As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade	
GSM010	Mgr, Business Ops	SWD	L	
Min Salary		Mid Salary	Max Salary	
\$50,982.94		\$66,351.55	\$81,720.15	
Job Summ	nary	Entry Quali	fications	
programmatic activities facility. Recommends ar	e of support, operational, and for a department, agency or nd implements policies and ordinate supervisors and staff.	or administration, or a related field which includes two d years in a managerial or supervisory role; or six (6)		
Job Code	Job Title	Salary Plan	Grade	
GSM011	Mgr 2, Business Ops	SWD	М	
Min Salary		Mid Salary	Max Salary	
\$56,310.72		\$73,677.24	\$91,043.76	
Job Summary		Entry Qualifications		
Leads a diverse range of support, operational, and programmatic activities for a department, agency or		Bachelor's degree in operations management, business administration, or a related field which includes three (3)		

programmatic activities for a department, agency or facility. Recommends and implements policies and procedures. Directs subordinate supervisors and staff. Will manage large numbers of agency staff or have large scope of responsibility within agency. Bachelor's degree in operations management, business administration, or a related field which includes three (3) years in a managerial or supervisory role; or seven (7) years of related professional experience which includes three (3) years in a managerial or supervisory role; or three (3) years of experience required at the lower level Mgr, Business Ops (GSM010) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-overyear.

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
GSM012	Sr Mgr, Business Ops	SWD	Ν
Min Salary	Mid	d Salary	Max Salary
\$62,331.12	\$81	,955.29	\$101,579.45
Job Sumn	nary	Entry Qualifica	tions
Directs a diverse range of support, operational, and programmatic activities for a department, agency or facility. Recommends and implements policies and procedures. Directs subordinate managers and staff.		Bachelor's degree in operations management, business administration, or a related field which includes four (4) years in a managerial or supervisory role; or eight (8) years of related professional experience which includes four (4) years in a managerial or supervisory role; or four (4) years of experience required at the lower level Mgr 2, Business Ops (GSM011) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-	
Job Code	Job Title	Salary Plan	Grade
GSM013	Sr Mgr 2, Business Ops	SWD	Р
Min Salary	Mid	d Salary	Max Salary
\$76,821.60	\$101	\$101,879.70 \$126,937.80	
Job Summary		Entry Qualifications	
Plans and assists with operational, and programmatic		Bachelor's degree in operations management, business	

Plans and assists with operational, and programmatic activities for a department, agency or facility. Recommends and implements policies and procedures. Directs subordinate managers and staff. Will provide some direction and influence on agency policy. Provides leadership across multiple units, departments, and/or regions. Bachelor's degree in operations management, business administration, or a related field which includes five (5) years in a managerial or supervisory role; or nine (9) years of related professional experience which includes five (5) years in a managerial or supervisory role; or five (5) years of experience required at the lower level Sr Mgr, Business Ops (GSM012) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-overyear.

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
GSM014	Dir, Business Ops	SWD	Q
Min Salary		d Salary Max Salary	
\$85,508.41	\$113,82	24.07	\$142,139.72
Job Summary Oversees a diverse range of support, operational, and programmatic activities for a department, agency or facility. Recommends and implements policies and procedures. Provides leadership to subordinate managers and staff.		Entry Qualifications Bachelor's degree in operations management, business administration, or a related field which includes six (6) years in a managerial or supervisory role; or ten (10) years of related professional experience which includes six (6) years in a managerial or supervisory role; or six (6) years of experience required at the lower level Sr Mgr 2, Business Ops (GSM013) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over- year.	
Job Code	Job Title	Salary Plan	Grade
GSM015	Sr. Director, Business Ops	SWD	R
Min Salary \$95,324.50		Mid Salary Max Salary \$127,321.19 \$159,317.88	
Job Sum	mary Entry Qualifications		ions
Oversees a diverse range of support, operational, and		Bachelor's degree in operations management, business	

Oversees a diverse range of support, operational, and programmatic activities for a department, agency or facility. Recommends and implements policies and procedures with high-level decision-making capabilities. Provides strategic leadership to subordinate managers, and maintains an operating budget for multiple programs. Bachelor's degree in operations management, business administration, or a related field which includes seven (7) years in a managerial or supervisory role; or ten (10) years of related professional experience which includes seven (7) years in a managerial or supervisory role; or seven (7) years of experience required at the lower, Business Ops (GSM014) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

leadership to subordinate managers and staff.

Job Code	Job Title	Salary Plan	Grade
GSM020	Mgr, Training	SWD	Μ
Min Salary \$56,310.72		Salary 577.24	Max Salary \$91,043.76
Manages functional/teo agency. Ensures standa and development. Over outcomes in relation to activities. May design, o	Job Summary ctional/technical training strategy for an res standards are met for end-to-end learning nent. Oversees training and learning relation to functional and/or technical training y design, develop and deliver training as cts subordinate supervisors and staff. Entry Qualifications High school diploma/GED and one (1) year experience required in area of assignment; or six (6) experience required in area of assignment worker, team leader, role.Note: An equivalent combination of kni education, job or intern experience, training certifications that provides the necessary kni skills to successfully perform the job at the be substituted year-over-year.		ne (1) year of management t; or six (6) years of ssignment which includes am leader, or supervisory ation of knowledge, nce, training, or recessary knowledge and
Job Code	Job Title	Salary Plan	Grade
GSM021	Sr Mgr, Training	SWD	Ν
•		d Salary ,955.29 Max Salary \$101,579.45 Entry Qualifications High school diploma/GED and four (4) years of program management or supervisory experience to include demonstrated advance level knowledge of project	
learning outcomes in re technical training activi	velopment. Oversees training and elation to functional and/or ties. May design, develop and ed. Directs subordinate managers	management and policy development/interpretation.Not combination of knowledge, educ experience, training, or certificat necessary knowledge and skills t job at the level listed may be sub	e: An equivalent cation, job or intern cions that provides the o successfully perform the
Job Code	Job Title	Salary Plan	Grade
GSM022	Dir, Training	SWD	0
Min Salary \$69,134.16		Salary 309.47	Max Salary \$113,484.78
Job Sumr	nary	Entry Qualifications	
Oversees functional/teo agency. Sets standards development. Oversees relation to functional a	chnical training strategy for an for end-to-end learning and s training and learning outcomes in nd/or technical training activities. training programs. Provides	varning andin area of assignment, which includes four (4) years in a managerial role.raining activities.managerial role.	

