Welcome to the Georgia State University Career Paths!

As a valued current or future employee, it is the philosophy of the university to attract, retain and reward a highly qualified, diverse and productive workforce in a fair and consistent manner. As a part of that philosophy, the university believes in providing employees with the information and resources to promote their growth, development and advancement.

Career paths are a group or series of positions which map out the next promotional steps between positions. The career paths identify the job family, job title, position number, pay grade, Fair Labor Standards Act (FLSA) status, and the minimum hiring standards (MHS) required for the position. Most movements between positions are promotional to the next highest level; however, some may move laterally, depending on the job family. Regardless of where you are in your career, you are encouraged to explore the opportunities of interest to you and collaborate with your manager for support in reaching your career goals.

SELECT THE JOB TITLE OF INTEREST BELOW TO REVIEW THE CAREER PATH

GENERAL PAY PLAN

JOB TITLES

* AA & EEO Specialist I
* AA & EEO Specialist II
* Academic Advisor I
* Academic Advisor II
* Academic Advisor III
* Accountant I
* Accountant II
* Accountant III
* Accountant, Senior
* Accounting Assistant
* Accounting Assistant, Senior
* Accounting Clerk
* Accounting Manager
* Administrative Assistant
* Administrative Coordinator
* Administrative Specialist, Academic
* Administrative Specialist, Administrative
* Administrative Specialist, Administrative, Senior
* Administrative Specialist, Curriculum
* Administrative Specialist, Managerial
* Administrative Specialist, Student Affairs
* Administrative Specialist to the President
* Administrative Specialist to the Provost
* Admissions Coordinator I
* Admissions Coordinator II
* Admissions Coordinator III
* Admissions Counselor I
* Admissions Counselor II
* Admissions Counselor III
* Air Conditioning Mechanic I
* Air Conditioning Mechanic II
* Alarm System Technician I
* Alarm System Technician II
# GEORGIA STATE UNIVERSITY

## HUMAN RESOURCES

## JOB CAREER PATHS

SELECT THE JOB TITLE OF INTEREST BELOW TO REVIEW THE CAREER PATH

## GENERAL PAY PLAN

### JOB TITLES

| Page 2 |
|---|---|
| * Alumni Development Specialist I |
| * Alumni Development Specialist II |
| * Analyst Programmer, Associate |
| * Analyst Programmer, Intermediate |
| * Analyst Programmer, Lead |
| * Analyst Programmer, Manager |
| * Architect I |
| * Architect II |
| * Architect III |
| * Archival Assistant |
| * Archival Associate |
| * Assistant to the Dean |
| * Assistant to the Director |
| * Assistant to the Vice President |
| * Assistant Food Operations Supervisor |
| * Assistant Manager, Benefits |
| * Assistant Residence Hall Director |
| * Assistant Technology Manager |
| * Associate to the Dean |
| * Associate to the Director |
| * Associate to the Vice President |
| * Audio Visual Technician I |
| * Audio Visual Technician II |
| * Auditor I |
| * Auditor II |
| * Auditor III |
| * Auditor, Senior |
| * Benefits Assistant |
| * Benefits Counselor |
| * Benefits Specialist II |
| * Benefits Specialist, Senior |
| * Biosafety Officer |
| * Biosafety Officer, Senior |
| * Biosafety Specialist |
| * Biosafety Specialist, Senior |
| * Budget Analyst I |
| * Budget Analyst II |
| * Budget Analyst III |
| * Business Manager I |
| * Business Manager II |
| * Business Manager III |
| * Business Systems Analyst |
| * Business Systems Analyst, Senior |
| * Buyer I |
| * Buyer II |
| * Buyer III |
| * CAD/CAFM Specialist I |
| * CAD/CAFM Specialist II |
| * Career Counselor |
| * Career Counselor, Senior |
| * Career Information Research Analyst I |
| * Career Information Research Analyst II |
| * Career Information Research Analyst III |
| * Carpenter I |
| * Carpenter II |
| * Carpenter III |
| * Carpenter Foreperson |
| * Chef |
| * Chef II |
| * Chemical Safety Officer |
| * Chemical Safety Specialist |
| * Chemical Safety Specialist, Senior |
| * Chief Mechanical Engineer |
GEORGIA STATE UNIVERSITY
HUMAN RESOURCES

JOB CAREER PATHS

SELECT THE JOB TITLE OF INTEREST
BELOW TO REVIEW THE CAREER PATH

GENERAL PAY PLAN
JOB TITLES

* Child Development Aide I
* Child Development Aide II
* Child Development Aide III
* Child Development Specialist I
* Child Development Specialist II
* Child Development Specialist III
* Classification & Compensation Assistant
* Classification & Compensation Consultant
* Classroom Support Manager
* Classroom Support Technician, Assistant
* Classroom Support Technician, Associate
* Classroom Support Technician, Intermediate
* Classroom Support Technician, Lead
* Clerk
* Clerk, Senior
* College HR Officer
* College/Division HR Coordinator
* College/Division HR Coordinator, Senior
* College Technology Coordinator
* Community Services Specialist I
* Community Services Specialist II
* Community Services Specialist II, Disabled Students
* Community Services Specialist III
* Compliance Officer
* Compliance Specialist
* Cook I
* Cook I (10-Month)
* Cook II
* Cook II (10-Month)
* Cook III
* Construction Estimator
* Construction Estimator, Major Projects
* Construction Project Manager
* Construction Project Manager, Senior
* Custodial Foreperson
* Custodian I
* Custodian II
* Custodian III
* Customer Services Specialist I
* Customer Services Specialist II
* Customer Services Specialist III
* Data Administrator, Associate
* Data Administrator, Intermediate
* Data Administrator, Lead
* Data Administrator Manager
* Data Entry Clerk I
* Data Entry Clerk II
* Data Entry Clerk III
* Database Administrator, Associate
* Database Administrator, Intermediate
* Database Administrator, Lead
* Database Administrator, Manager
* Degree Program Assistant
* Degree Program Specialist
* Delivery Worker I
* Delivery Worker II
* Department Technology Coordinator
* Department Technology Manager
* Development Associate
* Development Coordinator
SELECT THE JOB TITLE OF INTEREST
BELOW TO REVIEW THE CAREER PATH

GENERAL PAY PLAN

Job Titles

- Development Management Specialist I
- Development Management Specialist II
- Dining Hall Manager
- Dining Hall Manager II
- Dining Hall Supervisor
- Dishwasher I
- Dishwasher (10-Month)
- Dishwasher II
- Division HR Officer
- Editorial & Production Coordinator
- Editorial & Production Coordinator, Senior
- Educational Program Specialist
- Educational Program Specialist, Senior
- Educational Technology Specialist, Associate
- Educational Technology Specialist, Intermediate
- Educational Technology Specialist, Lead
- Educational Technology Specialist, Manager
- Electrical Engineer I
- Electrical Engineer II
- Electrical Foreperson
- Electrician I
- Electrician II
- Enrollment Services Assistant
- Enrollment Services Assistant, Senior
- Enrollment Services Specialist
- Enrollment Services Specialist, Senior
- Enrollment Services Supervisor
- Environmental Program Officer
- Environmental Program Officer, Senior
- Fire Safety Officer
- Fire Safety Manager
- Food Operations Supervisor - Panther’s Den Food
- Food Service Worker I
- Food Service Worker I (10-Month)
- Food Service Worker II
- Food Service Worker II (10-Month)
- GCIC Marketing & Training Specialist I
- GCIC Marketing & Training Specialist II
- Grants & Contracts Officer I
- Grants & Contracts Officer II
- Grants & Contracts Officer III
- Graphics Designer I
- Graphics Designer II
- Graphics Designer III
- Graphics Technician I
- Graphics Technician II
- Graphics Technician III
- Grounds Foreperson
- Groundskeeper I
- Groundskeeper II
- Groundskeeper III
- Hazardous Materials Specialist
- Hazardous Materials Specialist, Senior
- HRIS Assistant
- HRIS Specialist I
- HRIS Specialist II
- HRIS Specialist, Senior
- IACUC Compliance Officer
- IACUC Compliance Officer, Senior
- IACUC Compliance Specialist
- IACUC Compliance Specialist, Senior
SELECT THE JOB TITLE OF INTEREST BELOW TO REVIEW THE CAREER PATH

GENERAL PAY PLAN

JOB TITLES

* IRB Compliance Officer
* IRB Compliance Officer, Senior
* IRB Compliance Specialist
* IRB Compliance Specialist, Senior
* Information Specialist I
* Information Specialist II
* Information Systems Specialist, Associate
* Information Systems Specialist, Intermediate
* Information Systems Specialist, Lead
* Information Systems Manager
* Information Systems Training Manager
* Information Systems Training Specialist, Associate
* Information Systems Training Specialist, Intermediate
* Information Systems Training Specialist, Lead
* Institutional Research Analyst I
* Institutional Research Analyst II
* Institutional Research Assistant
* Interpreter Deaf/Hard of Hearing
* Interpreter Deaf/Hard of Hearing, Senior
* Laboratory Assistant
* Laboratory Coordinator
* Laboratory Supervisor
* Laboratory Technician I
* Laboratory Technician II
* Laboratory Technician III
* Laboratory Animal Technician I
* Laboratory Animal Technician II
* Laboratory Animal Technician III
* Lead Payroll Administrator
* Legal Assistant I
* Legal Assistant II
* Library Assistant I
* Library Assistant II
* Library Assistant III
* Library Associate I
* Library Associate II
* Library Specialist I
* Library Specialist II
* Library Technical Assistant
* Lieutenant
* Locksmith I
* Locksmith II
* Locksmith III
* Locksmith Foreperson
* Mail Clerk I
* Mail Clerk II
* Maintenance Foreperson
* Maintenance Worker I
* Maintenance Worker II
* Manager, Benefits
* Manager, Classification & Compensation
* Manager, Custodial Services
* Manager, GCCI Marketing & Training
* Manager, Hazardous Materials Program
* Manager, HRIS
* Manager, Payroll Accounting & Reporting
* Materials Control Coordinator I
* Materials Control Coordinator II
* Mechanical Engineer I
* Mechanical Engineer II
* Mechanical Equipment Inspector
* Mechanical Equipment Inspector II
SELECT THE JOB TITLE OF INTEREST BELOW TO REVIEW THE CAREER PATH

