aides and others in the care and treatment of patients.			<b>Entry Qualifications</b> Medical degree recognized by the Georgia Composite Medical Board (GCMB) AND licensure or license-eligible to practice medicine at a state institution or in the state of Georgia as provided by state law AND Three years of experience at the lower level Physician 3 (HCP162) or position equivalent.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP170	Veterinarian 1	Professional	Professional	Professionals	SWD	M
<b>Job Summary</b> Under supervision, diagnoses, treats and helps prevent diseases and dysfunctions in animals. Advises clients on the feeding, hygiene, housing and general care of animals.			<b>Entry Qualifications</b> Doctorate degree in veterinary medicine or equivalent from an accredited college or university AND licensed by the Georgia Board of Veterinary Medicine OR certified by the Educational Commission for Foreign Veterinary Graduates (ECFVG) from the American Veterinary Medical Association AND licensed by the Georgia State Board of Veterinary Medicine.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP171	Veterinarian 2	Professional	Professional	Professionals	SWD	N
<b>Job Summary</b> Under general supervision, diagnoses, treats, and helps prevent diseases and dysfunctions in animals. Advises clients on the feeding, hygiene, housing and general care of animals.			<b>Entry Qualifications</b> Doctorate degree in veterinary medicine or equivalent from an accredited college or university AND licensed by the Georgia Board of Veterinary Medicine AND Two years of experience at the lower level Veterinarian 1 (HCP170) or position equivalent OR certified by the Educational Commission for Foreign Veterinary Graduates (ECFVG) from the American Veterinary Medical Association AND licensed by the Georgia State Board of Veterinary Medicine AND Two years of experience at the lower level Veterinarian 1 (HCP170) or position equivalent.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP172	Veterinarian 3	Professional	Professional	Professionals	SWD	O

## Job Summary

Under broad supervision, diagnoses, treats, and helps prevent diseases and dysfunctions in animals. Advises clients on the feeding, hygiene, housing and general care of animals.

## Entry Qualifications

Doctorate degree in veterinary medicine or equivalent from an accredited college or university AND licensed by the Georgia Board of Veterinary Medicine AND Three years of experience at the lower level Veterinarian 2 (HCP171) or position equivalent OR certified by the Educational Commission for Foreign Veterinary Graduates (ECFVG) from the American Veterinary Medical Association AND licensed by the Georgia State Board of Veterinary Medicine AND Three years of experience at the lower level Veterinarian 2 (HCP171) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP173	Veterinarian Spv	Supervisor	Supervisor	Professionals	SWD	P

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Diagnoses, treats, and helps prevent diseases and dysfunctions in animals. Advises clients on the feeding, hygiene, housing and general care of animals.

## Entry Qualifications

Doctorate degree in veterinary medicine or equivalent from an accredited college or university AND licensed by the Georgia Board of Veterinary Medicine AND Five years of experience at the lower level Veterinarian 3 (HCP172) or position equivalent OR certified by the Educational Commission for Foreign Veterinary Graduates (ECFVG) from the American Veterinary Medical Association AND licensed by the Georgia State Board of Veterinary Medicine AND Five years of experience at the lower level Veterinarian 3 (HCP172) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP180	Epidemiologist 1	Professional	Professional	Professionals	SWD	J

## Job Summary

Under supervision, plans, develops, and conducts epidemiologic investigations, surveillance and interventions limited in scope and/or complexity to determine the causes of diseases and implement methods of disease control. Collects, analyzes, and interprets statistical data and prepares epidemiologic reports.

## Entry Qualifications

Master's degree in public health or closely related field from an accredited college or university OR Bachelor's degree in any field from an accredited college or university AND Two years of experience performing epidemiologic work or work in a closely related field.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP181	Epidemiologist 2	Professional	Professional	Professionals	SWD	K

## Job Summary

Under general supervision, plans, develops, and conducts epidemiologic investigations, surveillance, and interventions limited in scope and/or complexity to determine the causes of diseases and implement methods of disease control. Collects, analyzes, and interprets statistical data and prepares epidemiologic reports.

## Entry Qualifications

Master's degree in public health or a closely related field from an accredited college or university AND Two years of experience performing epidemiologic work or work in a closely related field OR Bachelor's degree in any field from an accredited college or university AND Three years of experience performing epidemiologic work or work in a closely related field OR Two years of experience at the lower level Epidemiologist 1 (HCP180) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP182	Epidemiologist 3	Professional	Professional	Professionals	SWD	L

## Job Summary

Under broad supervision, designs and leads long-term epidemiologic investigations, surveillance, and interventions with significant impact on public health and the agency's resources. Functions as primary coordinator overseeing the collection, analysis, and interpretation of complex statistical data and the preparation of epidemiologic reports.

## Entry Qualifications

Doctorate degree in public health, epidemiology, biostatistics or a closely related field from an accredited college or university AND One year of experience performing epidemiologic work or work in a closely related field OR Master's degree in public health or a closely related field from an accredited college or university AND Four years of experience performing epidemiologic work or work in a closely related field OR Bachelor's degree from an accredited college or university AND Five years of experience performing epidemiologic work or work in a closely related field OR One year of experience at the lower level Epidemiologist 2 (HCP181) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP183	Epidemiologist Spv	Supervisor	Supervisor	Professionals	SWD	M

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises epidemiologic investigations, surveillance, and interventions with significant impact on public health and the agency's resources. Supervises the collection, analysis, and interpretation of complex statistical data and the preparation of epidemiologic reports.