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
GSP030	Graphics and Visual Art Sp	ec 1 SWD	I
Min Salary \$38,452.58		Salary 142.29	Max Salary \$61,832.00
Job Summary Under supervision, provides professional design and implementation of artistic products. As a team member, consults with clients on publication and presentation projects.		Entry Qualifications High school diploma/GED and three (3) years of professional job-related experience or equivalent combination of relevant education, training and experience.	
Job Code	Job Title	Salary Plan	Grade
GSP031	Graphics and Visual Art Sp	ec 2 SWD	J
Min Salary \$41,569.83		Salary 428.52	Max Salary \$67,287.20
Job Summary Under general supervision, provides professional design and implementation of artistic products. As a team member, consults with clients on publication and presentation projects.		Entry Qualifications High school diploma/GED and four (4) years of professiona job-related experience or equivalent combination of relevant education, training and experience; or two (2) years of experience required at the lower level Graphics and Visual Art Spec 1 (GSP030).	
Job Code	Job Title	Salary Plan	Grade
GSP032	Graphics and Visual Art Sp	ec 3 SWD	К
Min Salary \$44,998.81		Salary 143.37	Max Salary \$73,287.92
management of visual concepts for a routine and highly job-relat		Entry Qualifica High school diploma/GED and f job-related experience or equiv relevant education, training and	ive (5) years of professional valent combination of

specifications from internal and external customers and translating these parameters into a finished product using the appropriate artistic medium. May serve as lead worker. years of experience required at the lower level Graphics and Visual Art Spec 2 (GSP031).

Job Code	Job Title	Salary Plan	Grade
			Grade
GSP033	Graphics Visual Art Spec Sp	v SWD	L
Min Salary	Mid	Salary	Max Salary
\$50,982.94	\$66,3	51.55	\$81,720.15
Job Summa	rv	Entry Qualificatio	ns
Supervises, guides, and/or of subordinate staff. Supe concepts for a routine and assignments by interpretin and external customers ar	instructs the work assignments	High school diploma/GED and six (job-related experience or equivale relevant education, training and ex years of experience required at the and Visual Art Spec 3 (GSP032).	nt combination of (perience; or two (2)
Job Code	Job Title	Salary Plan	Grade
GSP040	Communications Spec 1	SWD	Н
Min Salary \$35,618.70		Salary 45.72	Max Salary \$56,872.73
and implementation of a c	ry with the planning, development communications program, and/or n assigned agency, department,	Entry Qualificatio High school diploma/GED and thre communications or job-related exp	e (3) of experience of
Job Code	Job Title	Salary Plan	Grade
GSP041	Communications Spec 2	SWD	I
Min Salary \$38,452.58		Salary 42.29	Max Salary \$61,832.00
Job Summary Under general supervision, plans, develops and implements a communications or outreach program, and/or public relations plan for an assigned agency, department, facility or function. Develops informational publications and presentations, and plans conferences and seminars for social or community outreach.		Entry Qualifications High school diploma/GED and four (4) years of communications or job-related experience; or one (1) year of experience required at the lower level Communications Spec 1 (GSP040).	

Job Code	Job Title	Salary Plan	Grade
GSP042	Communications Spec 3	SWD	К
Min Salary \$44,998.81	Mid 5 \$59,1	Salary 43.37	Max Salary \$73,287.92
Job Summary Under broad supervision, plans, develops and implements a communications or outreach program, and/or public relations plan for an assigned agency, department, facility or function. May assist in the managing of projects/campaigns and program plans for social or community outreach. Develops communication materials and presentations.		Entry Qualifications High school diploma/GED and five (5) years of experience communications or job-related experience; or one (1) year of experience required at the lower level Communications Spec 2 (GSP041).	
Job Code	Job Title	Salary Plan	Grade
GSP043	Communications Spec 4	SWD	L
Min Salary \$50,982.94	Mid 5 \$66,3	Salary 51.55	Max Salary \$81,720.15
Job Summary Under limited supervision, develops and implements campaigns and communication programs for social or community outreach. Leads and develops strategic planning efforts, and creates/develops communication materials, techniques and/or tools. May also serve in a lead role.		Entry Qualific High school diploma/GED and communications or job-related of experience required at the Spec 3 (GSP042).	six (6) years of experience d experience; or one (1) year
Job Code	Job Title	Salary Plan	Grade
GSP050	Planner 1	SWD	I
Min Salary \$38,452.58	Mid 5 \$50,1	Salary 42.29	Max Salary \$61,832.00
planning, development, n	ary acts research, assists in the nodification and implementation policy and strategic plans.	Entry Qualific High school diploma/GED and hours (60 semester hours) at a university.Note: An equivalent knowledge, education, job or or certifications that provides and skills to successfully perfo may be substituted year-over-	completion of 90 quarter an accredited college or combination of intern experience, training, the necessary knowledge rm the job at the level listed

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
GSP051	Planner 2	SWD	J
Min Salary	Mid	Salary	Max Salary
\$41,569.83	\$54,4	128.52	\$67,287.20
Job Summai	Ŷ	Entry Qualificat	ions
Under general supervision, conducts research and assists in the planning, development, modification and implementation of agency and/or division policy and strategic plans. Administers agency programs in an assigned specialty area.		High school diploma/GED and completion of 90 quarter hours (60 semester hours) at an accredited college or university and two (2) years of job-related experience; one (1) year experience required at the lower level Planner 1 (GSP050) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.	
Job Code	Job Title	Salary Plan	Grade
GSP052	Planner 3	SWD	К
Min Salary	Mid	Salary	Max Salary
\$44,998.81	\$59,1	43.37	\$73,287.92
Job Summary		Entry Qualifications	
Under broad supervision, conducts critical analysis research, develops or modifies policy and strategic plans, and implements, evaluates programs in an assigned specialty area. Prepares reports and presentations, and		High school diploma/GED and completion of 90 quarter hours (60 semester hours) at an accredited college or university and four (4) years of job-related experience; or two (2) years experience required at the lower level	

works with clients, loan/grant applicants, outside vendors, and management to develop or implement programs in a manner that addresses division/department strategies.

Planner 2 (GSP051) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-overyear.