GENERAL PAY PLAN

* Network Planning Analyst, Associate
* Network Planning Analyst, Intermediate
* Network Planning Analyst, Lead
* Network Planning Manager
* Network Technician, Associate
* Network Technician, Intermediate
* Network Technician, Lead
* Network Technician, Manager
* Painter I
* Painter II
* Painter III
* Parking Services Attendant I
* Parking Services Attendant II
* Parking Services Supervisor
* Payroll Accountant I
* Payroll Accountant II
* Payroll Accountant, Senior
* Payroll Practitioner I
* Payroll Practitioner II
* Payroll Practitioner, Senior
* PC Maintenance Technician, Associate
* PC Maintenance Technician, Intermediate
* PC Maintenance Technician, Lead
* PC Systems Manager
* PC Systems Specialist, Associate
* PC Systems Specialist, Intermediate
* PC Systems Specialist, Lead
* Photographer I
* Photographer II
* Plumber I
* Plumber II
* Plumber/Pipe Fitter
* Police Communications Manager
* Police Communications Officer I
* Police Communications Officer II
* Police Communications Officer III
* Police Officer I
* Police Officer II
* Police Officer III
* Procurement Specialist I
* Procurement Specialist II
* Procurement Specialist, Senior
* Project Manager
* Project Manager, Senior
* Public Relations Coordinator
* Public Relations Specialist
* Public Safety Corporal
* Publications Specialist I
* Publications Specialist II
* Publications Specialist III
* Radiation Safety Officer
* Radiation Safety Officer, Senior
* Radiation Safety Specialist
* Radiation Safety Specialist, Senior
* Records Coordinator
* Records Coordinator II
* Records Coordinator, Senior
* Records Manager
* Research Coordinator I
* Research Coordinator II
SELECT THE JOB TITLE OF INTEREST BELOW TO REVIEW THE CAREER PATH

GENERAL PAY PLAN

JOB TITLES

- Research Financial Officer
- Research Financial Officer, Senior
- Research Financial Specialist
- Research Financial Specialist, Senior
- Research Safety Officer
- Research Safety Officer, Senior
- Research Safety Specialist
- Research Safety Specialist, Senior
- Research Technician I
- Research Technician II
- Research Technician III
- Residence Hall Director
- Scheduler
- Scheduler, Senior
- Secretary
- Secretary to the Dean
- Secretary to the President
- Secretary to the Provost
- Secretary to the Vice President
- Secretary, Senior
- Security Guard
- Security Guard II
- Security Supervisor
- Security Supervisor, Senior
- Sergeant
- Skilled Trades Worker
- Social Worker I
- Social Worker II
- Social Worker III
- Social Worker III, Licensed
- Sponsored Programs Officer
- Sponsored Programs Officer, Senior
- Sponsored Programs Specialist
- Sponsored Programs Specialist, Senior
- Stacks Supervisor
- Student Affairs Advisor I
- Student Affairs Advisor II
- Student Affairs Advisor III
- Student Development Specialist
- Student Development Specialist, Senior
- Student Financial Aid Counselor
- Student Financial Aid Counselor, Senior
- Talent Acquisition Consultant
- Talent Acquisition Consultant, Senior
- Talent Acquisition Coordinator
- Talent Acquisition Specialist
- Trades Helper
- Training Coordinator
- Training Specialist
- Training Specialist, Senior
- Utility Worker I
- Utility Worker II
- Video Analyst, Associate
- Video Analyst, Intermediate
- Video Analyst, Lead
- Video Analyst, Manager
- Web Developer, Associate
- Web Developer, Intermediate
- Web Developer, Lead
- Web Manager
- Web Specialist, Associate
- Web Specialist, Intermediate
- Web Specialist, Lead
AA & EEO SPECIALIST I
422XAA – PG14 (E)
Bachelor’s degree and one year of experience AA/EEO and/or Human Resources Administration; or a combination of related experience and education.

AA & EEO SPECIALIST II
422XAC – PG15 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.
DELIVERY WORKER II

810XAP - PG07 (NE)
High school diploma or GED and one year experience moving, delivering and/or assembling equipment and other large items. A valid Georgia driver’s license is required.

DELIVERY WORKER I

810XAN - PG05 (NE)
High school diploma or GED. A valid Georgia driver’s license is required.
MAIL CLERK II
510XHL – PG07 (NE)
Some college or high school diploma or GED with two years of experience in mail services; or a combination of education and related experience.

MAIL CLERK I
510XHK – PG05 (NE)
High school diploma or equivalent and one year of related experience; or a combination of education and related experience.
PARKING SERVICES SUPERVISOR
800X01 - PG 11 (NE)
Associate’s degree and four years related experience; or a combination of education and experience. Bachelor’s degree preferred. Must be able to work various shifts (days, evenings, nights; including holidays and weekends).

PARKING SERVICES ATTENDANT II
810XBJ - PG08 (NE)
High school diploma or GED and two years of related experience.

PARKING SERVICES ATTENDANT I
810XBG - PG 06 (NE)
High school diploma or GED and one year of related experience.
AIR CONDITIONING MECHANIC II

710XAC – PG12 (NE)
Technical or vocational degree and two years HVAC experience; or high school diploma or GED and four years HVAC experience; or a combination of education and related experience.

AIR CONDITIONING MECHANIC II

710XAA – PG11 (NE)
Technical or vocational degree and one year HVAC experience, or a high school diploma or GED and three years HVAC experience; or a combination of education and related experience.
**ALARM SYSTEM TECHNICIAN II**

710XA - PG13 (NE)

Technical or vocational degree with two years of related experience; or high school diploma or GED and four years related experience; or a combination of education and related experience.

**ALARM SYSTEM TECHNICIAN I**

710XAD - PG12 (NE)

Technical or vocational degree with one year of related experience; or high school diploma or GED and three years related experience; or a combination of education and related experience.
ARCHITECT III

451XAE – PG18 (E)
Bachelor's degree in Architecture and five years of related experience; or a combination of education and related experience. Must be a registered Architect in the State of Georgia.

ARCHITECT II

451XAC – PG16 (E)
Bachelor's degree in Architecture and four years of related experience; or a combination of education and related experience. Must be a registered Architect in the State of Georgia.

ARCHITECT I

451XAA – PG15 (E)
Bachelor's degree in Architecture and three years of related experience; or a combination of education and related experience.
CARPENTER FOREPERSON
705XAC – PG13 (NE)
Technical or vocational degree and three years of related experience, including one year lead worker or supervisory experience; or high school diploma or GED and five years related experience, including two years of lead worker or supervisory experience; or a combination of education and related experience.

CARPENTER III
710XAN – PG12 (NE)
Associate’s degree and three years of related experience; or a combination of education and related experience.

CARPENTER II
710XAL – PG11 (NE)
Technical or vocational degree and two years of related experience; or a high school diploma or GED and four years related experience; or a combination of education and related experience.

CARPENTER I
710XAJ – PG10 (NE)
Technical or vocational degree and one year of related experience; or high school diploma or GED and three years of related experience; or a combination of education and related experience.
CONSTRUCTION ESTIMATOR, MAJOR PROJECTS

450XBT - PG20 (E)
Bachelor’s degree in Construction Management, Construction Science, Industrial Engineering, Civil Engineering, or a related field and five years experience in commercial or industrial construction estimating field.

CONSTRUCTION ESTIMATOR

450XAE - PG15 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

Return to List
CONSTRUCTION PROJECT MANAGER, SENIOR
450UBW – PG18 (E)
Bachelor's degree and seven years of related experience; or a combination of education and related experience.

CONSTRUCTION PROJECT MANAGER
450XAJ – PG16 (E)
Bachelor's degree and five years of related experience; or a combination of education and related experience.
MANAGER, CUSTODIAL SERVICES

800XAD – PG13 (E)
High school Diploma or GED and five years experience in an institutional, industrial, or commercial setting, including three years supervisory or lead worker experience; or a combination of education and experience. Criminal background investigation.

CUSTODIAL FOREPERSON

805XAA – PG11 (NE)
High school diploma or GED and five years experience in an institutional, industrial, or commercial setting, including three years supervisory or lead worker experience; or a combination of education and experience. Criminal background investigation.

CUSTODIAN III

805XAC – PG07 (NE)
High school diploma or GED and two years of experience in an institutional, industrial, or commercial setting, including one year or more of supervisory or lead worker experience. Must pass a criminal background check.

CUSTODIAN II

910XAL – PG06 (NE)
High school diploma or GED and at least one year of related experience in an institutional, industrial or commercial setting. Must pass a criminal background check.

CUSTODIAN I

910XAG – PG05 (NE)
High school diploma or GED preferred. Six months experience working in an institutional, industrial, or commercial setting preferred. Must pass criminal background.
ELECTRICAL ENGINEER II
452XAC - PG20 (E)
Bachelor's degree and five years of related experience; or a combination of education and related experience.

ELECTRICAL ENGINEER I
452XAA - PG18 (E)
Bachelor's degree and four years of related experience; or a combination of education and related experience.
**ELECTRICAL FOREPERSON**

**705XAE – PG14 (NE)**
Technical or vocational degree and four years journeyman level electrician experience, including one year supervisory experience; or a combination of education and related experience. Georgia Electrical Contractor Class II unrestricted license preferred.

---

**ELECTRICIAN II**

**710XAR – PG12 (NE)**
Technical or vocational degree and three years of related experience; or a combination of education and related experience.

---

**ELECTRICIAN I**

**710XAP – PG11 (NE)**
Technical or vocational degree and one year of related experience; or a combination of education and related experience.
GROUNDS FOREPERSON
805XAE – PG12 (NE)
High school diploma or GED and three years of grounds keeping experience including two years supervisory or lead worker experience. A valid Georgia driver’s license is required. Must pass a criminal background check.

GROUNDSDRIVER III
810XAX – PG07 (NE)
High school diploma or GED and two years of grounds keeping experience. A valid Georgia driver’s license is required. Must pass a criminal background check. Landscaping experience, especially in large scale landscaping preferred. Vocational training in Horticulture or a related field preferred.

GROUNDSDRIVER II
810XAV – PG06 (NE)
High school diploma or GED and one year of grounds keeping experience. Must pass a criminal background check. A valid Georgia driver’s license is required. Landscaping experience, especially in large scale landscaping preferred.

GROUNDSDRIVER I
810XAT – PG05 (NE)
High school diploma or GED. A valid Georgia driver’s license is required. Must pass a criminal background check.
**Locksmith**

**Locksmith Foreperson**
705XAG – PG14 (NE)
Technical or vocational degree and two years of experience at a lead worker or supervisory level; or high school diploma or GED and four years of related experience, including two years at a lead worker or supervisory level; or a combination of education and related experience.

**Locksmith III**
705XAJ – PG12 (NE)
Technical or vocational degree and two years of related experience; or a combination of education and related experience.

**Locksmith II**
710XAZ – PG10 (NE)
Technical or vocational degree and one year of related experience; or a combination of education and related experience.

**Locksmith I**
710XAX – PG08 (NE)
Technical or vocational degree; or a combination of education and related experience.

---

Georgia State Classification & Compensation
MAINTENANCE FOREPERSON
805XAL – PG13 (NE)
Technical or vocational degree in mechanical trade and two years of supervisory experience; or high school diploma or GED and three years of supervisory experience in mechanical trade; or a combination of education and related experience.

MAINTENANCE WORKER II
810XBC – PG10 (NE)
High school diploma or GED and two years of related experience. Valid Georgia driver’s license. Completion of technical or vocational training may be substituted for one year of related experience.