## Entry Qualifications

Doctorate degree in public health, Epidemiology, biostatistics or a closely related field from an accredited college or university AND Two years of experience performing epidemiologic work or work in a closely related field OR Master's degree in public health or a closely related field from an accredited college or university AND Five years of experience performing epidemiologic work or work in a closely related field OR Bachelor's degree from an accredited college or university AND Six years of experience performing epidemiologic work or work in a closely related field OR One year of experience at the lower level Epidemiologist 3 (HCP182) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP190	PH Registered Nurse 1	Professional	Professional	Professionals	SWD	J

## Job Summary

Under supervision, provides professional nursing care in accordance with nurse protocols, policies and/or procedures.

## Entry Qualifications

Associate's degree in nursing from an accredited college or university AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification. Note: No experience required.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP191	PH Registered Nurse 2	Professional	Professional	Professionals	SWD	K

## Job Summary

Under general supervision, provides professional nursing care in accordance with nurse protocols, policies and/or procedures. Focuses on the prevention of illness, injury or disability, the promotion of health and maintenance of the health of populations. Cares for population with special needs during disasters/emergencies and biological and chemical protocols.

## Entry Qualifications

Bachelor's degree in Nursing from an accredited college or university AND current Georgia license to practice as a Registered Professional Nurse AND CPR certification OR Associate's degree in nursing from an accredited college or university AND One year of PHN experience AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP192	PH Registered Nurse 3	Professional	Professional	Professionals	SWD	L

## Job Summary

Under broad supervision, provides professional nursing care in accordance with nurse protocols, policies and/or procedures. Focuses on the prevention of illness, injury, or disability, the promotion of health and maintenance of the health of populations. Cares for population with special needs during disasters/emergencies and biological and chemical protocols.

## Entry Qualifications

Bachelor's degree in nursing from an accredited college or university AND One year of PHN experience AND current Georgia license to practice as a Registered Professional Nurse AND CPR certification OR Associate's degree in nursing from an accredited college or university AND Two years of PHN experience AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP193	PH Registered Nurse Spv	Supervisor	Supervisor	Professionals	SWD	M

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides professional nursing care in accordance with nurse protocols, policies and/or procedures. Focuses on the prevention of illness, injury, or disability, the promotion of health and maintenance of the health of populations. Cares for population with special needs during disasters/emergencies and biological and chemical protocols.

## Entry Qualifications

Bachelor's degree in nursing from an accredited college or university AND Two years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree in nursing from an accredited college or university AND Three years of PHN experience AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP194	PH Nursing Supervisor 1	Supervisor	Assistant Manager	Professionals	SWD	M

## Job Summary

Under limited supervision, manages programs, staff, clinical services and fiscal processes of a local public health department. Identifies community partners, providers and agencies and develops relationships to further public health efforts in the community.

## Entry Qualifications

Bachelor's degree in nursing from an accredited college or university AND Two years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree in nursing from an accredited college or university AND Three years of PHN experience AND completion of a PHN course within one year of hire AND current Georgia Registered Professional Nurse license AND CPR certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP195	PH Nursing Supervisor 2	Supervisor	Assistant Manager	Professionals	SWD	N

## Job Summary

Under limited supervision, implements, manages and evaluates programs, staff, clinical services and budgets within the county. Develops partnerships with community stakeholders within the county. Participates in community health needs assessments and strategic planning for the county..

## Entry Qualifications

Master's degree in nursing, public health, or related field from an accredited college or university AND Two years of supervisory experience at the lower level PH Nursing Spv 1 (HCP194) or position equivalent AND current Georgia Registered Professional Nurse license AND CPR certification OR Bachelor's degree in nursing from an accredited college or university AND Four years of supervisory/management experience AND current Georgia Registered Professional Nurse license AND CPR certification OR Associate's degree in nursing from an accredited college or university AND Five years of RN supervisory/management experience AND completion of PHN course within six months of hire if no PHN experience AND current Georgia Registered Professional Nurse license AND CPR certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP200	Advanced Practice RN 1	Professional	Professional	Professionals	SWD	M

## Job Summary

Under supervision of a senior APRN, performs advanced nursing functions and healthcare services in specialized areas. Operates under a written nurse protocol agreement with their delegating physician, conducts complete physicals, provides treatment, and counsels clients. May prescribe medication in some cases.

## Entry Qualifications

Doctorate or Master's degree in nursing from an accredited college or university and/or other education requirements approved by the Georgia Board of Nursing AND certification in the specialty area(s) approved by Georgia Board of Nursing AND Georgia license as a Registered Professional Nurse AND Georgia license as an APRN AND CPR certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP201	Advanced Practice RN 2	Professional	Professional	Professionals	SWD	N

## Job Summary

Under general supervision, performs advanced nursing functions and healthcare services in specialized areas. Operates under a written nurse protocol agreement with their delegating physician, conducts complete physicals, provides treatment, and counsels clients. May prescribe medication in some cases.