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Job Code	Job Title	Salary Plan	Grade
GSP053	Planner Spv	SWD	L
Min Salary \$50,982.94		l Salary 351.55	Max Salary \$81,720.15
Job Summ	ary	Entry Qualific	ations
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises policy development, modification, implementation and evaluation in an assigned specialty area. Analyzes proposed legislation to determine potential effects on the assigned department or program area(s). Prepares reports and presentations, and works with clients, loan/grant applicants, outside vendors, and management to develop or implement programs in a manner that addresses division/department strategies.		High school diploma/GED and completion of 90 quarter hours (60 semester hours) at an accredited college or university and four (4) years of job-related experience, which includes one (1) year in a lead worker, team leader or supervisory role; or two (2) year's experience required at the lower level Planner3 (GSP052) or position equivalent.Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year."	
Job Code	Job Title	Salary Plan	Grade
GSP070	Marketing Spec 1	SWD	J
Min Salary	Mic	l Salary	Max Salary
, \$41,569.83		428.52	\$67,287.20
Job Summary Under supervision, assists in the planning, development and implementation of a marketing strategy. Develops various types of marketing materials.		Entry Qualifications Associate degree in communication, English, or public relations from an accredited college or university.	
Job Code	Job Title	Salary Plan	Grade
GSP071	Marketing Spec 2	SWD	К
Min Salary \$44,998.81		l Salary 143.37	Max Salary \$73,287.92
Job Summary Under general supervision, develops, implements and plans a marketing strategy. Creates marketing materials such as brochures, flyers and posters for distribution.		Entry Qualifications Associate degree in communication, English, or public relations from an accredited college or university and two (2) years of job-related experience; or one (1) year of experience required at the lower level Marketing Spec 1 (GSP070) or position equivalent.	

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade	
GSP072	Marketing Spec 3	SWD	L	
Min Salary	Mid	Salary	Max Salary	
\$50,982.94	\$66,3	351.55	\$81,720.15	
Job Summary	/	Entry Quali	ications	
Under broad supervision, d an overall marketing strate agency. Creates marketing	er broad supervision, develops, implements and plans verall marketing strategy for a section, division or cy. Creates marketing materials such as brochures, s and posters for distribution. Associate deg relations for (3) years of joint experience re		te degree in communication, English, or public s from an accredited college or university and three s of job-related experience; or one (1) year of nce required at the lower level Marketing Spec 2 L) or position equivalent.	
Job Code	Job Title	Salary Plan	Grade	
GSP073	Marketing Spec Spv	SWD	Μ	
Min Salary	Mid	Salary	Max Salary	
\$56,310.72	\$73,	677.24	\$91,043.76	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the development, implementation and planning of an overall marketing strategy for a section, division or agency. Develops and administers the marketing budget.		Entry Qualifications Associate degree in communication, English, or public relations from an accredited college or university and for (4) years of job-related experience; or one (1) year of experience required at the lower level Marketing Spec 3 (GSP072) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade	
GSP090	Prgm Consultant 1	SWD	К	
Min Salary \$44,998.81		Salary 143.37	Max Salary \$73,287.92	
Job Summary Under supervision, assists in the planning, coordination, organization and assessment of the development and implementation of a functional program including program evaluation, and program management. Learns to oversee, develops, and implements policy, procedures and		that sufficiently supplied exp	d one (1) year of job-related an apprenticeship/internship erience to understand the ne major duties of the position	

processes. Performs complex and comprehensive research.

experience that provides the requisite knowledge, skills and abilities to successfully perform the job.

	9 11		
Job Code	Job Title	Salary Plan	Grade
GSP091	Prgm Consultant 2	SWD	L
Min Salary \$50,982.94		id Salary 6,351.55	Max Salary \$81,720.15
and assesses the develo functional program inclu program management.	on, plans, coordinates, organizes pment and implementation of a Iding program evaluation, and Oversees, develops, and edures and processes. Analyzes	Entry Qualifications High school diploma/GED and one (1) year of experience required at the lower level Prgm Consultant 1 (GSP090) or any other combination of education and professional experience that provides the requisite knowledge, skills and abilities to successfully perform the job.	
Job Code	Job Title	Salary Plan	Grade
GSP092	Prgm Consultant 3	SWD	Μ
Min Salary \$56,310.72		id Salary 3,677.24	Max Salary \$91,043.76
assesses the developme functional program inclu program management. implements policy, proc	n, plans, coordinates, organizes and nt and implementation of a uding program evaluation, and	High school diploma/GED an required at the lower level P any other combination of ed experience that provides the and abilities to successfully p	rgm Consultant 2 (GSP091) or ucation and professional requisite knowledge, skills
Job Code	Job Title	Salary Plan	Grade
GSP093	Prgm Consultant Spv	SWD	Ν
Min Salary \$62,331.12		id Salary 1,955.29	Max Salary \$101,579.45
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Plans, coordinates, organizes and assesses the development and implementation of a functional program including program evaluation, and program management. Oversees, develops, and implements policy, procedures and processes. May be responsible for program budgeting. Strategically plans for function based on complex and comprehensive research.		Entry Qualifications High school diploma/GED and one (1) year of experience required at the lower level Prgm Consultant 3 (GSP092) or any other combination of education and professional experience that provides the requisite knowledge, skills and abilities to successfully perform the job.	