MAINTENANCE WORKER I
810XBA – PG08 (NE)
High school diploma or GED and one year of related experience. A valid Georgia driver’s license is required. Completion of technical or vocational training may be substituted for experience.
MATERIALS CONTROL COORDINATOR II
505XBR - PG13 (NE)
Bachelor’s degree and three years of related experience; or a high school diploma or GED and seven years of related experience; or a combination of education and related experience.

MATERIALS CONTROL COORDINATOR I
510XHA - PG11 (NE)
Bachelor’s degree in a related field; or a combination of education and related experience.
CHIEF MECHANICAL ENGINEER
452XAJ – PG21 (E)
Bachelor’s degree and six years of related experience; or a combination of education and related experience.

MECHANICAL ENGINEER II
452XAG – PG19 (E)
Bachelor’s degree in Mechanical Engineering or Mechanical Engineering Technology and four years of related experience; or a combination of education and related experience.

MECHANICAL ENGINEER I
452XAE – PG17 (E)
Bachelor’s degree in Mechanical Engineering or Mechanical Engineering Technology and three years of related experience; or a combination of education and related experience.
MECHANICAL EQUIPMENT INSPECTOR II

710XCB - PG14 (NE)
Technical or vocational degree and three years HVAC experience; or a high school diploma or GED and five years HVAC experience; or a combination of education and related experience. Must be CFC/HCF universally certified, or able to be certified within six months.

MECHANICAL EQUIPMENT INSPECTOR

710XBA - PG13 (NE)
Technical or vocational degree and two years of heating, ventilating, and air conditioning experience (HVAC); or High school diploma or GED and four years of HVAC; or a combination of education and related experience. Must have the Environmental Protection Agency (EPA) Technician CFC/HCF or HFC Universal certification as required by 40 CFR Part 82, Subpart F, or be certified within six months of employment.
PAINTER III
710XBF - PG11 (NE)
High school diploma or equivalent experience and at least two years lead worker or supervisory experience. Occasional evening and night work may be required as directed by the assigned Zone Chief.

PAINTER II
710XBE - PG09 (NE)
High school diploma or GED and three years of related experience.

PAINTER I
710XBC - PG07 (NE)
High school diploma or GED and one year of related experience.
PLUMBER/PIPE FITTER

710XAB – PG14 (NE)
Technical or vocational degree and six years of related experience; or high school diploma or GED and eight years of related experience; or a combination of education and related experience.

PLUMBER II

710XBL – PG12 (NE)
Technical or vocational degree and two years of related experience; or high school diploma or GED and four years of related experience; or a combination of education and related experience.

PLUMBER I

710XBJ – PG10 (NE)
Technical and vocational degree and one year experience; or a high school diploma or GED and three years of experience; or a combination of education and related experience.
SCHEDULER, SENIOR
510UAD - PG09 (NE)
High school diploma or GED and two years of clerical experience.

SCHEDULER
510XDT - PG08 (NE)
High school diploma or GED and one year of administrative office experience. Experience working in the constructing or building repair trade preferred.
SKILLED TRADES WORKER
710XBP – PG10 (NE)
Technical or vocational degree in plumbing, HVAC, carpentry, or electrical trade area; or high school diploma or GED and one year experience in plumbing, HVAC, carpentry, or electrical trade. A valid Georgia driver’s license is required.

TRADES HELPER
710XBT – PG8 (NE)
High school diploma or GED and six months experience assisting carpenters, electricians or other skilled trade employees. A valid Georgia driver’s license is required.
UTILITY WORKER II
810XBP - PG07 (N)
High school diploma or GED and one year experience in moving, delivering and/or assembling equipment, furniture and other large items. A valid Georgia driver’s license required.

UTILITY WORKER I
810XBN - PG05 (NE)
High school diploma or GED. A valid Georgia driver’s license is required.
Administrative Specialist, Administrative
515X01 - PG12 (NE)
Bachelor’s degree and two years administrative experience; or a high school diploma or GED and six years administrative experience; or a combination of education and related experience.

Administrative Coordinator
510XGC - PG10 (NE)
Bachelor’s degree and one year administrative experience; or high school diploma or GED and five years administrative experience; or a combination of education and related experience.

Administrative Assistant
510XAJ - PG09 (NE)
Bachelor’s degree; or a high school diploma or GED and four years administrative experience; or a combination of education and related experience.

Secretary, Senior
510UAG - PG07 (NE)
High school diploma and one year of secretarial or clerical experience; or a combination of education and related experience.

Secretary
510XEA - PG06 (NE)
High school diploma or GED and six months of secretarial or office experience; or a combination of education and related experience. Typing of 50 wpm or 40 wpm with six months word processing experience required.
CLERK, SENIOR
510UAF – PG07 (NE)
High school diploma or GED and two years of office or general clinical experience; Typing may be required for some positions (30 WPM).

CLERK
510XBG – PG05 (NE)
High school diploma or GED and six months of office or general clerical experience. Light typing may be required for some positions (25 wpm).
**CUSTOMER SERVICES SPECIALIST III**

505XAE – PG10 (NE)

Bachelor’s degree; or a high school diploma or GED and four years customer service administrative, or office experience; or a combination of education and experience.

---

**CUSTOMER SERVICES SPECIALIST II**

510XBP – PG09 (NE)

High school diploma or GED and two years of customer service, administrative or office experience; or a combination of education and related experience.

---

**CUSTOMER SERVICES SPECIALIST I**

510XBN – PG07 (NE)

High school diploma or GED and one year of customer service, administrative, or office experience; or a combination of education and related experience.
LEGAL ASSISTANT II
325XBA - PG14 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

LEGAL ASSISTANT I
600XAA - PG11 (NE)
Bachelor’s degree and three years of administrative support experience in a legal setting; or a combination of education and related experience. Paralegal certificate or training and one year related experience preferred.
RECORDS MANAGER
400XBG – PG14 (NE)
Bachelor's degree in Library Services, Archival Science, Public Administration or a related field and three years of related experience; or a combination of education and related experience. Certified Records Manager (CRM) certification preferred.

RECORDS COORDINATOR, SENIOR
510UAC – PG09 (NE)
High school diploma or GED and two years of administrative experience; including experience with a large filing system.

RECORDS COORDINATOR II
510XDP – PG07 (NE)
High school diploma or GED and two years office or clerical experience, including some experience with a large filing system.

RECORDS COORDINATOR I
510XDN – PG06 (NE)
High school diploma or GED and one year office or clerical experience, including experience with a large filing system.
ALUMNI DEVELOPMENT SPECIALIST II
510XAT – PG10 (NE)
High school diploma or GED and three years administrative experience; or a combination of education and related experience. Some positions may require typing skills (40 WPM).

ALUMNI DEVELOPMENT SPECIALIST I
510XAR – PG09 (NE)
High school diploma or GED and two years administrative experience; or a combination of education and related experience.
COMMUNICATION / MARKETING SERVICES

EDITORIAL & PRODUCTION COORDINATOR, SENIOR
442U01 – PG17 (E)
Bachelor’s degree in English Journalism, Art and Design, Public Relations, or related field and four years of editing and publication management experience; or a combination of education and related experience.

EDITORIAL & PRODUCTION COORDINATOR
642X01 – PG13 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and experience.
COMMUNICATION/MARKETING SERVICES

GRAPHICS DESIGNER III
446XAE – PG13 (E)
Bachelor’s degree in Art, Graphics Design or related field and four years of graphics experience or a technical or vocational degree from an accredited Art School and five to six years of Graphics Design experience; or a combination of education and related experience.

GRAPHICS DESIGNER II
446XAC – PG11 (E)
Bachelor’s degree in Art, Graphic Design or a related field and two years related experience; or a combination of education and related experience.

GRAPHICS DESIGNER I
446XAA – PG09 (E)
Bachelor’s degree in Art, Graphics Design or related field; or a combination of education and related experience.
High school diploma or GED and two years experience with computer graphics design equipment and software, or a combination of education and related experience.

High school diploma or GED and one year experience with computer graphics design equipment and software, or a combination of education and related experience.

High school diploma or GED and six months experience with computer graphics design equipment and software, or a combination of education and related experience.

Georgia State Classification & Compensation
PHOTOGRAPHER II
624XAN – PG12 (NE)
Bachelor’s degree and two years of related experience; or technical or vocational degree from an accredited Art School with major course work in Photography and two years of related experience; or a combination of education and related experience.

PHOTOGRAPHER I
624XAL – PG10 (NE)
Bachelor’s degree with major course work in Photography; or technical or vocational degree from an accredited Art School with major course work in Photography; or a combination of education and related experience.
PUBLIC RELATIONS COORDINATOR

444XAC – PG 16 (E)
Bachelor’s degree and four years of related experience; or a high school diploma or GED and eight years of related experience; or a combination of education and related experience.

PUBLIC RELATIONS SPECIALIST

644X02 – PG14 (NE)
Bachelor’s degree in English, Communications, Journalism, or a related field and two years public relation, journalism or communication experience; or a high school diploma or GED and six years of related experience; or a combination of education and experience.
PUBLICATIONS SPECIALIST III
442XAN – PG13 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience; or a high school diploma or GED and four years of related experience.

PUBLICATIONS SPECIALIST II
510XDJ – PG10 (NE)
Bachelor’s degree; or high school diploma or GED and four years of related experience; or a combination of education and related experience.

PUBLICATIONS SPECIALIST I
510XDG – PG08 (NE)
High school diploma or GED and two years of related experience; or a combination of education and related experience.
CHILD DEVELOPMENT AIDE III
830XAC – PG10 (NE)
High school diploma or GED and two years of experience working with young or preschool children in a childcare setting, or an associate degree in Early Childhood Education, Child Development, or a related field. A criminal background check is required.

CHILD DEVELOPMENT AIDE II
830XAB – PG08 (NE)
High school diploma or GED and one year working with young or preschool children in a childcare setting. Successful completion of one year of college work in Early Childhood Education, Child Development or a related field may substitute for experience. Criminal background check required.

CHILD DEVELOPMENT AIDE I
830XAA – PG05 (NE)
High school diploma or GED and six months experience working in a childcare setting or successful completion of a childcare training program. Criminal background check is required.
COMMUNITY / SOCIAL HEALTH & SERVICES

CHILD DEVELOPMENT SPECIALIST III
674X50 – PG16 (NE)
Master’s degree in Early Childhood Education or a related field and five years experience teaching preschool children, including experience in developing and conducting pre-kindergarten teacher training and workshops.

CHILD DEVELOPMENT SPECIALIST II
674X35 – PG14 (NE)
Bachelor’s degree in Education, Child Development or a related field and one year teaching experience.

CHILD DEVELOPMENT SPECIALIST I
674X01 – PG13 (NE)
Bachelor’s degree in Education, Child Development or a related field.

