



## Program Operations Specialist

Division of Public Health  
Office of Preparedness

### Job Description

The Georgia Department of Human Resources, Division of Public Health is seeking a Program Operations Specialist for the Office of Preparedness.

Under general supervision, the incumbent will perform a variety of duties associated with one or more operational and/or programmatic functions in support of the agency's emergency preparedness mission. The position will typically have experience in other jobs collaborating with other branches and offices within the department and are given assignments and/or responsibilities commensurate with their experience, training, and abilities as well as the needs of the organization.

### Qualifications

Completion of an undergraduate major appropriate to the area of assignment **AND** one year of professional experience in operations analysis or completion of an undergraduate major appropriate to the area of assignment and three years of professional experience in analysis, research, or a programmatic area appropriate to the area of assignment.

### Preferred Qualifications

- A Bachelor's or 4-year degree in a life or health science field
- Experience working with hospitals, EMS, and community health centers

### Benefits

In addition to a competitive starting salary (\$31,474.08 - \$55,072.08 ), we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

Note: Current state employees are subject to the statewide salary plan administration practices. This position is a pay grade 14 on the statewide salary plan.

### Area Information

This position is located in downtown [Atlanta](#).

Metro Atlanta has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

We're located across from Underground Atlanta. Parking is nearby as well as direct access to [MARTA's](#) rail and bus system.

### Applying for this job

Please email your cover letter and resume in Microsoft Word format to: [willis@dhrjobs.com](mailto:willis@dhrjobs.com)

To ensure proper routing/handling of your credentials **type** the following as your email subject: **Program Operations Specialist-186276**

The candidate selected for this position may be subject to pre-employment drug screening, criminal background check and reference check.

The Georgia Department of Human Resources provides services to ensure the health and welfare of Georgians. As an employee of DHR, in the event of an identified emergency, you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the Department.

**DHR is an Equal Opportunity Employer**