Job Code	Job Title	Salary Plan	Grade	
GSP100	Strategic Planning Spec 1	SWD	J	
Min Salary \$41,569.83	Mid Sa \$54,42		Max Salary \$67,287.20	
Job Summary Under supervision, responsi the facilitation of strategic p	ble for planning and organizing	that sufficiently supplied exp) year of job-related an apprenticeship/internship	
Job Code	Job Title	Salary Plan	Grade	
GSP101	Strategic Planning Spec 2	SWD	К	
Min Salary \$44,998.81	Mid Sa \$59,14		Max Salary \$73,287.92	
Job Summary Under general supervision, responsible for planning and organizing the facilitation of strategic planning processes.		Entry Qualifications Associate degree and one (1) year of experience required at the lower level Strategic Planning Spec 1 (GSP100) or position equivalent.		
Job Code	Job Title	Salary Plan	Grade	
GSP102	Strategic Planning Spec 3	SWD	L	
Min Salary \$50,982.94	Mid Sa \$66,35		Max Salary \$81,720.15	
Under broad supervision, re	Job Summary Entry Qu supervision, responsible for planning and Associate degree and two		Qualifications two (2) years of experience required tegic Planning Spec 2 (GSP101) or	
Job Code	Job Title	Salary Plan	Grade	
GSP103	Strategic Planning Spec Spv	SWD	Μ	
Min Salary \$56,310.72	Mid Sa \$73,67		Max Salary \$91,043.76	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Responsible for planning and organizing the facilitation of strategic planning processes.		Entry Qualifications Associate degree and three (3) years of job-related experience, and one (1) year of which at the lower level Strategic Planning Spec 3 (GSP102) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
GSP110	Project Mgr (Non-IT) 1	SWD	L
Min Salary		۸id Salary	Max Salary
\$50,982.94	\$6	56,351.55	\$81,720.15
Job Summary		•	Qualifications
project or phases of a large coordinating activities of pr appropriate resources need to ensure timely completion			GED AND One year of professional d to the area of assignment.
Job Code	Job Title	Salary Plan	Grade
GSP111	Project Mgr (Non-IT) 2	SWD	М
Min Salary	Ν	۸id Salary	Max Salary
\$56,310.72	\$7	73,677.24	\$91,043.76
Job Summary	1	Entry C	Qualifications
Managers and other managers work of subordinate staff. V	dentifying appropriate	(2) years of experience Mgr (Non-IT) 1 (GSP110	required at the lower level Project)).
Job Code	Job Title	Salary Plan	Grade
GSP112	Project Consultant (Nor	n-IT) 1 SWD	М
Min Salary \$56,310.72		Лid Salary 73,677.24	Max Salary \$91,043.76
Job Summary			Qualifications
Under limited supervision, establishes operating procedures, practices and guidelines and communicates them with program or department personnel. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project. Monitors and controls schedules and project budgets. Communicates with managerial staff as needed. Plans and manages business development and project management activities for a program or department that have a significant impact to the agency.			ED and four (4) years of professional d to the area of assignment.

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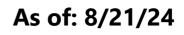
Job Code	Job Title	Salary Plan	Grade
GSP113	Project Consultant (Non-IT) 2	SWD	Ν
Min Salary \$62,331.12	Mid Sa \$81,955	•	Max Salary \$101,579.45
Job Summary Under minimal supervision, establishes operating procedures, practices and guidelines and communicates them with program or department personnel. Establishes, monitors and controls schedules and project budgets. Plans, organizes and manages work of project managers and support staff. Directs business development and project management activities for a program or department. Directs implementation of tools, systems, and processes of program or department. Responsible for cross-business program needs that may span agency. Serves as highest advanced level subject matter expert, providing authoritative guidance for professional staff. Does not supervise staff.		ix (6) years of professional	
Job Code	Job Title	Salary Plan	Grade
GSP114	Program Mgr (Non-IT) 1	SWD	Ν
Min Salary \$62,331.12	Mid Sa \$81,955	•	Max Salary \$101,579.45
Ich Summary Entry Qualifications		ations	

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Establishes operating procedures, practices and guidelines and communicates them with program or department personnel. Establishes, monitors and controls schedules and project budgets. Plans, organizes and manages work of project managers and support staff. Plans and manages business development and project management activities for a program or department.

Entry Qualifications

High school diploma/GED and eight (8) years of professional level experience related to the area of assignment.



Job Code	Job Title	Salary Plan	Grade
GSP115	Program Mgr (Non-IT) 2	SWD	0
Min Salary \$69,134.16		Salary 309.47	Max Salary \$113,484.78
operating procedures, prac communicates them with p personnel. Establishes, mor and project budgets. Plans, project managers and supp development and project n program or department. Di systems, and processes of p	rvisors and staff. Establishes stices and guidelines and program or department nitors and controls schedules organizes and manages work of port staff. Directs business nanagement activities for a irects implementation of tools,	Entry Qualif High school diploma/GED and professional level experience assignment.	d ten (10) years of
Job Code	Job Title	Salary Plan	Grade
GSP120	Training & Dev Spec 1	SWD	G
Min Salary \$33,042.45		Salary 703.38	Max Salary \$52,364.30
training sessions for an age	o assess, plan and/or coordinate ncy. Performs end-to-end Begins to evaluate training and on to functional and/or		d one (1) year of experience in hing, mentoring or related job
Job Code	Job Title	Salary Plan	Grade
GSP121	Training & Dev Spec 2	SWD	Ι
Min Salary \$38,452.58		Salary 142.29	Max Salary \$61,832.00
	responsible for assessing, ng training sessions for an nd learning and development. ning outcomes in relation to	Entry Qualif High school diploma/GED and providing educational, trainir functional area; or one (1) ye the lower level Training & De	d two (2) years of experience ng or instructional services in ear of experience required at

and/or any specialized functions.

	5 11		
Job Code	Job Title	Salary Plan	Grade
GSP122	Training & Dev Spec 3	SWD	К
Min Salary \$44,998.81		d Salary 1,143.37	Max Salary \$73,287.92
planning and/or coordina agency. Performs end-to-	, responsible for assessing, ating training sessions for an -end learning and development. arning outcomes in relation to	providing educational, traini	nd three (3) years of experienc ing or instructional services in ear of experience required at
Job Code	Job Title	Salary Plan	Grade
GSP123	Training & Dev Spec Spv	SWD	L
Min Salary \$50,982.94		d Salary 5,351.55	Max Salary \$81,720.15
and/or coordinating train Performs end-to-end lear raining and learning out	oonsible for assessing, planning ning sessions for an agency. rning and development. Evaluates comes in relation to functional activities. Supervises all activities ise.	team leader, or supervisory	one (1) year in a lead worker, role; or one (1) year of ower level Training & Dev Spec
Job Code	Job Title	Salary Plan	Grade
GSP130	Busi Support Analyst 1	SWD	J
Min Salary \$41,569.83		d Salary .,428.52	Max Salary \$67,287.20
Job Summary Under supervision, performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. May partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, grants, contracts, implementation of procedures,		(1) year of experience relate assignment.Note: An equiva knowledge, education, job c or certifications that provide	nication, English, or public I college or university and one ed to area of lent combination of or intern experience, training, es the necessary knowledge form the job at the level listed