## Entry Qualifications

Doctorate or Master's degree in nursing from an accredited college or university and/or other education requirements approved by the Georgia Board of Nursing AND certification in the specialty area(s) approved by Georgia Board of Nursing AND Two years of PH experience AND Georgia license as a Registered Professional Nurse AND Georgia license as a APRN AND current certification in specialty area AND CPR certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP202	Advanced Practice RN 3	Professional	Professional	Professionals	SWD	O

## Job Summary

Under broad supervision, performs advanced nursing functions and healthcare services in specialized areas. Operates under a written nurse protocol agreement with their delegating physician, conducts complete physicals, provides treatment, and counsels clients. May prescribe medication in some cases.

## Entry Qualifications

Doctorate or Master's degree in Nursing from an accredited college or university and/or other education requirements approved by the Georgia Board of Nursing AND certification in the specialty area(s) approved by Georgia Board of Nursing AND Four years of PH experience AND Georgia license as a Registered Professional Nurse AND Georgia license as a APRN AND current certification in specialty area AND CPR certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP203	Advanced Practice RN Spv	Supervisor	Supervisor	Professionals	SWD	P

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises lower level APRNs and other assigned staff. Performs advanced nursing functions and healthcare services in specialized areas. Operates under a written nurse protocol agreement with their delegating physician, conducts complete physicals, provides treatment and counsels clients. May prescribe medication in some cases.

## Entry Qualifications

Doctorate or Master's degree in nursing from an accredited college or university and/or other education requirements approved by the Georgia Board of Nursing AND certification in the specialty area(s) approved by Georgia Board of Nursing AND Six years of PH experience AND Georgia license as a Registered Professional Nurse AND Georgia license as a APRN AND current certification in specialty area AND CPR certification.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP210	PH Nursing Prog Consultant 1	Professional	Pro Consultant	Professionals	SWD	K

## Job Summary

Under general guidance, provides technical assistance and training within a public health nursing care specialty. Manages the planning and implementation of a specialty nursing program. Evaluates programs for compliance with state and/or federal guidelines.

## Entry Qualifications

Master's degree in nursing, public health or related field from an accredited college or university AND One year of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certified OR Bachelor's degree in nursing from an accredited college or university AND Three years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certified.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP211	PH Nursing Prog Consultant 2	Professional	Pro Consultant	Professionals	SWD	L

## Job Summary

Under general supervision, provides technical assistance and training within a public health nursing care specialty. Manages the planning and implementation of a specialty nursing program. Evaluates programs for compliance with state and/or federal guidelines.

## Entry Qualifications

Master's degree in nursing, public health or related field from an accredited college or university AND Two years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certified OR Bachelor's degree nursing from an accredited college or university AND Five years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certified OR Two years of experience at the lower level PH Nursing Prog Consultant 1 (HCP210) or position equivalent AND current Georgia Registered Professional Nurse license AND CPR certified.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP212	PH Nursing Prog Consultant 3	Professional	Pro Consultant	Professionals	SWD	M

### Job Summary

Under broad supervision, provides technical assistance and training within a public health nursing care specialty. Manages the planning and implementation of a specialty nursing program. Evaluates programs for compliance with state and/or federal guidelines. Acts as a lead worker on projects and/or programs.

### Entry Qualifications

Master's degree in nursing, public health or related field from an accredited college or university AND Three years of PHN experience AND current Georgia Professional Nurse license AND CPR certified OR Bachelor's degree nursing from an accredited college or university AND Five years of PHN experience AND current Georgia Professional Nurse license AND CPR certified OR Three years of experience at the lower level PH Nursing Prog Consultant 2 (HCP211) or position equivalent AND current Georgia Registered Professional Nurse license AND CPR certified.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCP213	PH Nursing Prog Consultant Spv	Professional	Pro Consultant	Professionals	SWD	N

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides technical assistance and training within a public health nursing care specialty. Plans, implements and supervises a specialty nursing program. Evaluates programs for compliance with state and/or federal guidelines.

### Entry Qualifications

Master's degree in nursing, public health or related field from an accredited college or university AND Four years of PHN experience AND current Georgia Registered Professional Nurse license AND CPR certification OR Bachelor's degree in nursing from an accredited college or university AND Six years of PHN experience AND current Georgia Professional Nurse license AND CPR certified OR Four years of experience at the lower level PH Nursing Prog Consultant 3 (HCP212) or position equivalent AND current Georgia Registered Professional Nurse license AND CPR certified.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS010	Dental Asst 1	Technician	Technician/Certified	Technicians	SWD	C

### Job Summary

Under direct supervision, learns to assist the dentist and/or hygienist in chair-side dentistry. Prepares dental instruments. May perform administrative duties.

### Entry Qualifications

Vocational/Technical degree in dental assisting from an accredited college OR High school diploma or GED AND Six months of experience in a dental setting.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS011	Dental Asst 2	Technician	Technician/Certified	Technicians	SWD	D

### Job Summary

Under general supervision, assists the dentist and/or hygienist in chair-side dentistry. Prepares dental instruments. May perform administrative duties.