Georgia State Classification & Compensation
COMMUNITY SERVICES SPECIALIST III
410XAV – PG14 (E)
Bachelor's degree and three years of related experience; or a combination of education and related experience.

COMMUNITY SERVICES SPECIALIST II
410XAR – PG12 (E)
Bachelor's degree and two years of related experience; or a combination of education and related experience.

COMMUNITY SERVICES SPECIALIST II, DISABLED STUDENTS
410XEG – PG13 (E)
(This is a specialized position)
Master's degree in Counseling or a related field and two years of related experience; or a combination of education and related experience.

COMMUNITY SERVICES SPECIALIST I
410XAP – PG11 (E)
Bachelor's degree and one year of related experience; or a combination of education and related experience.

Georgia State Classification & Compensation
COMMUNITY/SOCIAL HEALTH & SERVICES

SOCIAL WORKER III, LICENSED
411ZAR - PG14 (E)
Master's degree in Clinical Social Work and three years of related experience and a current license or licensed eligible as a Clinical Social Worker in the State of Georgia.

SOCIAL WORKER III
411XAG - PG13 (E)
Master's degree and three years of related experience; or Bachelor's degree and five years of related experience; or a combination of education and related experience.

SOCIAL WORKER II
411XAE - PG11 (E)
Master's degree and one year of related experience; or a Bachelor's degree and three years of related experience; or a combination of education and experience.

SOCIAL WORKER I
411XAC - PG09 (E)
Bachelor's degree and one year of related experience; or a combination of training and related experience.

Georgia State Classification & Compensation
DATA ANALYSIS

**DATA ADMINISTRATOR, MANAGER**

460XAP – PG22 (E)
Bachelor's degree and four years of related experience; or a combination of education and related experience.

**DATA ADMINISTRATOR, LEAD**

424P01 – PG20 (E)
Bachelor's degree and three years of related experience; or a combination of education and related experience.

**DATA ADMINISTRATOR, INTERMEDIATE**

424N01 – PG16 (NE)
Bachelor's degree and two years of related experience; or a combination of education and related experience.

**DATA ADMINISTRATOR, ASSOCIATE**

603EAQ – PG13 (NE)
Bachelor's degree and one year of related experience; or a combination of education and experience.

Georgia State Classification & Compensation
DATA ANALYSIS

DATA ENTRY CLERK III
510XBX - PG08 (NE)
High school diploma or GED and two years of related experience.

DATA ENTRY CLERK II
510XBV - PG06 (NE)
High school diploma or GED and one year of data entry experience. Typing of 40 wpm required.

DATA ENTRY CLERK I
510XBT - PG05 (NE)
High school diploma or GED. Typing of 30 wpm required. Six months of data entry experience preferred.

Georgia State Classification & Compensation
INSTITUTIONAL RESEARCH ASSOCIATE
424XAG – PG15 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

INSTITUTIONAL RESEARCH ANALYST II
510XHJ – PG14 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

INSTITUTIONAL RESEARCH ANALYST I
510XCH – PG13 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

INSTITUTIONAL RESEARCH ASSISTANT
510XCG – PG10 (NE)
Bachelor’s degree; or high school diploma or GED and four years of related experience; or a combination of education and related experience.
DEVELOPMENT ASSOCIATE
443XAG – PG14 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

DEVELOPMENT COORDINATOR
643X50 – PG12 (NE)
Bachelor’s degree and one year of related experience; or high school diploma or GED and five years of related experience; or a combination of education and related experience.
DEVELOPMENT MANAGEMENT SPECIALIST II
643X01 - PG14 (NE)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

DEVELOPMENT MANAGEMENT SPECIALIST I
643X02 - PG13 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.
EDUCATIONAL PROGRAM SPECIALIST, SENIOR
400UAD – PG14 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

EDUCATIONAL PROGRAM SPECIALIST
629X02 – PG12 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and experience.
INTERPRETER DEAF/HARD OF HEARING, SENIOR

410UAE – PG15 (E)
Bachelor’s degree and two years of related experience. State level III certification in American Sign Language (ASL) and transliterating required.

INTERPRETER DEAF/HARD OF HEARING

410XBC – PG13 (E)
Bachelor’s degree and one year of related experience; or a combination of education and related experience. Registered Interpreter for the Deaf (RID) certification or state of Georgia certification required.
ADMINISTRATIVE SPECIALIST, MANAGERIAL
325XAJ - PG18 (E)
Bachelor's degree and five years of administrative experience, or a high school diploma or GED and nine years administrative experience; or a combination of education and related experience.

ADMINISTRATIVE SPECIALIST, ACADEMIC
515X56 - PG16 (NE)
Bachelor's degree and four years administrative experience; or a high school diploma or GED and eight years administrative experience; or a combination of education and related experience.

ADMINISTRATIVE SPECIALIST, ADMINISTRATIVE, SENIOR
515UAA - PG14 (NE)
(This is a specialized position that reports to a title higher than Director.) Bachelor's degree and four years administrative experience; or a combination of education and related experience.

ADMINISTRATIVE SPECIALIST, STUDENT AFFAIRS
515X03 - PG13 (NE)
Bachelor's degree and two years administrative experience; or high school diploma or GED and six years administrative experience; or a combination of education and experience.

ADMINISTRATIVE SPECIALIST, ACADEMIC
515X02 - PG17 (NE)
Bachelor's degree in a related field and four years administrative experience; or a high school diploma or GED eight years administrative experience; or a combination of education and experience.

ADMINISTRATIVE SPECIALIST, ADMINISTRATIVE
515X01 - PG12 (NE)
Bachelor's degree and two years administrative experience; or a high school diploma or GED and six years administrative experience; or a combination of education and related experience.
**SECRETARY TO THE PRESIDENT**

510XEE – PG15 (NE)
Bachelor’s degree and two years of secretarial or administrative experience; or a combination of education and related experience. Types 65 wpm or 55 wpm with six months word processing experience.

---

**ADMINISTRATIVE SPECIALIST, TO THE PRESIDENT**

325XBT – PG16 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.
EXECUTIVE/PROFESSIONAL SUPPORT

SECRETARY TO THE PROVOST
510XEG – PG14 (NE)
Bachelor’s degree and one year of secretarial or administrative experience; or high school diploma or GED and five years of secretarial or administrative experience. Types 65 wpm or 55 wpm with six months word processing experience.

ADMINISTRATIVE SPECIALIST TO THE PROVOST
325XCE – PG15 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.
ASSOCIATE TO THE VICE PRESIDENT

515X07 - PG14 (NE)
Bachelor’s degree and three years of administrative experience; or a combination of education and experience.

ASSISTANT TO THE VICE PRESIDENT

515X06 - PG13 (NE)
Bachelor’s degree and three years of administrative experience; or a combination of education and related experience.

SECRETARY TO THE VICE PRESIDENT

510XJE - PG13 (NE)
Bachelor’s degree; or a combination of education and related experience. Types 65 wpm or 55 wpm with six months of word processing experience.
ASSOCIATE TO THE DEAN
515X04 – PG14 (NE)
Bachelor’s degree and five years of related experience; or a combination of education and experience.

ASSISTANT TO THE DEAN
510XGE – PG13 (NE)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

SECRETARY TO THE DEAN
510XEC – PG12 (NE)
Bachelor’s degree; or a combination of education and related experience. Types 65 wpm or 55 wpm with six months of word processing experience.
ASSISTANT TO THE DIRECTOR
510XGG – PG11 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

ASSOCIATE TO THE DIRECTOR
515X03 – PG13 (NE)
Bachelor’s degree and three years of administrative experience; or a combination of education and related experience.
<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Grade</th>
<th>Education and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCOUNTING MANAGER</strong></td>
<td>430XBN</td>
<td>PG19</td>
<td>Bachelor’s degree in Accounting or a related field and five years of related experience; or a combination of education and related experience. Experience with financial accounting software, spreadsheets, word processing, and other Microsoft Office applications preferred. Certified Public Accountant (CPA) preferred.</td>
</tr>
<tr>
<td><strong>ACCOUNTANT, SENIOR</strong></td>
<td>430UA9</td>
<td>PG17</td>
<td>Bachelor’s degree and four years of related experience; or a combination of education and related experience.</td>
</tr>
<tr>
<td><strong>ACCOUNTANT III</strong></td>
<td>430XAE</td>
<td>PG15</td>
<td>Bachelor’s degree and three years of related experience; or a combination of education and related experience. Must be bondable for some positions.</td>
</tr>
<tr>
<td><strong>ACCOUNTANT II</strong></td>
<td>505X51</td>
<td>PG13</td>
<td>Bachelor’s degree and two years of related experience; or a high school diploma or GED and six years of bookkeeping or accounting experience; or a combination of education and related experience. Must be bondable for some positions.</td>
</tr>
<tr>
<td><strong>ACCOUNTANT I</strong></td>
<td>505XAL</td>
<td>PG11</td>
<td>Bachelor’s degree; or high school diploma or GED and three years of related experience; or a combination of education and related experience. Must be bondable for some positions.</td>
</tr>
<tr>
<td><strong>ACCOUNTING ASSISTANT, SENIOR</strong></td>
<td>510UAA</td>
<td>PG10</td>
<td>High school diploma or GED and three years of related experience; or a combination of education and related experience.</td>
</tr>
<tr>
<td><strong>ACCOUNTING ASSISTANT</strong></td>
<td>510XAA</td>
<td>PG08</td>
<td>High school diploma or GED and two years of experience in an accounting environment; or successful completion of two college level accounting courses; or a combination of education and related experience. Must be bondable for some positions.</td>
</tr>
<tr>
<td><strong>ACCOUNTING CLERK</strong></td>
<td>510XAE</td>
<td>PG07</td>
<td>High school diploma or GED and one year clerical experience. Clerical experience in an accounting environment preferred. Must be bondable for some positions.</td>
</tr>
</tbody>
</table>
**FINANCIAL (BUSINESS) SERVICES**

**AUDITOR, SENIOR**  
431XAB – PG19 (E)  
Bachelor’s degree and five years of related experience; or a combination of education and related experience. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) preferred.

**AUDITOR II**  
431XAC – PG13 (E)  
Bachelor’s degree in Business Administration or a related field and one year of related experience; or a combination of education and related experience.

**AUDITOR I**  
431XAA – PG11 (E)  
Bachelor’s degree in Business Administration or a related field; or a combination of education and related experience.

**AUDITOR III**  
431XAE – PG15 (E)  
Bachelor’s degree in Business Administration or a related field and two years of related experience; or a combination of education and related experience.

Georgia State Classification & Compensation
**Budget Analyst III**

432XAE – PG16 (E)
Bachelor’s degree in Business Management or related field and four years of related experience; or a combination of education and related experience.

**Budget Analyst II**

432XAC – PG14 (E)
Bachelor’s degree in Business Management or related field and two years of experience; or a combination of education and related experience.

**Budget Analyst I**

505XAR – PG12 (NE)
Bachelor’s degree in Business Management or a related field; or a combination of education and related experience.