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Job Code	Job Title	Salary Plan	Grade
GSP131	Busi Support Analyst 2	SWD	К
Min Salary	Mid	Salary	Max Salary
\$44,998.81		143.37	\$73,287.92
trends, discrepancies, and efficiency and effectivenes with other departments, d vendors to address busines latitudes of independent ju provide high level support	, performs complex statistical, financial, or and reporting in support of king in functional area. Identifies	(2) years of experience relat one (1) year of experience re Support Analyst 1 (GSP130). combination of knowledge, o experience, training, or certi necessary knowledge and sk	nication, English, or public college or university and two ed to area of assignment; or equired at the lower level Busi Note: An equivalent education, job or intern

providing task guidance of j	junior team members.		
Job Code	Job Title	Salary Plan	Grade
GSP132	Busi Support Analyst 3	SWD	L
Min Salary	Mid Salar	•	Max Salary \$81,720.15
\$50,982.94	\$66,351.5	5	Ş01,720.15

Job Summary

Under broad supervision, performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. May partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions. Assists with orientation, training, or providing task guidance of junior team members. Provides strategic analysis.

specialized functions. Assists with orientation, training, or

Entry Qualifications

Associate degree in communication, English, or public relations from an accredited college or university and three (3) years of experience related to area of assignment; or one (1) year of experience required at the lower level Busi Support Analyst 2 (GSP131).Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
GSP133	Busi Support Analyst Spv	SWD	М
Min Salary	Mid Salary		Max Salary
\$56,310.72	\$73,677.24		\$91,043.76
Job Summary		Entry Qual	fications

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. May partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions. Assists with orientation, training, or providing task guidance of junior team members. Provides strategic analysis.

Associate degree in communication, English, or public relations from an accredited college or university and four (4) years of experience related to area of assignment; or one (1) year of experience required at the lower level Busi Support Analyst 3 (GSP132).Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

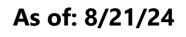
Job Code	Job Title	Salary Plan	Grade
GSP134	Business Analyst 4	SWD	Μ
Min Salary	Mid Sal	ary	Max Salary
\$56,310.72	\$73,677	2.24	\$91,043.76

Job Summary

Performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. May partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions. Assists with orientation, training, or providing task guidance of junior team members. Provides strategic analysis.

Entry Qualifications

Bachelor's degree in business or related field from an accredited college or university AND Six years of experience related to area of assignment. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.



Job Code	Job Title	Salary Plan	Grade
GSP141	Executive Admin Assist 1	SWD	L
Min Salary \$50,982.94	Mid Salary \$66,351.55		Max Salary \$81,720.15

Job Summary

Entry Qualifications

Under general supervision, provides administrative support to the highest level of administration within the organization. Responsible for scheduling appointments, maintaining calendars, and managing multiple priorities. Assist in the preparation of reports, gathering and researching information, preparing presentations, coordinating meetings, copying and filing, preparing notes, performing data entry, and other special projects as needed. Reviews incoming correspondences to executive and forwards appropriately or, based on a knowledge of recipient's views, may respond for them. Assists in the administration and interpretation of policies and procedures for the organization and department. Maintains confidential information. May act as a spokesperson for departmental inquiries. Performs related responsibilities as required attention of the executive.

High School diploma/GED and two (2) years of professionallevel job-related experience working in an administrationrelated field.

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
GSP142	Executive Admin Assist 2	SWD	Ν
Min Salary \$62,331.12		Mid Salary \$81,955.29	
Job Summ Under broad supervision to the highest level of ad organization. Responsibl maintaining calendars, a Assist in the preparation researching information, coordinating meetings, of performing data entry, a needed. Reviews incomit and forwards appropriat recipient's views, may re administration and inter procedures for the organ Maintains confidential in schedule clerical and sec for employee transaction resolving employee issue spokesperson for depart complex duties that requ	ary a, provides administrative support lministration within the e for scheduling appointments, nd managing multiple priorities. of reports, gathering and preparing presentations, copying and filing, preparing notes, nd other special projects as ng correspondences to executive ely or, based on a knowledge of espond for them. Assists in the pretation of policies and nization and department. offormation. May supervise and retarial staff, initiates paperwork hs, and assists in investigating and es or concerns. May act as a mental inquiries. Manages uire large degree of independent ted responsibilities as required	Entry Qua High School diploma/GED professional job-related ac Level role; or Two (2) year	\$101,579.45 and three (3) years of aministrative support to a Senior s of experience at the lower level GSP141) or equivalent position.
Jah Cada	Lab. This	Calam Dlan	Cuerda

Job Code	Job Title	Salary Plan	Grade
GSP150	Media Relations Specialist 1	SWD	J
Min Salary	Mid Salary		Max Salary
\$41,569.83	\$54,428.52		\$67,287.20
		Fastar Oscali	(i a a bi a ma

Job Summary

Under supervision, learns to create and maintain a positive public image for the organization they represent. Writes and designs media releases, speeches, print, web-based communications, and/or social media content to shape public perception of agency/department and to increase awareness of its work and goals. Must cultivate relationships with press offices, journalists, bloggers and opinion leaders. Assist in preparing senior leadership for press conferences, media interviews and speeches. Positions agency for media success by implementing protocols for internal crises communications and leveraging opportunities for rapid response. Collaborates on media strategy across organization.

Entry Qualifications

Associate degree in communication, journalism, or other closely related field from an accredited college or university.

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
GSP151	Media Relations Specialist 2	SWD	К
Min Salary \$44,998.81	Mid Sa \$59,143		Max Salary \$73,287.92
maintaining a positive put they represent. Writes and speeches, print, web-bas media content to shape p agency/department and and goals. Must cultivate journalists, bloggers and spokesperson for variety preparing senior leadersh interviews and speeches success by implementing	on, responsible for creating and ablic image for the organization and designs media releases, eed communications, and/or social public perception of to increase awareness of its work e relationships with press offices, opinion leaders. May act as of media inquiries. Assist in hip for press conferences, media . Positions agency for media g protocols for internal crises eraging opportunities for rapid	Entry Qualification Associate degree in communication closely related field from an accredi university and two (2) years of medi experience; or Associate degree in o journalism or related field from an a university and one (1) year of exper Media Relations Specialist 1 (GSP15 position.	, journalism, or other ted college or ia relations job-related communication and accredited college or ience at the lower level
Job Code	Job Title	Salary Plan	Grade
GSP152	Media Relations Specialist 3	SWD	L

Min Salary	Mid Salary
\$50,982.94	\$66,351.55

Job Summary

Under broad supervision, responsible for creating and maintaining a positive public image for the organization they represent. Writes and designs media releases, speeches, print, web-based communications, and/or social media content to shape public perception of agency/department and to increase awareness of its work and goals. Must cultivate relationships with press offices, journalists, bloggers and opinion leaders. May act as spokesperson for variety of media inquiries. Assist in preparing senior leadership for press conferences, media interviews and speeches. Positions agency for media success by implementing protocols for internal crises communications and leveraging opportunities for rapid response. Collaborates on media strategy across organization.