### Entry Qualifications

Vocational/Technical degree in dental assisting from an accredited college AND Six months of experience as a dental hygienist OR High school diploma or GED AND One year of experience in a dental setting.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS012	Dental Asst 3	Technician	Technician/Certified	Technicians	SWD	E
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under broad supervision, assists the dentist and/or hygienist in chair-side dentistry. Prepares dental instruments. May perform administrative duties. May serve as a lead worker.			Vocational/Technical degree in dental assisting from an accredited college AND One year of experience as a dental hygienist OR High school diploma or GED AND Two years of experience as a dental hygienist.			
HCS013	Dental Asst Spv	Supervisor	Supervisor	Technicians	SWD	F
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Supervises, guides, and/or instructs the work assignments of subordinate staff. Assists the dentist and/or hygienist in chair-side dentistry. Prepares dental instruments. May perform administrative duties.			Vocational/Technical degree in dental assisting from an accredited college AND Four years of experience as a dental hygienist OR High school diploma or GED AND Six years of experience as a dental hygienist.			
HCS020	Health Aide 1	Support	Support/Labor	Service Maintenance	SWD	B
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under direct supervision, learns to provide basic patient care and works with patients/clients to develop daily living skills. May take vital signs.			High school diploma or GED.			
HCS021	Health Aide 2	Support	Support/Labor	Service Maintenance	SWD	C
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under general supervision, provides basic patient care and works with patients/clients to develop daily living skills. May take vital signs.			High school diploma or GED AND Six months of experience in a related field.			
HCS022	Health Aide 3	Support	Support/Labor	Service Maintenance	SWD	D
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under broad supervision, provides basic patient care and works with patients/clients to develop daily living skills. May take vital signs and perform other related medical procedures under the direction of nursing staff.			High school diploma or GED AND One year of experience in a related field OR One year of experience at the lower level Health Aide 2 (HCS021) or position equivalent.			



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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS023	Health Aide Spv	Supervisor	Supervisor	Service Maintenance	SWD	E

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides basic patient care and works with patients/clients to develop daily living skills. May take vital signs and perform other related medical procedures under the direction of nursing staff.

### Entry Qualifications

High school diploma or GED AND Two years of experience in a related field OR One year of experience at the lower level Health Aide 3 (HCS022) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS030	Pharmacy Tech 1	Technician	Technician/Certified	Technicians	SWD	D

### Job Summary

Under direct supervision, prepares medications under the direction of a pharmacist. May measure, mix, label and record amounts and dosages of medications.

### Entry Qualifications

High school diploma or GED.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS031	Pharmacy Tech 2	Technician	Technician/Certified	Technicians	SWD	E

### Job Summary

Under general supervision, prepares medications under the direction of a pharmacist. May measure, mix, label, and record amounts and dosages of medications.

### Entry Qualifications

High school diploma or GED AND Two years of experience working in a pharmacy.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS032	Pharmacy Tech 3	Technician	Technician/Certified	Technicians	SWD	F

### Job Summary

Under general supervision, prepares medications under the direction of a pharmacist. May measure, mix, label, and record amounts and dosages of medications. May serve as a lead worker.

### Entry Qualifications

High school diploma of GED AND Three years of experience working in a pharmacy.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS033	Pharmacy Tech Spv	Supervisor	Supervisor	Technicians	SWD	G

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Prepares medications under the direction of a pharmacist. May measure, mix, label and record amounts and dosages of medications.

### Entry Qualifications

High school diploma of GED AND Four years of experience working in a pharmacy.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS040	Nutrition Asst 1	Support	Support/Admin	Paraprofessionals	SWD	C

### Job Summary

Under supervision learns to assist in the provision of nutritional programs. May plan and produce meals based on guidelines, teach principles of food and nutrition or counsel individuals.

### Entry Qualifications

Associate's degree from an accredited college or university OR High school diploma or GED AND One year of clerical, information and referral, customer service or related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS041	Nutrition Asst 2	Support	Support/Admin	Paraprofessionals	SWD	D

### Job Summary

Under general supervision, assists in the provision of nutritional programs. May plan and produce meals based on guidelines, teach principles of food and nutrition or counsel individuals.

### Entry Qualifications

Associate's degree from an accredited college or university AND One year of experience in a related area OR High school diploma or GED AND Two years of clerical, information and referral, customer service or related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS042	Nutrition Asst 3	Support	Support/Admin	Paraprofessionals	SWD	E

### Job Summary

Under broad supervision, assists in the provision of nutritional programs. May plan and produce meals based on guidelines, teach principles of food and nutrition or counsel individuals. May serve as a lead worker.

### Entry Qualifications

Associate's degree from an accredited college or university AND Two years of experience in a related area OR High school diploma or GED AND Three years of clerical, information and referral, customer service or related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS043	Nutrition Asst Spv	Supervisor	Supervisor	Paraprofessionals	SWD	F

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Works to provide nutritional programs. May plan and produce meals based on guidelines, teach principles of food and nutrition or counsel individuals.

### Entry Qualifications

Associate's degree from an accredited college or university AND Three years of experience in a related area OR High school diploma or GED AND Four years of clerical, information and referral, customer service or related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS050	Nursing Asst 1	Support	Support/Admin	Paraprofessionals	SWD	B

### Job Summary

Under direct supervision, performs assigned direct care activities and basic nursing procedures in a nursing facility or home health care.