Georgia State Classification & Compensation
FINANCIAL (BUSINESS) SERVICES

**BUSINESS MANAGER III**

434XAG – PG19 (E)
Bachelor's degree and six years of administrative experience; or a combination of education and experience.

**BUSINESS MANAGER II**

434XAE – PG14 (E)
Bachelor's degree and four years of administrative experience; or a combination of education and experience.

**BUSINESS MANAGER I**

434XAC – PG13 (E)
Bachelor's degree and two years of administrative experience; or a combination of education and related experience.

Georgia State Classification & Compensation
BUSINESS SYSTEMS ANALYST, SENIOR
461U02 – PG 19 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

BUSINESS SYSTEMS ANALYST
461XAO – PG17 (E)
Bachelor’s degree in Information Systems and two years of related experience; or a combination of education and related experience.
TRAINING SPECIALIST, SENIOR

647U05 – PG15 (NE)
Bachelor’s degree in Education or related field and three years experience in training and development; or a combination of education and experience.

TRAINING SPECIALIST

647X03 – PG13 (NE)
Bachelor’s degree and two years of training experience; or a combination of education and related experience.

TRAINING COORDINATOR

505XBL – PG12 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

Georgia State Classification & Compensation
FOOD SERVICES

CHEF II
805XAS – PG14 (E)
Bachelor’s degree in Food Services Management, Dietetics, Hospitality Management, Culinary Arts or related field and three years of related experience; or a combination of education and related experience. Must be ServSafe certified.

CHEF
810XCA – PG13 (E)
Bachelor’s degree in Food Services Management, Dietetics, Hospitality Management, Culinary Arts, or a related field and two years of related experience, or combination of education and related experience. Must be ServSafe certified.
DINING HALL MANAGER II
455XAB - PG15 (E)
Bachelor’s degree in Food Services Management, Dietetics, Hospitality, Culinary Arts or related field and four years supervisory/management experience; or a combination of education and related experience. Must be ServSafe certified.

DINING HALL MANAGER
455XBN - PG14 (E)
Bachelor’s degree in Food Services Management, Dietetics, Hospitality, Culinary Arts or related field and three years of supervisory/management experience; or a combination of education and experience. Must be ServSafe certified.

DINING HALL SUPERVISOR
691XO2 - PG12 (NE)
Associate’s degree and three years of food service experience; or a combination of education and related experience.

Georgia State Classification & Compensation
FOOD SERVICES

DISHWASHER II
810XAD – PG06 (NE)
High school diploma or GED and two years of related experience.

DISHWASHER
810XAB – PG05 (NE)
DISHWASHER
(10-MONTH)
810XAH – PG05 (NE)
High school diploma or GED and one year of related experience.

Georgia State Classification & Compensation
FOOD OPERATIONS SUPERVISOR - PANTHER'S DEN
800XAE - PG 12 (E)
Associate's degree in Business Administration, Hospitality Management, Culinary Arts or related field and three years experience in food service management and administration; or a combination of education and related experience. Must be ServSafe certified.

ASSISTANT FOOD OPERATIONS SUPERVISOR
800DAA - PG 11 (E)
Associate's degree and two years of related experience in the food service environment.

COOK III
810XCH - PG 08 (NE)
High school diploma or equivalent and three years of related experience; or a combination of education and related experience.

COOK II
805XAP - PG07 (NE)
805XAU - PG07 (NE)
High school diploma or equivalent and two years related experience; or a combination of education and related experience.

COOK I
810XAE - PG06 (NE)
805XAO - PG06 (NE)
High school diploma or GED and one year experience working in institutional quantity cooking. Technical training in commercial food service (CFS) or child nutrition preferred.

FOOD SERVICE WORKER II
810XBX - PG06 (NE)
810XAM - PG06 (NE)
High school diploma or GED and one year related experience.

FOOD SERVICE WORKER I
810XBV - PG05 (NE)
810XAI - PG05 (NE)
High school diploma or GED and six months experience in kitchen work. Ability to follow written and oral instructions.

FOOD SERVICE WORKER I (10-MONTH)
810XAM - PG06 (NE)
High school diploma or GED and one year related experience.
<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager, Benefits</td>
<td>315XCA - PG17 (E)</td>
<td>Bachelor's degree and two years of related supervisory/management experience; or a combination of education and related experience.</td>
</tr>
<tr>
<td>Assistant Manager, Benefits</td>
<td>316D01 - PG16 (E)</td>
<td>Bachelor's degree and four years of related experience; or a combination of education and related experience.</td>
</tr>
<tr>
<td>Benefits Counselor</td>
<td>422XAN - PG16 (E)</td>
<td>Bachelor's degree and three years of related experience; or a combination of education and related experience.</td>
</tr>
<tr>
<td>Benefits Specialist, Senior</td>
<td>647U06 - PG15 (NE)</td>
<td>Bachelor's degree and four years of related experience; or a combination of education and related experience.</td>
</tr>
<tr>
<td>Benefits Specialist II</td>
<td>647XAF - PG14 (NE)</td>
<td>Bachelor's degree and one year of human resources experience plus direct benefits experience, or combination of education and experience.</td>
</tr>
<tr>
<td>Benefits Assistant</td>
<td>647XAG - PG11 (NE)</td>
<td>Bachelor's degree and one year of related experience; or a combination of education and related experience.</td>
</tr>
</tbody>
</table>
**MANAGER, CLASSIFICATION & COMPENSATION**

315XCB – PG17 (E)
Bachelor’s degree in Human Resources or a related field and four years of experience; or a combination of education and experience.

**CLASSIFICATION & COMPENSATION CONSULTANT**

422XBY – PG16 (E)
Bachelor’s degree and three years of related experience; or combination of education and experience.

**CLASSIFICATION & COMPENSATION SPECIALIST**

647XAD – PG14 (NE)
Bachelor’s degree and one year of human resources experience plus direct classification and compensation experience; or combination of education and experience.

**CLASSIFICATION & COMPENSATION ASSISTANT**

510XBC – PG11 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.
HUMAN RESOURCES

MANAGER, HRIS
315XBZ - PG17 (E)
Bachelor’s degree in Computer Science, Business or a related field and four years of related experience; or a combination of education and related experience. Advanced degree in Computer Science, Management, Finance or a related field with implementation of HRMS experience preferred.

HRIS SPECIALIST, SENIOR
510UAI - PG14 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

HRIS SPECIALIST II
510XIL - PG13 (NE)
Bachelor’s degree; or a combination of education and related experience.

HRIS SPECIALIST I
510XGV - PG12 (NE)
Associate’s degree and one year of related experience; or a combination of education and related experience.

HRIS ASSISTANT
510XAB - PG11 (NE)
Associate’s degree and one year of related experience; or a combination of education and related experience.
TALENT ACQUISITION CONSULTANT, SENIOR
442UAD – PG16 (E)
Bachelor's degree and four years of related experience; or a combination of education and related experience.

TALENT ACQUISITION CONSULTANT
647X05 – PG15 (NE)
Bachelor's degree and three years of related experience; or a combination of education and related experience.

TALENT ACQUISITION SPECIALIST
647XAE – PG14 (NE)
Bachelor's degree and two years of related experience; or a combination of education and related experience.

TALENT ACQUISITION COORDINATOR
510XCC – PG11 (NE)
Bachelor's degree and one year of related experience; or a combination of education and related experience.
COLLEGE HR OFFICER
422XAJ - BB 3-1 (E)
(Please Note: This is a Broadband Position)
Bachelor’s degree and seven years or more experience in a higher education environment. Knowledge of HR related fields. Working knowledge of HRIS such as PeopleSoft HRMS and ADP and familiarity with Banner and PeopleSoft Financial.

COLLEGE/DIVISION HR COORDINATOR, SENIOR
422UAC - PG14 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

DIVISION HR OFFICER
422XAR - PG17 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

COLLEGE/DIVISION HR COORDINATOR
647X01 - PG13 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

Depending on if you work for a College or a Division will determine your next level.

Georgia State Classification & Compensation

Return to List
**PAYROLL ACCOUNTANT II**

505X01 – PG15 (NE)
Bachelor's degree and three years of related experience; or a combination of education and related experience.

**PAYROLL ACCOUNTANT I**

505XBC – PG13 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

**PAYROLL ACCOUNTANT, SENIOR**

635UAA – PG16 (NE)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

**MANAGER, PAYROLL ACCOUNTING & REPORTING**

315XBX – PG17 (E)
Bachelor’s degree in Accounting, Management, Business or a related field and four years of related experience; or a combination of training and experience. Preferred Qualifications: Advanced degree in Accounting, Finance or related field. Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Payroll Professional (CPP) certification highly desirable.
PAYROLL PRACTITIONER II
510XGN – PG14 (NE)
Bachelor’s degree and two years of related experience; or a combination of training and related experience.

PAYROLL PRACTITIONER I
510XCX – PG11 (NE)
High school diploma or GED and two years of customer service, payroll, human resources or clerical experience; or a combination of education and related experience.

PAYROLL PRACTITIONER, SENIOR
635UAB – PG15 (NE)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

LEAD PAYROLL ADMINISTRATOR
430XAR – PG16 (NE)
Bachelor’s degree and two years of related experience; or a combination of training and related experience.

Georgia State Classification & Compensation
ANALYST PROGRAMMER, MANAGER
461XAG - PG23 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

ANALYST PROGRAMMER, LEAD
461PAA - PG21 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

ANALYST PROGRAMMER, INTERMEDIATE
461NAD - PG17 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

ANALYST PROGRAMMER, ASSOCIATE
603EAC - PG12 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.
AUDIO VISUAL TECHNICIAN II
602XAC – PG07 (NE)
High school diploma or GED and one year experience working with audiovisual equipment; or a combination of education and related experience.

AUDIO VISUAL TECHNICIAN I
602XAA – PG05 (NE)
High school diploma or GED and six months experience working with audiovisual equipment; or a combination of education and related experience.
CAD/CAFM SPECIALIST II
624XAC - PG13 (NE)
Associate's degree and three years of related experience; or a combination of education and related experience.