Entry Qualifications

Max Salary

\$81,720.15

Associate degree in communication, journalism, or other closely related field from an accredited college or university and three (3) years of job-related media relations experience; or one (1) year of experience at the lower level Media Relations Specialist 2 (GSP151) or equivalent position.

	alog. General Suppo		,
Job Code	Job Title	Salary Plan	Grade
GSP153	Media Relations Specialist	4 SWD	Μ
Min Salary \$56,310.72	Mid 5 \$73,6	Salary 77.24	Max Salary \$91,043.76
Job Summ	harv	Entry Qualification	IS
Under limited supervision maintaining a positive p they represent. Writes a speeches, print, web-ba media content to shape agency/department and and goals. Must cultivat journalists, bloggers and spokesperson for variet senior leadership for pre- and speeches. Positions developing and impleme communications and lever response. Collaborates of	on, responsible for creating and ublic image for the organization and designs media releases, sed communications, and/or social	Associate degree in communication closely related field from an accredi university and four (4) years of job- experience; or one (1) year of exper Media Relations Specialist 3 (GSP15 position.	, journalism, or other ted college or related media relations rience at the lower leve
Job Code	Job Title	Salary Plan	Grade
GSP160	Forensic Artist 1	SWD	К
Min Salary	Mid S	Salary	Max Salary
\$44,998.81	\$59,1 [.]	43.37	\$73,287.92
to law enforcement to a criminal suspects and cr witnesses to create com	hary ides professional artistic assistance assist in the identification of ime victims. Interviews victims and aposite sketches, models and uspects and crime scene.	Entry Qualification High school diploma/GED and one (job-related experience.	
			Grade
Job Code	Job Title	Salary Plan	Grade
Job Code GSP161	Job Title Forensic Artist 2	SWD	L
	Forensic Artist 2	SWD	

Job Code	Job Title	Salary Plan	Grade
GSP162	Forensic Artist 3	SWD	М
Min Salary \$56,310.72		d Salary 8,677.24	Max Salary \$91,043.76
Job Summ	20/	Entry Quali	fications
Under broad supervision assistance to law enforce of criminal suspects and	, provides professional artistic ement to assist in the identification crime victims. Interviews victims composite sketches, models and	High school diploma/GED an professional job-related expe experience required at the lo (GSP161) or position equival	erience; or two (2) years of ower level Forensic Artist 2
Job Code	Job Title	Salary Plan	Grade
GSP163	Forensic Artist 4	SWD	Ν
Min Salary	Mi	d Salary	Max Salary
\$62,331.12		,955.29	\$101,579.45
assistance to law enforce of criminal suspects and and witnesses to create	ary n, provides professional artistic ement to assist in the identification crime victims. Interviews victims composite sketches, models and spects and crime scene. May also	Entry Qualit High school diploma/GED an job-related experience; or th required at the lower level F position equivalent.	d four (4) years of professiona ree (3) years of experience
Job Code	Job Title	Salary Plan	Grade
GSS080	Admin Support 1	SWD	С
Min Salary \$24,876.10		d Salary),594.84	Max Salary \$36,313.58
secretarial, clerical, and a functions/processes or a clerical functions in supp personnel. May enter da	, performs a variety of general	Entry Quality High school diploma/GED an office functions and compute	d ability to perform basic

Job Code	Job Title	Salary Plan	Grade
GSS081	Admin Support 2	SWD	D
Min Salary \$26,635.71		Mid Salary 533,410.22	Max Salary \$40,184.72
secretarial, clerical, and ad functions/processes or a f clerical functions in suppo personnel. May enter data records. The work include equipment. Work is perfo	n, performs a variety of general dministrative support few specialized or essential ort of a unit or office and related a and/or process documents and s operating standard office	Entry Qualif High school diploma/GED and office or administrative expe	d two (2) years of general
Job Code	Job Title	Salary Plan	Grade
GSS082	Admin Support 3	SWD	E
Min Salary \$28,571.29		Mid Salary 36,023.24	Max Salary \$43,475.18
secretarial, clerical, and ad functions/processes or a f clerical functions in suppo personnel. May enter data	performs a variety of general	Entry Qualif High school diploma/GED and progressively complex office	
Job Code	Job Title	Salary Plan	Grade
GSS083	Admin Support Spv	SWD	F
Min Salary \$30,700.42		Mid Salary 38,897.56	Max Salary \$47,094.70
of subordinate staff. Perfor secretarial, clerical, and ac functions/processes or a f clerical functions in suppor personnel. May enter data	r instructs the work assignments orms a variety of general	required at the lower level Admin Support 3 (GSSO position equivalent. Must show ability to lead or su a team. ed	

investigate, and/or resolve program data or issues. Drafts documentation, reports, or presentations. Represents program or unit, provides information and assistance to

internal and external customers.

Job Code	Job Title	Salary Plan	Grade
GSS090	Customer Svc Associate 1	SWD	D
Min Salary \$26,635.71		Salary 10.22	Max Salary \$40,184.72
inquiry calls. Records probl	nswers customer problems and	Entry Qualific High school diploma/GED and s work experience providing cust assistance.	six (6) months of full-time
Job Code	Job Title	Salary Plan	Grade
GSS091	Customer Svc Associate 2	SWD	E
Min Salary \$28,571.29		Salary 23.24	Max Salary \$43,475.18
and inquiry calls. Records p Performs first level problem	y answers customer problems problem history information. n determination and resolution. vides guidance and experience	Entry Qualifica High school diploma/GED and a work experience providing cust assistance.	one (1) year of full-time
Job Code	Job Title	Salary Plan	Grade
GST050	Admin Assistant 1	SWD	F
Min Salary \$30,700.42		Salary 97.56	Max Salary \$47,094.70
administration duties for as	erforms a wide range of office ssigned functions or program lex in nature and may involve	Entry Qualifica High school diploma/GED and t experience.	