### Entry Qualifications

Must be certified as a Nursing Assistant.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS051	Nursing Asst 2	Support	Support/Admin	Paraprofessionals	SWD	C

### Job Summary

Under general supervision, performs assigned direct care activities and basic nursing procedures in a nursing facility or home health care.

### Entry Qualifications

Must be certified as a Nursing Assistant AND One year of experience at the lower level Nursing Asst 1 (HCS050) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS052	Nursing Asst 3	Support	Support/Admin	Paraprofessionals	SWD	D

### Job Summary

Under broad supervision, performs assigned direct care activities and basic nursing procedures in a nursing facility or home health care. May supervise staff.

### Entry Qualifications

Must be certified as a Nursing Assistant AND Two years of experience at the lower level Nursing Asst 2 (HCS051) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCS053	Nursing Asst Spv	Supervisor	Supervisor	Paraprofessionals	SWD	E

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs assigned direct care activities and basic nursing procedures in a nursing facility or home health care.

### Entry Qualifications

Must be certified as a Nursing Assistant AND Three years of experience at the lower level Nursing Asst 3 (HCS052) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT010	Dental Hygienist 1	Technician	Technician/Certified	Technicians	SWD	H

### Job Summary

Under direct supervision, cleans teeth, examines head, neck and oral areas for signs of oral disease. May educate clients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.

### Entry Qualifications

Associate's degree in dental hygiene from an accredited college or university AND current Georgia dental hygienist license.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT011	Dental Hygienist 2	Technician	Technician/Certified	Technicians	SWD	I

### Job Summary

Under general supervision, cleans teeth, examines head, neck and oral areas for signs of oral disease. May educate clients on oral hygiene, take and develop X-rays or apply fluoride or sealants.

### Entry Qualifications

Associate's degree in dental hygiene from an accredited college or university AND current Georgia dental hygienist license AND One year of related experience OR One year at the lower level Dental Hygienist 1 (HCT010) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT012	Dental Hygienist 3	Technician	Technician/Certified	Technicians	SWD	J

### Job Summary

Under broad supervision, cleans teeth, examines head, neck and oral areas for signs of oral disease. May educate clients on oral hygiene, take and develop X-rays or apply fluoride or sealants. May serve as a lead worker.

### Entry Qualifications

Associate's degree in dental hygiene from an accredited college or university AND current Georgia dental hygienist license AND Two years of related experience OR One year at the lower level Dental Hygienist 2 (HCT011) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT013	Dental Hygienist Spv	Supervisor	Supervisor	Technicians	SWD	K
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Supervises, guides, and/or instructs the work assignments of subordinate staff. Cleans teeth, examines head, neck and oral areas for signs of oral disease. May educate clients on oral hygiene, take and develop X-rays or apply fluoride or sealants.			Associate's degree in dental hygiene from an accredited college or university AND current Georgia dental hygienist license AND Three years of related experience OR One year at the lower level Dental Hygienist 3 (HCT012) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT020	Emergency Medical Tech 1	Technician	Technician/Certified	Technicians	SWD	D
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under direct supervision, assesses injuries, administers emergency medical care and extricates trapped individuals. Transports injured or sick persons to medical facilities.			High school diploma or GED AND current Georgia certification as an Emergency Medical Technician Basic AND CPR certification AND valid driver's license.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT021	Emergency Medical Tech 2	Technician	Technician/Certified	Technicians	SWD	E
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under general supervision, assesses injuries, administers emergency medical care and extricates trapped individuals. Transports injured or sick persons to medical facilities.			High school diploma or GED AND Six months of related experience AND current Georgia certification as an Emergency Medical Technician Basic AND CPR certification AND valid driver's license.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT022	Emergency Medical Tech 3	Technician	Technician/Certified	Technicians	SWD	F
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Under broad supervision, assesses injuries, administers emergency medical care and extricates trapped individuals. Transports injured or sick persons to medical facilities. May serve as a lead worker.			High school diploma or GED AND One year of related experience AND current Georgia certification as an Emergency Medical Technician Basic AND CPR certification AND valid driver's license.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT023	Emergency Medical Tech Spv	Supervisor	Supervisor	Technicians	SWD	G
<b>Job Summary</b>			<b>Entry Qualifications</b>			
Supervises, guides, and/or instructs the work assignments of subordinate staff. Assesses injuries, administers emergency medical care and extricates trapped individuals. Transports injured or sick persons to medical facilities.			High school diploma or GED AND Two years of related experience AND current Georgia certification as an Emergency Medical Technician Basic AND CPR certification AND valid driver's license.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT030	Licensed Practical Nurse 1	Technician	Technician/Certified	Technicians	SWD	E

### Job Summary

Under supervision, provides general direct nursing care to injured, ill, convalescent or disabled individuals. Care includes providing medical treatments, administering medication and giving injections.

### Entry Qualifications

Vocational/Technical degree from an accredited college AND current Georgia license to practice as a Licensed Practical Nurse.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT031	Licensed Practical Nurse 2	Technician	Technician/Certified	Technicians	SWD	F

### Job Summary

Under general supervision, provides general direct nursing care to injured, ill, convalescent or disabled individuals. Care includes providing medical treatments, administering medication and giving injections.