CAD/CAFM SPECIALIST I
624XAA - PG11 (NE)
Associate's degree and two years of related experience; or a combination of education and related experience.
**INFORMATION TECHNOLOGY/COMPUTER SUPPORT/PROGRAMMING**

**CLASSROOM SUPPORT MANAGER**

463XAA – PG20 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

**CLASSROOM SUPPORT TECHNICIAN, LEAD**

460PAF – PG15 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

**CLASSROOM SUPPORT TECHNICIAN, INTERMEDIATE**

603NAR – PG13 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

**CLASSROOM SUPPORT TECHNICIAN, ASSOCIATE**

603EAD – PG12 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

**CLASSROOM SUPPORT TECHNICIAN, ASSISTANT**

603DAA – PG10 (NE)
Bachelor’s degree and three years of experience; or a combination of education and experience.
COLLEGE TECHNOLOGY MANAGER

460XAG – PG21 (E)
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

ASSISTANT TECHNOLOGY MANAGER

460DAH – PG19 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

COLLEGE TECHNOLOGY COORDINATOR

460XAE – PG17 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.
DATABASE ADMINISTRATOR MANAGER
462XAG – PG22 (E)
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

DATABASE ADMINISTRATOR LEAD
462PAA – PG21 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

DATABASE ADMINISTRATOR INTERMEDIATE
462XAH – PG18 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

DATABASE ADMINISTRATOR ASSOCIATE
462XAB – PG16 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.
DEPARTMENT TECHNOLOGY MANAGER
460XAT – G19 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

DEPARTMENT TECHNOLOGY COORDINATOR
460XAR – G16 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.
**EDUCATIONAL TECHNOLOGY SPECIALIST, MANAGER**

460XBA – PG21 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

**EDUCATIONAL TECHNOLOGY SPECIALIST, LEAD**

460PAE – PG19 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

**EDUCATIONAL TECHNOLOGY SPECIALIST, INTERMEDIATE**

603NAB – PG17 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

**EDUCATIONAL TECHNOLOGY SPECIALIST, ASSOCIATE**

460EAB – PG16 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.
INFORMATION SPECIALIST II

510XFL – PG11 (NE)
Bachelor’s degree in Journalism, Public Relations or a related field and one year of related experience; or a combination of education and related experience.

INFORMATION SPECIALIST I

510XCE – PG10 (NE)
Bachelor’s degree; or a combination of education and related experience.
INFORMATION SYSTEMS MANAGER
460XBL – PG18 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

INFORMATION SYSTEMS SPECIALIST, LEAD
461PAB – PG16 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

INFORMATION SYSTEMS SPECIALIST, INTERMEDIATE
603NAC – PG14 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

INFORMATION SYSTEMS SPECIALIST, ASSOCIATE
603EAR – PG12 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

460XBJ – PG21 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.


460PAA – PG18 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.


603NAJ – PG15 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.


460EAC – PG13 (E)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

Georgia State Classification & Compensation
NETWORK PLANNING MANAGER
464XAL – PG22 (E)
Bachelor's degree and five years of related experience; or a combination of education and related experience.

NETWORK PLANNING ANALYST, LEAD
464PAA – G20 (E)
Bachelor's degree and four years of related experience; or a combination of education and related experience.

NETWORK PLANNING ANALYST, INTERMEDIATE
464NAA – PG18 (E)
Bachelor's degree and three years of related experience; or a combination of education and related experience.

NETWORK PLANNING ANALYST, ASSOCIATE
603EAE – PG15 (NE)
Bachelor's degree and two years of related experience; or a combination of education and related experience.
NETWORK TECHNICIAN MANAGER
463XAR – PG22 (E)
Bachelor's degree and five years of related experience; or a combination of education and related experience.

NETWORK TECHNICIAN, LEAD
603PAA – PG20 (NE)
Bachelor's degree and four years of related experience; or a combination of education and related experience.

NETWORK TECHNICIAN, INTERMEDIATE
603NAP – PG14 (NE)
Bachelor's degree and two years of related experience; or a combination of education and related experience.

NETWORK TECHNICIAN, ASSOCIATE
603EAK – PG11 (NE)
Bachelor's degree and one year of related experience; or a combination of education and related experience.
PC MAINTENANCE TECHNICIAN, LEAD

603PAM – PG15 (NE)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

PC MAINTENANCE TECHNICIAN, INTERMEDIATE

603NAK – PG13 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

PC MAINTENANCE TECHNICIAN, ASSOCIATE

603EAJ – PG11 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.
PC SYSTEMS MANAGER
460XBZ – PG21 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

PC SYSTEMS SPECIALIST, LEAD
463P10 – PG16 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

PC SYSTEMS SPECIALIST, INTERMEDIATE
603NAA – PG14 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

PC SYSTEMS SPECIALIST, ASSOCIATE
603EAL – PG13 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

PC SYSTEMS SPECIALIST, ASSISTANT
603DAB – PG11 (NE)
Bachelor’s degree; or a combination of education and related experience.
INFORMATION TECHNOLOGY/COMPUTER SUPPORT/PROGRAMMING

PROJECT MANAGER, SENIOR
460UAD – PG22 (E)
Bachelor’s degree and six years of related experience; or a combination of education and related experience.

PROJECT MANAGER
462XAA – PG20 (E)
Bachelor’s degree and five years of related experience; or a combination of education and related experience.
VIDEO ANALYST, MANAGER
460XCU – PG22 (E)
Bachelor's degree and four years of related experience; or a combination of education and related experience.

VIDEO ANALYST, LEAD
460PAB – PG20 (E)
Bachelor's degree and three years of related experience; or a combination of education and related experience.

VIDEO ANALYST, INTERMEDIATE
460NAA – PG16 (E)
Bachelor's degree and two years of related experience; or a combination of education and related experience.

VIDEO ANALYST, ASSOCIATE
630EAA – PG14 (NE)
Bachelor's degree and one year of related experience; or a combination of education and related experience.
WEB MANAGER
461XCL – PG23 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

WEB DEVELOPER, LEAD
461PAE – PG21 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

WEB DEVELOPER, INTERMEDIATE
461NAC – PG17 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

WEB DEVELOPER, ASSOCIATE
603EAG – PG14 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.
WEB SPECIALIST, LEAD
461PAC – PG16 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

WEB SPECIALIST, INTERMEDIATE
461NAB – PG14 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

WEB SPECIALIST, ASSOCIATE
603EAF – PG12 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.
FIRE SAFETY MANAGER
453XBJ – PG17 (E)
Bachelor’s degree and five years safety and prevention experience; or a combination of education and related experience. Certification or licenses required: State Fire Inspector and National Professional Qualifications (NPQ).

FIRE SAFETY OFFICER
453XAC – PG14 (E)
Bachelor’s degree in Fire Safety, Occupational Health or related field and two years of fire safety and prevention experience; or a combination of education and experience.
POLICE COMMUNICATIONS MANAGER
500XAJ – PG16 (E)
High School diploma or GED and five years communications experience with three years supervisory experience.

POLICE COMMUNICATIONS OFFICER III
510XDE – PG11 (NE)
High School diploma or GED and two years of dispatcher experience, no felony convictions. Must be able to pass a thorough background investigation and take pre-employment drug screen.

POLICE COMMUNICATIONS OFFICER II
510XDC – PG09 (NE)
High School diploma or GED and one year dispatcher experience, no felony convictions. Must be able to pass a thorough background investigation and take pre-employment drug screen. Community service experience preferred.

POLICE COMMUNICATIONS OFFICER I
510XDA – PG08 (NE)
High School diploma or GED and six months dispatcher experience, no felony convictions. Must be able to pass a thorough background investigation and take pre-employment drug screen. Community service experience preferred.
LAW ENFORCEMENT/SECURITY/PUBLIC SAFETY

LIEUTENANT
801XAA - PG16 (E)
High school diploma or GED and two years of law enforcement experience. Georgia Peace Officer Standards Training Council (POST) certification as a Law Enforcement Officer.

SERGEANT
815XAG - PG14 (NE)
High school diploma or GED and three years of law enforcement experience, including two years of lead law enforcement experience. Georgia Peace Officer Standards and Training Council (POST) certification as a Law Enforcement Officer required.

PUBLIC SAFETY CORPORAL
815XAA - PG13 (NE)
High school diploma or GED and two years of law enforcement experience. Georgia Peace Officer Standards Training Council (POST) certification as a Law Enforcement Officer preferred.

POLICE OFFICER III
820XAE - PG13 (NE)
High school diploma or GED and two years of law enforcement experience. Georgia Peace Officer Standards and Training Council (POST) certification as a Law Enforcement Officer.

POLICE OFFICER II
820XAC - PG12 (NE)
High school diploma or GED and one year of law enforcement experience. Georgia Peace Officer Standards and Training Council (POST) certification as a Law Enforcement Officer.

POLICE OFFICER I
820XAA - PG11 (NE)
High school diploma or GED and must be a U.S. citizen: a minimum age of twenty; not have been convicted of a felony or have an adverse driving history; have 20/20 vision or corrected 20/20 vision; be willing to undergo a polygraph test, physical exam, fingerprinting and drug screening test; have the physical ability to perform the essential job functions; must be able to pass thorough background investigation. A valid Georgia driver’s license is required at the time of employment.
SECURITY SUPERVISOR, SENIOR
815UAA – PG10 (NE)
High school diploma or GED and three years public safety experience.

SECURITY SUPERVISOR
815VAC – PG09 (NE)
High school diploma or GED and two years public safety experience. Must be able to pass a thorough background investigation and take a pre-employment drug screen. A valid Georgia driver’s license is required.

SECURITY GUARD II
821X01 – PG08 (NE)
High school diploma or GED and one year of public safety experience and no felony convictions. Must be able to pass a thorough background investigation and take pre-employment drug screen. A valid Georgia driver’s license is required.

SECURITY GUARD
821XAA – PG07 (NE)
High school diploma or GED and no felony convictions. Must be able to pass thorough background investigation and take pre-employment drug screen. A valid Georgia driver’s license is required.
ARCHIVAL ASSOCIATE
630X02 – PG11 (NE)
Bachelor’s degree and four years library or archives experience; or a high school diploma or GED and eight years library or archives experience; or a combination of education and experience. Supervisory or lead worker experience may be required for some positions.

ACHIVAL ASSISTANT
501XAV – PG08 (NE)
High school diploma or GED and three years library or archive experience; or a combination of education and related experience. Lead worker experience may be required for some positions.
LIBRARY ASSOCIATE II
630X04 - PG11 (NE)
Bachelor's degree and five years progressively responsible library experience, including three years in the assigned functional area; or a combination of education and experience. Supervisory experience may be required for some positions.

LIBRARY ASSOCIATE I
630X08 - PG10 (NE)
Bachelor's degree and four years of progressively responsible library experience, including two years in the assigned functional area; or a combination of education and related experience.

LIBRARY ASSISTANT III
510XCT - PG07 (NE)
High school diploma or GED and two years of library, customer service, or office experience; or a combination of education and related experience.

LIBRARY ASSISTANT II
510XCR - PG06 (NE)
High school diploma or GED and one year of library, customer service, or office experience; or a combination of education and related experience.

LIBRARY ASSISTANT I
510XCP - PG05 (NE)
High school diploma or GED and six months of library, customer service, or office experience; or a combination of education and experience.
LIBRARY SPECIALIST II
410XDF - PG10 (NE)
Bachelor’s degree and four years progressively specialized library experience, including two years in the assigned functional area or a combination of education and related experience.

LIBRARY SPECIALIST I
410XDE - PG09 (NE)
Bachelor’s degree and two years of progressively specialized library experience in an assigned functional area or a combination of education and related experience.

STACKS SUPERVISOR
505XAA - PG09 (NE)
High school diploma and one year of library experience and one year of supervisory experience or two years of library experience.