Job Code	Job Title	Salary Plan	Grade
GST051	Admin Assistant 2	SWD	G
Min Salary \$33,042.45		Mid Salary 542,703.38	Max Salary \$52,364.30
		Entry Qualifi	cations
administration duties for areas, duties may be con access to confidential inf investigate, and/or resol documentation, reports,	on, performs a wide range of office r assigned functions or program nplex in nature and may involve formation. May research, ve program data or issues. Drafts or presentations. Represents es information and assistance to	•	three (3) years of job-relate f experience required at the
Job Code	Job Title	Salary Plan	Grade
GST052	Admin Assistant 3	SWD	Н
Min Salary		Mid Salan	Max Salary
Min Salary \$35,618.70		Mid Salary 546,245.72	\$56,872.73
Job Summ	• • •	Entry Qualifications	
administration duties for areas, duties may be con access to confidential inf investigate, and/or resol documentation, reports,	a, performs a wide range of office r assigned functions or program nplex in nature and may involve formation. May research, ve program data or issues. Drafts or presentations. Represents es information and assistance to stomers.	High school diploma/GED and experience; or two (2) years o lower level Admin Assistant 2 equivalent.	of experience required at the
Job Code	Job Title	Salary Plan	Grade
GST053	Admin Assistant Spv	SWD	J
Min Salary \$41,569.83		Mid Salary 554,428.52	Max Salary \$67,287.20
Supervises, guides, and/o of subordinate staff. Per administration duties for areas, duties may be cor access to confidential inf	Summary The s, and/or instructs the work assignments aff. Performs a wide range of office uties for assigned functions or program be complex in nature and may involve ntial information. May research, or resolve program data or issues. Drafts reports, or presentations. Represents provides information and assistance to rnal customers. Entry Qualifications High school diploma/GED and five (5) y experience; or two (2) years of experient lower level Admin Assistant 3 (GST052) equivalent.		l five (5) years of job-related of experience required at the

pertinent information.

Job Code	Job Title	Salary Plan	Grade
GST110	Dispatcher 1	LAW	LF
Min Salary \$32,543.42		Salary 945.62	Max Salary \$53,347.82
Job Summa		Entry Qualificat	tions
Under direct supervision, a priorities among incoming appropriate personnel or a using both radios and com	monitors radio frequencies, sets events and dispatches the agency to necessary locations uputers. Keeps accurate status of nt and personnel by maintaining	High school diploma/GED and G eligibility as a Communications (eorgia P.O.S.T. certification
Job Code	Job Title	Salary Plan	Grade
GST111	Dispatcher 2	LAW	LG
Min Salary \$35,350.46		Salary 735.13	Max Salary \$58,119.80
Job Summa	rv	Entry Qualificat	tions
Under direct supervision, a priorities among incoming appropriate personnel or a using both radios and com	monitors radio frequencies, sets events and dispatches the agency to necessary locations oputers. Keeps accurate status of nt and personnel by maintaining	High school diploma/GED and tw related experience; or one (1) ye at the lower level Dispatcher 1 (equivalent. Note: Georgia P.O.S.T Communications Officer is requi	ear of experience required GST110) or position . certification as a
Job Code	Job Title	Salary Plan	Grade
GST112	Dispatcher 3	LAW	LH
Min Salary \$42,317.52		Salary 684.65	Max Salary \$67,051.77
Job Summa	rv	Entry Qualificat	tions
Under general supervision sets priorities among inco appropriate personnel or a using both radios and com	, monitors radio frequencies, ming events and dispatches the agency to necessary locations uputers. Keeps accurate status of nt and personnel by maintaining	High school diploma/GED and tw required at the lower level Dispa position equivalent.Note: Georg as a Communications Officer is r	vo (2) years of experience atcher 2 (GST111) or a P.O.S.T. certification

Job Code	Job Title	Salary Plan	Grade
GST113	Dispatcher 4	LAW	LI
Min Salary \$45,405.27		Salary 853.11	Max Salary \$72,300.95
priorities among incoming appropriate personnel or a using both radios and com	nonitors radio frequencies, sets events and dispatches the gency to necessary locations puters. Keeps accurate status of nt and personnel by maintaining	Entry Qualificat High school diploma/GED and th required at the lower level Dispa position equivalent.Note: Georgi as a Communications Officer is r	ree (3) years of experience atcher 3 (GST112) or a P.O.S.T. certification
Job Code	Job Title	Salary Plan	Grade
GST114	Senior Dispatcher	LAW	LK
Min Salary \$53,876.53		Salary 330.23	Max Salary \$86,783.92
of subordinate staff as a sh on a shift to ensure the saf	y instructs the work assignments hift supervisor. Supervises staff ety and operational needs of r emergency personnel are met	Entry Qualificat High school diploma or GED AND required at the lower levels Disp (GST112) or 4 (GST113) or positi Certification as a Communication) Two years of experience atcher 2 (GST111), 3 on equivalent. POST
Job Code	Job Title	Salary Plan	Grade
GST120	Customer Svc Rep 1	SWD	F
Min Salary \$30,700.42		Salary 897.56	Max Salary \$47,094.70
the general public, interna	vorks and communicates with I customers and/or external mation and services targeted to	Entry Qualificat High school diploma/GED and or communicating information in a are required.	ne (1) year of experience

researches governing policies, procedures or laws to

respond to clients or visitors.

Job Code	Job Title	Salary Plan	Grade
GST121	Customer Svc Rep 2	SWD	G
Min Salary		Salary	Max Salary
\$33,042.45	\$42,7	703.38	\$52,364.30
the general public, internal customers to provide inform	works and communicates with customers and/or external mation and services targeted to ns. May resolve complicated ervice and/or researches	Entry Qualifica High school diploma/GED and to communicating information in a or one (1) year of experience re Customer Svc Rep 1 (GST120) o	wo (2) years of experience a customer service setting; equired at the lower level
Job Code	Job Title	Salary Plan	Grade
GST122	Customer Svc Rep 3	SWD	Н
Min Salary \$35,618.70		Salary 245.72	Max Salary \$56,872.73
the general public, internal	vorks and communicates with customers and/or external mation and recommendations expectations. Resolves g customer service and/or es, procedures or laws to	Entry Qualifica High school diploma/GED and th communicating information in a or two (2) years of experience r Customer Svc Rep 2 (GST121).	hree (3) years of experience a customer service setting;
Job Code	Job Title	Salary Plan	Grade
GST123	Customer Svc Rep Spv	SWD	I
Min Salary \$38,452.58		Salary 142.29	Max Salary \$61,832.00
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises staff that communicates with the general public, internal customers and/or external customers to provide information and recommendations targeted to meet customer expectations. Resolves complicated issues involving customer service and/or		worker, team leader, or supervisory role communicating information in a customer service setting; or two (2) yea	
-	os procoduros or laws to		