### Entry Qualifications

Vocational/Technical degree from an accredited college AND current Georgia license to practice as a Licensed Practical Nurse AND Six months of nursing experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT032	Licensed Practical Nurse 3	Technician	Technician/Certified	Technicians	SWD	G

### Job Summary

Under broad supervision, provides general direct nursing care to injured, ill, convalescent or disabled individuals. Care includes providing medical treatments, administering medication and giving injections.

### Entry Qualifications

Vocational/Technical degree from an accredited college AND current Georgia license to practice as a Licensed Practical Nurse AND One year of nursing experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT033	Licensed Practical Nurse Spv	Supervisor	Supervisor	Technicians	SWD	H

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides general direct nursing care to injured, ill, convalescent or disabled individuals. Care includes providing medical treatments, administering medication and giving injections.

### Entry Qualifications

Vocational/Technical degree from an accredited college AND current Georgia license to practice as a Licensed Practical Nurse AND Two years of experience in a team lead, supervisory or leadership role.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT040	Medical Records Tech 1	Technician	Technician/Uncertified	Office/Clerical	SWD	D

### Job Summary

Under direct supervision, compiles, processes and maintains medical records of hospital and clinic clients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Processes, maintains, compiles and reports client information for health requirements and standards.

### Entry Qualifications

High school diploma or GED AND eligibility for certification as a medical records technician by the American Health Information Management Association OR One year of experience in a medical records unit, which involved the independent coding of diagnostic data.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT041	Medical Records Tech 2	Technician	Technician/Uncertified	Office/Clerical	SWD	E

### Job Summary

Under general supervision, compiles, processes and maintains medical records of hospital and clinic clients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Processes, maintains, compiles and reports client information for health requirements and standards.

### Entry Qualifications

High school diploma or GED AND eligibility for certification as a medical records technician by the American Health Information Management Association OR Two years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year of experience at the lower level Medical Records Tech 1 (HCT040) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT042	Medical Records Tech 3	Technician	Technician/Uncertified	Office/Clerical	SWD	F

### Job Summary

Under broad supervision, compiles, processes and maintains medical records of hospital and clinic clients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Processes, maintains, compiles, and reports client information for health requirements and standards. May conduct utilization reviews. May serve as a lead worker.

### Entry Qualifications

High school diploma or GED AND certified as a medical records technician by the American Health Information Management Association AND Three years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year of experience at the lower level Medical Records Tech 2 (HCT041) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT043	Medical Records Tech Spv	Supervisor	Supervisor	Paraprofessionals	SWD	G

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Compiles, processes and maintains medical records of hospital and clinic clients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Processes, maintains, compiles and reports client information for health requirements and standards.

### Entry Qualifications

High school diploma or GED AND certified as a medical records technician by the American Health Information Management Association AND Four years of experience in a medical records unit, which involved the independent coding of diagnostic data OR One year of experience at the lower level Medical Records Tech 3 (HCT042) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT050	Physical/Occup Therapy Tech 1	Technician	Technician/Uncertified	Technicians	SWD	H

### Job Summary

Under supervision, assists physical therapists or occupational therapists in providing therapy treatments and procedures. May, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, direct activity programs, document the progress of treatment and modify specific treatments in accordance with client status and within the scope of treatment plans established by a therapist.

### Entry Qualifications

Associate's degree from an accredited college or university AND current license or license-eligible in the state of Georgia in the specific area of assignment (i.e., physical therapy, occupational therapy etc.).

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT051	Physical/Occup Therapy Tech 2	Technician	Technician/Uncertified	Technicians	SWD	I

### Job Summary

Under general supervision, assists physical therapists or occupational therapists in providing therapy treatments and procedures. May, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, direct activity programs, document the progress of treatment and modify specific treatments in accordance with client status and within the scope of treatment plans established by a therapist.

### Entry Qualifications

Associate's degree from an accredited college or university AND current license or license-eligible in the state of Georgia in the specific area of assignment (i.e., physical therapy, occupational therapy etc.) AND One year of experience required at the lower level Phys/Occup Therapy Tech 1 (HCT050) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT052	Physical/Occup Therapy Tech 3	Technician	Technician/Uncertified	Technicians	SWD	J

### Job Summary

Under broad supervision, assists physical therapists or occupational therapists in providing therapy treatments and procedures. May, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, direct activity programs, document the progress of treatment and modify specific treatments in accordance with client status and within the scope of treatment plans established by a therapist.

### Entry Qualifications

Associate's degree from an accredited college or university AND current license or license-eligible in the state of Georgia in the specific area of assignment (i.e., physical therapy, occupational therapy etc.) AND One year of experience required at the lower level Phys/Occup Therapy Tech 2 (HCT051) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT053	Phys/Occup Therapy Tech Spv	Supervisor	Supervisor	Technicians	SWD	K

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Assists physical therapists or occupational therapists in providing therapy treatments and procedures. May, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, direct activity programs, document the progress of treatment and modify specific treatments in accordance with client status and within the scope of treatment plans established by a therapist.