LIBRARY TECHNICAL ASSISTANT
616XAC - PG07 (NE)
High school diploma or GED and three years of library, customer services, or office experience. Supervisory or lead worker experience may be required for some positions.
IACUC COMPLIANCE OFFICER, SENIOR
470UAD – PG19 (E)
Master’s degree in Anthropology, Psychology, Biology, or a related field and five years of related experience. Laboratory Animal Training Association (LATA) training required. Must be able to wear and use appropriate personal protective equipment (PPE). Experience working in an academic setting preferred.

IACUC COMPLIANCE OFFICER
470XBG – PG17 (E)
Master’s degree in Anthropology, Psychology, Biology, or a related field and three years of related experience. Laboratory Animal Training Association (LATA) training required. Must be able to wear and use the appropriate personal protective equipment (PPE). Experience working in an academic setting preferred.

IACUC COMPLIANCE SPECIALIST, SENIOR
470U05 – PG14 (E)
Bachelor’s degree in Anthropology, Psychology, Biology, or a related field and three years of related experience. Must be able to wear and use appropriate personal protective equipment (PPE). Demonstration of progression towards an advanced degree preferred. Laboratory Animal Training Association (LATA) training preferred. Experience working in an academic setting preferred.

IACUC COMPLIANCE SPECIALIST
605XAJ – PG12 (NE)
Bachelor’s degree in Anthropology, Psychology, Biology, or a related field and one year of related experience. Must be able to wear and use the appropriate personal protective equipment (PPE). Laboratory Animal Training Association (LATA) training preferred. Experience in an academic setting preferred.
IRB COMPLIANCE OFFICER, SENIOR
470UAE – PG19 (E)
Master's degree and five years of experience in the administration of a human subject protection program; or a combination of education and related experience. Certified IRB professional preferred. Experience working in an academic setting preferred.

IRB COMPLIANCE OFFICER
470XBA – PG17 (E)
Master's degree and three years of experience in the administration of a human subject protection program; or a combination of education and related experience. Certified IRB Professional preferred. Experience working in an academic setting preferred.

IRB COMPLIANCE SPECIALIST, SENIOR
470UAC – PG14 (E)
Bachelor's degree and three years of experience in human subject protection program; or a combination of education and related experience. Collaborative Institutional Training Initiative (CITI) Training preferred. Experience working in an academic setting preferred. Certification as IRB Manager or IRB Professional preferred.

IRB COMPLIANCE SPECIALIST
605XAG – PG12 (NE)
Bachelor's degree and one year of experience in human subject protection; or a combination of education and related experience. Preferred: Collaborative Institutional Training Initiative (CITI) training and Certified IRB Professional (CIP); Certified Senior IRB Specialist; Certified IRB Manager or Certified IRB Professional and experience working in an academic setting.
RESEARCH COMPLIANCE/FINANCIAL/SPONSORED SERVICES

BIOSAFETY OFFICER, SENIOR
453UAE – PG19 (E)
Master’s degree in microbiology, biology, public health, or related field and five (5) years of related experience; or a combination of education and related experience. Certification by the American Board of Industrial Hygiene (CIH), Board of Certified Safety Professionals (CSP), and/or American Biological Safety Association (CBSA) required. Must be able to wear and use appropriate personal protective equipment. Must be able to pass U.S. Department of Justice security clearance. Experience in an academic setting preferred.

BIOSAFETY OFFICER
453XBJ – PG17 (E)
Master’s degree in Microbiology, Biology, Public Health, or related field and three years of related experience required. Must be able to obtain US Department of Justice security clearance. Must be able to wear and use appropriate personal protective equipment (PPE). Certification by the American Board of Industrial Hygiene (CIH), Board of Certified Safety Professionals (CSP), and/or American Biological Safety Association (CBSA) preferred. Experience in an academic setting preferred.

BIOSAFETY SPECIALIST, SENIOR
453UAF – PG14 (E)
Bachelor’s degree in Microbiology, Biology, Public Health, or related field and three years of related experience. Must be able to wear and use appropriate personal protective equipment (PPE). Must be able to pass US Department of Justice security clearance. Advanced degree preferred. Experience in an academic setting preferred.

BIOSAFETY SPECIALIST
618XAG – PG12 (NE)
Bachelor’s degree in Microbiology, Public Health, or related field and one year of related experience. Must be able to wear and use appropriate personal protective equipment (PPE).
### CHEMICAL SAFETY OFFICER

**453XBL - PG17 (E)**

Master's degree in Chemistry, Biology, Physics or a related field and three years of related experience; or a combination of education and related experience. A valid Georgia driver's license required.

Preferred qualifications:
- Professional certification (Certified Hazardous Materials Manager (CHMM), Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP)).
- 40 hour HAZWOPER and 8 hour DOT Hazmat training.

### CHEMICAL SAFETY SPECIALIST, SENIOR

**453UAG - PG14 (E)**

Bachelor's degree in Chemistry, Biology, Physics or a related field and two years of related experience. A valid Georgia driver's license required.

Preferred qualifications:
- Professional certification (Certified Hazardous Materials Manager (CHMM), Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP)).
- Master's degree in Chemistry, Biology, Physics or a related field. 40 hour HAZWOPER and 8 hour DOT Hazmat training.

### CHEMICAL SAFETY SPECIALIST

**618XAA - PG12 (NE)**

Bachelor's degree in Chemistry, Biology, Physics or a related field and one year of related experience. A combination of work experience, including training and education, may be substituted for a degree. A valid Georgia driver's license required.

Preferred qualifications:
- Professional certification (Certified Hazardous Materials Manager (CHMM), Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP)).
- Master's degree in Chemistry, Biology, Physics or a related field. 40 hour HAZWOPER and 8 hour DOT HAZMAT training.
COMPLIANCE OFFICER
445XAA - PG15 (E)
Bachelor's degree and two years of related experience; or a combination of education and related experience.

COMPLIANCE SPECIALIST
645X51 - PG12 (NE)
Bachelor’s degree in Biology, Chemistry, Psychology or a related field and one year of related experience. Experience in research, research regulations, and research regulatory committee functions preferred.
ENVIRONMENTAL PROGRAM OFFICER, SENIOR
453UAH – PG19 (E)
Master's degree in Chemistry, Biology, Physics or a closely related field and five years of related experience; or a combination of education and related experience. Proof of completion of 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) and 8-hour DOT Hazmat training. Certification by the Institute of Hazardous Materials Managers, American Board of Industrial Hygiene and/or Board of Certified Safety Professionals preferred. Asbestos Hazard Emergency Response Act (AHERA) Inspector and Supervisor certification preferred. Experience working in an academic setting preferred.

ENVIRONMENTAL PROGRAM OFFICER
453XAT – PG17 (E)
Bachelor's degree in the Physical or Environmental Sciences and four years of related experience; or a combination of training and related experience. Proof of completion of 40-hour Hazardous Waste Operations and emergency Response (HAZWOPER) and 8-hour DOT Hazmat training preferred.
GRANTS & CONTRACTS OFFICER III
445XAJ – PG16 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

GRANTS & CONTRACTS OFFICER II
445XAG – PG14 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

GRANTS & CONTRACTS OFFICER I
445X52 – PG12 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.
MANAGER,
HAZARDOUS
MATERIALS
PROGRAM

453XAG – PG17 (E)
Bachelor’s degree in Chemistry, Biology, Physics, Engineering or a related field and three years of hazardous materials program management/coordinating experience.

HAZARDOUS
MATERIALS
SPECIALIST,
SENIOR

453UAE – PG14 (E)
Bachelor’s degree in Chemistry, Biology, Physics or closely related field and three years of related experience; or a combination of education and related experience. A valid Georgia driver’s license is required. Proof of 40 hour HAZWOPER training completion required. Professional certification, such as CHMM, CIH, CSP preferred. AHERA Inspector and Supervisor certifications preferred. Advance degree in a related field preferred. Experience working in an academic setting preferred.

MANAGER,
HAZARDOUS
SPECIALIST

618XAC – PG12 (NE)
Bachelor’s degree in Chemistry, Biology, Physics or closely related field and one year of related experience. A valid Georgia driver’s license is required. Federal Asbestos Hazard Emergency Response Act (AHERA) Inspector and Supervisor certifications preferred, or must be obtained within the first six months of employment. Completion of 40 hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training preferred, or must be completed within the first six months of employment.

FEDERAL ASBESTOS HAZARD
EMERGENCY RESPONSE ACT
(AHERA) INSPECTOR
AND SUPERVISOR
CERTIFICATIONS

GA – (E)
Bachelor’s degree in Chemistry, Biology, Physics or closely related field and one year of related experience. A valid Georgia driver’s license is required. Federal Asbestos Hazard Emergency Response Act (AHERA) Inspector and Supervisor certifications preferred, or must be obtained within the first six months of employment. Completion of 40 hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training preferred, or must be completed within the first six months of employment.
**LABORATORY SUPERVISOR**

472XAC – PG14 (E)
Ph.D. in the assigned research area and three years of laboratory research experience; or Master's degree in the assigned research area and five years of laboratory research experience; or a combination of education and related experience.

**LABORATORY COORDINATOR**

472XAA – PG13 (E)
Master's degree in the assigned research area; or Bachelor’s degree in the assigned research area and two years of related experience; or a combination of education and related experience.

**LABORATORY TECHNICIAN III**

472XAE – PG11 (E)
Bachelor’s degree in Biology, Chemistry or other natural science area and three years of laboratory experience; or a combination of education and related experience.

**LABORATORY TECHNICIAN II**

606XAG – PG10 (NE)
Bachelor’s degree in Biology, Chemistry, or other natural science area and one year of laboratory experience; or a combination of education and related experience.

**LABORATORY TECHNICIAN I**

606XAE – PG08 (NE)
Bachelor’s degree in Biology, Chemistry or other natural science area; or a combination of education and related experience.

**LABORATORY ASSISTANT**

606XAC – PG05 (NE)
High school diploma or GED and six months of related experience; or a combination of education and related experience.
LABORATORY ANIMAL TECHNICIAN III
616XAL - PG10 (NE)
High school diploma or GED and three years of related experience; Laboratory Animal Technologist (LATG) certification required.

LABORATORY ANIMAL TECHNICIAN II
616XAJ - PG08 (NE)
High school diploma or GED and two years of related experience. American Association for Laboratory Animal Science (AALAS) certification preferred.

LABORATORY ANIMAL TECHNICIAN I
616XAG - PG07 (NE)
High school diploma or GED and one year of related experience. Preferred: American Association for Laboratory Animal Science (AALAS) certification at Assistant Laboratory Animal Technician (ALAT) level.

Georgia State Classification & Compensation
RADIATION SAFETY OFFICER, SENIOR

453UAC – PG19 (E)
Master’s degree in physics, health physics, biology, public health, or related field and five (5) years of experience; or a combination of education and experience. Must be able to wear and use appropriate personal protective equipment. Certification by the American Board of Industrial Hygiene (CIH), Board of Certified Safety Professionals (CSP), and/or American Health Physics Society (CHP) preferred. Experience in an academic setting preferred.