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
GST124	Customer Svc Rep Spv 2	SWD	J
Min Salary \$41,569.83		Salary 428.52	Max Salary \$67,287.20
Job Current		Entry Qualificat	ions
internal customers and/ information and recomn customer expectations. I involving customer servi policies, procedures or la	nunicates with the general public, or external customers to provide nendations targeted to meet Resolves complicated issues ce and/or researches governing aws to respond to clients or plans work of assigned staff. Has	High school diploma/GED and six worker, team leader, or supervis information in a customer servic of experience required at the low Spv (GST123).	x (6) years in a lead sory role communicating e setting; or four (4) years
Job Code	Job Title	Salary Plan	Grade
GST125	Customer Svc Rep 4	SWD	I
Min Salary \$38,452.58		Salary 142.29	Max Salary \$61,832.00
Job Summ	arv	Entry Qualificat	ions
Under limited supervisio the general public, intern customers to provide inf targeted to meet custom complicated issues invol conducts advanced rese	in, works and communicates with nal customers and/or external formation and recommendations ner expectations. Resolves highly ving customer service and/or arch on governing policies, spond to clients or visitors.	Bachelor's degree from an accre AND Three years of advanced ex service setting communicating ir of advanced experience in a cust communicating information OR required at the lower level Custo position equivalent.	perience in a customer aformation OR Five years comer service setting Two years of experience
Job Code	Job Title	Salary Plan	Grade
PSP230	Field Coordinator	SWD	К
Min Salary \$44,998.81		Salary 143.37	Max Salary \$73,287.92
Job Summ	arv	Entry Qualificat	ions
An employee of the Geo Homeland Security Agen Emergency Communicat	rgia Emergency Management and icy (GEMA/HS) and/or the Georgia ions Authority (GECA). Under el professional Field Coordinator is	ement andBachelor's degree and two (2) years of professional-levelche Georgiaexperience in emergency management, financialUndermanagement (grants, contracting, claims management,	

supervision, the first-level professional Field Coordinator is responsible for planning, developing, and implementing a statewide emergency management program area. Participates in program planning and surveys, prepares technical correspondence and reports, and promotes and implements emergency management training activities. In addition, the Field Coordinator responds to emergencies and disasters, provides public and/or individual assistance, reviews and processes information or assistance requests, and distributes and tracks assigned disaster preparedness

funds and grants.

budgeting), training/education, homeland security, public information/affairs, program/project management, environmental analysis/planning, civil/structural engineering, legislative affairs, and/or urban planning.

Note: Additional qualifying experience will substitute, year for year for the education requirement.

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade
PSP231	Field Coordinator 2	SWD	L
Min Salary	Mid S	Salary	Max Salary
\$50,982.94	\$66,3	51.55	\$81,720.15
Job Summary		Entry Qualifica	tions

Job Summary

An employee of the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) and/or the Georgia Emergency Communications Authority (GECA). Under general supervision, the second-level professional Field Coordinator 2 is responsible for planning, developing, and implementing a statewide emergency management program area. May assist with complex emergency and disaster programs and/or operate as project team leaders. Participates in the development and coordination of emergency management planning. In addition, the Field Coordinator 2 responds to emergencies and disasters, provides public and/or individual assistance, reviews and processes requests for information or assistance, and coordinates the distribution and tracking of disaster funds and grants.

Bachelor's degree and three (3) years of professional-level experience in emergency management, financial management (grants, contracting, claims management, budgeting), training/education, homeland security, public information/affairs, program/project management, environmental analysis/planning, civil/structural engineering, legislative affairs, and/or urban planning; or two (2) years of experience required at the lower level Field Coordinator (PSP230).Note: Additional qualifying experience will substitute, year for year for the education requirement."

Job Code	Job Title	Salary Plan	Grade
PSP232	Field Coordinator 3	SWD	Μ
Min Salary \$56,310.72	Mid Sala \$73,677.2	•	Max Salary \$91,043.76

Job Summary

An employee of the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) and/or the Georgia Emergency Communications Authority (GECA). Under broad supervision, the third-level professional Field Coordinator 3 is responsible for planning, developing, and implementing a statewide emergency management program area. Incumbents may assist with complex emergency and disaster programs and/or operate as project team leaders and participate in developing and coordinating emergency management planning. In addition, the Field Coordinator 3 responds to emergencies and disasters, provides public and/or individual assistance, reviews and processes requests for information or assistance, and coordinates the distribution and tracking of disaster funds and grants. May serve as a Field Coordinator Team Lead or Field Coordinator Trainer. Field Coordinator 3 may manage or supervise first and second-level Field Coordinators.

Entry Qualifications

Bachelor's degree and four (4) years of professional-level experience in emergency management, financial management (grants, contracting, claims management, budgeting), training/education, homeland security, public information/affairs, program/project management, environmental analysis/planning, civil/structural engineering, legislative affairs, and/or urban planning; or three (3) years of experience required at the lower level Field Coordinator 2 (PSP231).Note: Additional qualifying full-time work in emergency management may be substituted, year for year, for the education requirement."

As of: 8/21/24

Job Code	Job Title	Salary Plan	Grade	
PSP233	Field Coordinator Spv.	SWD	Ν	
Min Salary	Mid Salary		Max Salary	
\$62,331.12	\$81,955	5.29	\$101,579.45	
Joh Summary		Entry Qualifications		

Job Summary

An employee of the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) and/or the Georgia Emergency Communications Authority (GECA). The professional Field Coordinator Supervisor is responsible for developing and implementing a statewide emergency management program area. Incumbents coordinate with multiple jurisdictions and train and monitor disaster and emergency personnel. The Field Coordinator Supervisor supervises the processing and reviewing of state and federal grant payment requests, submitted bills, and invoices. Field Coordinator supervision includes hiring recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline.

Bachelor's degree and six (6) years of professional-level experience in emergency management, financial management (grants, contracting, claims management, budgeting), training/education, homeland security, public information/affairs, program/project management, environmental analysis/planning, civil/structural engineering, legislative affairs, and/or urban planning; or three (3) years of experience required at the lower level Field Coordinator 3 (PSP232).Note: Additional qualifying full-time work in emergency management may be substituted, year for year, for the education requirement.