### Entry Qualifications

Associate's degree from an accredited college or university AND current license or license-eligible in the state of Georgia in the specific area of assignment (i.e., physical therapy, occupational therapy etc.) AND Two years of experience required at the lower level Phys/Occup Therapy Tech 3 (HCT052) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT060	Orthotics Tech 1	Technician	Technician/Uncertified	Technicians	SWD	E

### Job Summary

Under supervision, assists clients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthotic appliances. Learns to perform the fabrication, modification and repair of adaptive equipment and orthotic devices and their components.

### Entry Qualifications

Vocational/Technical degree in a skilled trade from an accredited college OR One year of experience in the use of hand and power tools and heavy shop equipment.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT061	Orthotics Tech 2	Technician	Technician/Uncertified	Technicians	SWD	F
<b>Job Summary</b> Under general supervision, assists clients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthotic appliances. Performs the fabrication, modification and repair of adaptive equipment and orthotic devices and their components.			<b>Entry Qualifications</b> Vocational/Technical degree in a skilled trade from an accredited college OR One year of experience in the use of hand and power tools and heavy shop equipment AND One year of experience required at the lower level Orthotics Tech 1 (HCT060) or position equivalent.			
HCT062	Orthotics Tech 3	Technician	Technician/Uncertified	Technicians	SWD	G
<b>Job Summary</b> Under broad supervision, assists clients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthotic appliances. Performs the fabrication, modification and repair of adaptive equipment and orthotic devices and their components. May serve as a lead worker.			<b>Entry Qualifications</b> Vocational/Technical degree in a skilled trade from an accredited college OR One year of experience in the use of hand and power tools and heavy shop equipment AND One year of experience required at the lower level Orthotics Tech 2 (HCT061) or position equivalent.			
HCT063	Orthotics Tech Spv	Supervisor	Supervisor	Technicians	SWD	H
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Assists clients with disabling conditions of limbs and spine or with partial or total absence of limb by fitting and preparing orthotic appliances. Performs the fabrication, modification and repair of adaptive equipment and orthotic devices and their components.			<b>Entry Qualifications</b> Vocational/Technical degree in a skilled trade from an accredited college OR One year of experience in the use of hand and power tools and heavy shop equipment AND Two years of experience required at the lower level Orthotics Tech 3 (HCT062) or position equivalent.			
HCT070	Radiologist 1	Technician	Technician/Certified	Technicians	SWD	G
<b>Job Summary</b> Under direct supervision, prepares and operates radiographic equipment utilized to take general radiographic images. Develops images and checks for clarity.			<b>Entry Qualifications</b> Associate's degree or diploma in radiologic technology from an accredited college or university or program AND American Registry of Radiologic Technologists (ARRT) certification.			
HCT071	Radiologist 2	Technician	Technician/Certified	Technicians	SWD	H
<b>Job Summary</b> Under general supervision, prepares and operates radiographic equipment utilized to take general radiographic images. Develops images and checks for clarity.			<b>Entry Qualifications</b> Associate's degree or diploma in radiologic technology from an accredited college or university or program AND American Registry of Radiologic Technologists (ARRT) certification AND Two years of related experience.			



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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT072	Radiologist 3	Technician	Technician/Certified	Technicians	SWD	I
<b>Job Summary</b> Under broad supervision, prepares and operates radiographic equipment utilized to take general radiographic images. Develops images and checks for clarity. May serve as a lead worker.			<b>Entry Qualifications</b> Associate's degree or diploma in radiologic technology from an accredited college or university or program AND American Registry of Radiologic Technologists (ARRT) certification AND Four years of related experience.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT073	Radiologist Spv	Supervisor	Supervisor	Technicians	SWD	J
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Prepares and operates radiographic equipment utilized to take general radiographic images. Develops images and checks for clarity.			<b>Entry Qualifications</b> Bachelor's degree or diploma in radiologic technology from an accredited college or university or program AND American Registry of Radiologic Technologists (ARRT) certification AND Four years of related experience.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT080	Respiratory Therapy Tech 1	Technician	Technician/Certified	Technicians	SWD	G
<b>Job Summary</b> Under supervision, assesses, treats and cares for clients with breathing disorders. Initiate and conduct therapeutic procedures. Maintain client records and select, assemble, check and operate equipment.			<b>Entry Qualifications</b> Bachelor's degree in medical technology or life sciences from an accredited college or university AND current Respiratory Therapist license.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT081	Respiratory Therapy Tech 2	Technician	Technician/Certified	Technicians	SWD	H
<b>Job Summary</b> Under general supervision, assesses, treats and cares for clients with breathing disorders. Initiate and conduct therapeutic procedures. Maintain client records and select, assemble, check and operate equipment.			<b>Entry Qualifications</b> Bachelor's degree in medical technology or life sciences from an accredited college or university AND One year of experience AND current Respiratory Therapist license.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT082	Respiratory Therapy Tech 3	Technician	Technician/Certified	Technicians	SWD	I
<b>Job Summary</b> Under broad supervision, assesses, treats and cares for clients with breathing disorders. Initiate and conduct therapeutic procedures. Maintain client records and select, assemble, check and operate equipment. May serve as a lead worker.			<b>Entry Qualifications</b> Bachelor's degree in medical technology or life sciences from an accredited college or university AND Two years of experience AND current Respiratory Therapist license.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT083	Respiratory Therapy Tech Spv	Supervisor	Supervisor	Technicians	SWD	J

**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Assesses, treats and cares for clients with breathing disorders. Initiate and conduct therapeutic procedures. Maintain client records and select, assemble, check and operate equipment.