RADIATION SAFETY OFFICER

453XBJ – PG17 (E)
Master’s degree in Microbiology, Biology, Public Health, or related field and three years of related experience required. Must be able to obtain US Department of Justice security clearance. Must be able to wear and use appropriate personal protective equipment (PPE). Certification by the American Board of Industrial Hygiene (CIH), Board of Certified Safety Professionals (CSP), and/or American Biological Safety Association (CBSP) preferred. Experience in an academic setting preferred.

RADIATION SAFETY SPECIALIST, SENIOR

453UAD – PG14 (E)
Bachelor’s degree in a physical science, Public Health or a related field and three years of related experience; or a combination of education and related experience. Demonstrated progression towards an advanced degree or the ability to obtain certification as Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), and/or Certified Biological Safety Professional (CBSP) preferred. Experience in an academic setting preferred.

RADIATION SAFETY SPECIALIST

618XAE – PG12 (NE)
Bachelor’s degree in a physical science, public health, or related field and one year of related experience. Must be able to wear and use appropriate personal protective equipment.

Georgia State Classification & Compensation
RESEARCH COORDINATOR II
470XAJ – PG12 (E)
Master’s degree in assigned research area; or a combination of education and related experience.

RESEARCH COORDINATOR I
605X78 – PG10 (NE)
Bachelor’s degree in the assigned research area; or a combination of education and related experience.
RESEARCH COMPLIANCE/FINANCIAL/SPONSORED SERVICES

RESEARCH FINANCIAL OFFICER, SENIOR
430UAB – PG18 (E)
Bachelor’s degree in Business, Accounting or Finance and five years of university or non-profit or government fiduciary experience; or a combination of education and related experience. One year of supervisory experience required.

RESEARCH FINANCIAL OFFICER
430XBE – PG16 (E)
Bachelor’s degree in business, accounting or finance and four years of university or non-profit/government fiduciary experience; or a combination of training and experience. One-year supervisory experience required.

RESEARCH FINANCIAL SPECIALIST, SENIOR
430UAC – PG14 (E)
Bachelor’s degree in business, accounting, or finance and two years related experience, or a combination of education and related experience. Experience in grants and contracts preferred.

RESEARCH FINANCIAL SPECIALIST
430UAB – PG18 (E)
Bachelor’s degree in Business, Accounting or Finance and five years of university or non-profit or government fiduciary experience; or a combination of education and related experience. One year of supervisory experience required.
**RESEARCH SAFETY OFFICER, SENIOR**

453AA – PG19 (E)

Master’s degree in Microbiology, Biology, Public Health or a related field and five years of related experience. Must be able to obtain U.S. Department of Justice security clearance and be certified as Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), and/or Certified Biological Safety Professional (CBSP).

**RESEARCH SAFETY OFFICER**

453X01 – PG17 (E)

Master’s degree in Microbiology, Biology, Public Health or a related field and three years of related experience. Must be able to obtain U.S. Department of Justice security clearance and be certified as Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), and/or Certified Biological Safety Professional (CBSP).

**RESEARCH SAFETY SPECIALIST, SENIOR**

453UAB – PG14 (E)

Bachelor’s degree in Microbiology, Biology, Public Health or related field and three years of related experience. Demonstrated progression towards an advanced degree or the ability to obtain certification as Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP), and/or Certified Biological Safety Professional (CBSP) preferred.

**RESEARCH SAFETY SPECIALIST**

618X05 – PG11 (NE)

Bachelor’s degree in Microbiology, Biology, Public Health or a related field and one year of related experience.
**RESEARCH TECHNICIAN III**

602X02 – PG12 (NE)

Bachelor’s degree and three years research experience; or a high school diploma and seven years research experience; or a combination of education and experience.

---

**RESEARCH TECHNICIAN II**

605XAE – PG10 (NE)

Bachelor’s degree and two years of research experience; or high school diploma or GED and six years of research experience; or a combination of education and related experience.

---

**RESEARCH TECHNICIAN I**

605XAC – PG08 (NE)

Bachelor’s degree and one year of research experience; or high school diploma or GED and five years of research experience; or a combination of education and related experience.
SPONSORED PROGRAMS OFFICER, SENIOR

445XU2 - PG18 (E)
Bachelor’s degree in Business Administration, Public Administration, or a closely related field with five years of experience in grants administration; or a combination of education and related experience. Master’s degree in Business, Public Administration or a closely related field preferred.

SPONSORED PROGRAMS OFFICER

445XAN - PG16 (E)
Bachelor’s degree in Business Administration, Public Administration, or a closely related field with four years of experience in grants administration; or a combination of education and related experience.

SPONSORED PROGRAMS SPECIALIST, SENIOR

445UA - PG14 (E)
Bachelor’s degree and two years of administrative experience in a college or university setting; or a combination of education and related experience.

SPONSORED PROGRAMS SPECIALIST

645X53 - PG12 (NE)
Bachelor’s degree and one year administrative experience in a college or university setting; or a combination of education and experience.
**ACADEMIC ADVISOR III**

400XBK - PG14 (E)
Bachelor's degree and five years of related experience; or a combination of education and related experience.

**ACADEMIC ADVISOR II**

400XBJ - PG13 (E)
Bachelor's degree and three years of related experience; or a combination of education and related experience.

**ACADEMIC ADVISOR I**

400XBI - PG12 (E)
Bachelor's degree and one year of related experience; or a combination of education and related experience.
STUDENT AFFAIRS/STUDENT SUPPORT

ADMISSIONS COORDINATOR III
505XAN – PG13 (NE)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

ADMISSIONS COORDINATOR II
510XFT – PG11 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

ADMISSIONS COORDINATOR I
510XFR – PG09 (NE)
High school diploma and two years of related experience; or a combination of education and related experience.

Georgia State Classification & Compensation
STUDENT AFFAIRS/STUDENT SUPPORT

ADMISSIONS COUNSELOR III
657X68 – PG14 (NE)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

ADMISSIONS COUNSELOR II
657X10 – PG12 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

ADMISSIONS COUNSELOR I
657X66 – PG10 (NE)
Bachelor’s degree; or a combination of education and experience.
CAREER COUNSELOR, SENIOR
410UAB – PG14 (E)
Master’s degree and three years of related experience; or a combination of education and related experience.

CAREER COUNSELOR
657X69 – PG13 (NE)
Master’s degree and one year of related experience; or a combination of education and related experience.
**CAREER INFORMATION RESEARCH ANALYST III**

410XAN – PG16 (E)

Bachelor’s degree and five years of related experience; or a combination of education and related experience.

---

**CAREER INFORMATION RESEARCH ANALYST II**

410XAL – PG15 (E)

Bachelor’s degree and four years of related experience; or a combination of related experience.

---

**CAREER INFORMATION RESEARCH ANALYST I**

410XAJ – PG14 (E)

Bachelor’s degree and three years of related experience; or a combination of education and related experience.

---

Georgia State Classification & Compensation
STUDENT AFFAIRS/STUDENT SUPPORT

DEGREE PROGRAM SPECIALIST
510XGL – PG12 (NE)
Bachelor’s degree; or high school diploma or GED and four years of administrative experience; or a combination of education and related experience.

DEGREE PROGRAM ASSISTANT
510XCA – PG09 (NE)
High school diploma or GED and one year of administrative experience. Experience scheduling special events and activities preferred.
ENROLLMENT SERVICES SUPERVISOR
500XAT - PG14 (E)
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

ENROLLMENT SERVICES SPECIALIST, SENIOR
629U03 - PG13 (NE)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

ENROLLMENT SERVICES SPECIALIST
629X03 - PG12 (NE)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

ENROLLMENT SERVICES ASSISTANT, SENIOR
510UAE - PG11 (NE)
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

ENROLLMENT SERVICES ASSISTANT
510XFV - PG10 (NE)
Bachelor’s degree; or a combination of education and related experience.
**STUDENT AFFAIRS/STUDENT SUPPORT**

**MANAGER, GCIC MARKETING & TRAINING**
315XAR – PG17 (E)
Bachelor’s degree in business or a related field and two years of supervisory/managerial experience; or a Bachelor’s degree and four years of related experience; or a combination of education and experience. Must have a valid Georgia driver’s license.

**GCIC MARKETING & TRAINING SPECIALIST II**
400XAR – PG16 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

**GCIC MARKETING & TRAINING SPECIALIST I**
400XAP – PG14 (E)
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

Bachelor’s degree in business or a related field and two years of supervisory/managerial experience; or a Bachelor’s degree and four years of related experience; or a combination of education and experience. Must have a valid Georgia driver’s license.
RESIDENCE HALL DIRECTOR
657X18 – PG11 (NE)
Bachelor’s degree and two years of related experience.

ASSISTANT RESIDENCE HALL DIRECTOR
657D01 – PG09 (NE)
Bachelor’s degree and one year of related experience.
Master’s degree and three years of related experience; or a combination of education and related experience.

Master’s degree and one year of related experience; or a combination of education and related experience.

Bachelor’s degree and one year of related experience; or a combination of education and related experience.
STUDENT DEVELOPMENT SPECIALIST, SENIOR
657U15 – PG13 (NE)
Master’s degree and one year of related experience; or a combination of education and related experience.

STUDENT DEVELOPMENT SPECIALIST
657X13 – PG11 (NE)
Bachelor’s degree and two years experience; or a combination of education and experience.
STUDENT AFFAIRS/STUDENT SUPPORT

STUDENT FINANCIAL AID COUNSELOR, SENIOR
657U01 - PG13 (NE)
Bachelor’s degree and two years of financial aid or counseling or student personnel experience; or a combination of education and related experience.

STUDENT FINANCIAL AID COUNSELOR
657X11 - PG12 (NE)
Bachelor’s degree and one year of financial aid or counseling or student personnel experience; or a combination of education and related experience.
**BUYER III**

433XAE – PG15 (E)
Bachelor’s degree in Business Administration or a related field and three years of related experience; or a combination of education and related experience.

**BUYER II**

433XAC – PG13 (E)
Bachelor’s degree in Business Administration or a related field and two years of related experience; or a combination of education and related experience.

**BUYER I**

433XXA – PG11 (E)
Bachelor’s degree in Business Administration or a related field and one year of related experience; or a combination of education and related experience.
S U P P L Y, P R O P E R T Y & P R O C U R E M E N T

PROCUREMENT SPECIALIST, SENIOR
410UAK – PG15 (E)
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

PROCUREMENT SPECIALIST II
410XDY – PG13 (E)
Bachelor’s degree and one year of related experience, or a combination of education and related experience.

PROCUREMENT SPECIALIST I
633X84 – PG11 (NE)
High school diploma or GED and six months of related experience; or a combination of education and related experience. Associate degree preferred.