**Entry Qualifications**

Bachelor's degree in medical technology or life sciences from an accredited college or university AND Three years of experience AND current Respiratory Therapist license.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT090	Dental Technician 1	Technician	Technician/Certified	Technicians	SWD	F

**Job Summary**

Under direct supervision, designs, prepares, fabricates and repairs dentures or dental appliances as prescribed by dentists and other specialists.

**Entry Qualifications**

Vocational/Technical degree in dental technology from an accredited college AND One year of experience as a technician in a dental laboratory.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT091	Dental Technician 2	Technician	Technician/Certified	Technicians	SWD	G

**Job Summary**

Under general supervision, designs, prepares, fabricates and repairs dentures or dental appliances as prescribed by dentists and other specialists.

**Entry Qualifications**

Vocational/Technical degree in dental technology from an accredited college AND Two years of experience as a technician in a dental laboratory.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT092	Dental Technician 3	Technician	Technician/Certified	Technicians	SWD	H

**Job Summary**

Under broad supervision, designs, prepares, fabricates and repairs dentures or dental appliances as prescribed by dentists and other specialists. May serve as a lead worker.

**Entry Qualifications**

Vocational/Technical degree in dental technology from an accredited college AND Three years of experience as a technician in a dental laboratory.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT093	Dental Technician Spv	Supervisor	Supervisor	Technicians	SWD	I

**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Designs, prepares, fabricates and repairs dentures or dental appliances as prescribed by dentists and other specialists.

**Entry Qualifications**

Vocational/Technical degree in dental technology from an accredited college AND Four years of experience as a technician in a dental laboratory.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT100	Medical Assistant 1	Technician	Technician/Certified	Office/Clerical	SWD	E

### Job Summary

Under direct supervision, performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood.

### Entry Qualifications

Vocational/Technical degree in medical assisting from an accredited college OR High school diploma or GED AND One year of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT101	Medical Assistant 2	Technician	Technician/Certified	Office/Clerical	SWD	F

### Job Summary

Under general supervision, performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood.

### Entry Qualifications

Vocational/Technical degree in medical assisting from an accredited college AND One year of related experience OR High school diploma or GED AND Two years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT102	Medical Assistant 3	Technician	Technician/Certified	Office/Clerical	SWD	G

### Job Summary

Under broad supervision, performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood. May serve as a lead worker.

### Entry Qualifications

Vocational/Technical degree in medical assisting from an accredited college AND Two years of related experience OR High school diploma or GED AND Three years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT103	Medical Assistant Spv	Supervisor	Supervisor	Office/Clerical	SWD	H

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood.

### Entry Qualifications

Vocational/Technical degree in medical assisting from an accredited college AND Three years of related experience OR High school diploma or GED AND Four years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT110	PH LPN 1	Technician	Technician/Certified	Technicians	SWD	E

### Job Summary

Under direct supervision, provides assistance to public health nurses and county programs. Provides care which includes providing medical treatments, administering medication and giving injections. Assigned to specific clinical duties within the scope of an LPN practice in public health.

### Entry Qualifications

Vocational/Technical degree in licensed practical nursing from an accredited college AND current Georgia license to practice as a Licensed Practical Nurse AND CPR certification AND completion of all necessary orientation and training for Public Health LPN. No experience required.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT111	PH LPN 2	Technician	Technician/Certified	Technicians	SWD	F

### Job Summary

Under general supervision, provides assistance to public health nurses and county programs. Provides care which includes providing medical treatments, administering medication and giving injections. Assigned to specific clinical duties within the scope of an LPN practice in public health.

### Entry Qualifications

Vocational/Technical degree in licensed practical nursing from an accredited college AND Two years of LPN public health experience AND current Georgia license to practice as a Licensed Practical Nurse AND CPR certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT112	PH LPN 3	Technician	Technician/Certified	Technicians	SWD	G

### Job Summary

Under broad supervision, provides assistance to public health nurses and county programs. Provides general direct nursing care. Care includes providing medical treatments, administering medication and giving injections. Assigned to specific clinical duties within the scope of an LPN practice in public health and acts as a lead worker over specified projects or programs.

### Entry Qualifications

Vocational/Technical degree in licensed practical nursing from an accredited college AND Four years of LPN public health experience AND current Georgia license to practice as a Licensed Practical Nurse AND CPR certification.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
HCT113	PH LPN Spv	Supervisor	Supervisor	Technicians	SWD	H

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides assistance to public health nurses and county programs. Provides general direct nursing care. Care includes providing medical treatments, administering medication and giving injections. Assigned to specific clinical duties within the scope of an LPN practice in public health.

### Entry Qualifications

Vocational/Technical degree in licensed practical nursing from an accredited college AND Five years of LPN public health experience, Two years of which in a lead or supervisory role AND current Georgia license to practice as a Licensed Practical Nurse AND CPR certification.