

Office of Human Resources
400 Recruitment and Selection

2025-03-28

Table of Contents

| | |
|---|----|
| 401 Recruitment and Selection | 1 |
| Section A: General Provisions | 1 |
| Section B: Process | 2 |
| Section C: Job Announcements | 2 |
| Section D: Selection | 3 |
| Section F: Establishing Selection Criteria | 3 |
| Section G: Screening | 3 |
| Section H: Interviewing | 4 |
| Section I: Reference/System Checks | 4 |
| Section J: Offer of Employment | 4 |
| Section K: Notification of Non-Selection | 5 |
| Section L: Special Provisions | 5 |
| Section M: Records Management | 6 |
| 403 Medical and Physical Examination Program | 7 |
| Section A: Program Purpose | 7 |
| Section B: Job Categories | 7 |
| Section C: Program Overview | 8 |
| Section D: Physical Examinations | 9 |
| Section E: Review and Decision | 9 |
| Section F: Appeal | 10 |
| Section G: Recordkeeping | 10 |
| 403 A1 Medical and Physical Examination Job List | 10 |
| 403 A2 Medical and Physical Examination Program Rules and Documents | 29 |
| 404 Re-Employment of Retirees and Use of Independent Contractors | 30 |
| Section A: ERS Restrictions | 30 |
| Section B: Re-Employment | 30 |
| Section C: IRS Restrictions | 31 |
| Section D: Contracting | 31 |
| Section E: Conflict of Interest | 32 |
| 404 A1 Determining Independent Contractor Status Questionnaire | 32 |

401 Recruitment and Selection



Georgia Department of Human Services Human Resources Policy #401

Recruitment and Selection

Release Date: July 1, 2002

Revised Date: November 19, 2024

Next Review Date: November 18, 2026

References: Rules of the State Personnel Board 478-1-.06 — Recruiting, Screening and Hiring
Title VII of the Civil Rights Act of 1964, as amended
Fair Employment Practices Act, as amended
Americans with Disabilities Act (ADA)

The Department of Human Services (DHS) is committed to employing candidates by engaging in recruitment and selection practices that comply with all applicable Federal and State laws. It is the policy of DHS to provide equal employment opportunity to all candidates and employees.

The Office of Human Resources (OHR) and hiring managers are to take steps to ensure that position vacancies are advertised in a manner that attracts diverse, qualified candidates. This policy applies to all DHS internal and external candidates.

Section A: General Provisions

1. DHS aims to attract and recruit candidates with diverse backgrounds, knowledge, skills and abilities who will enhance the quality of service and contribute to DHS' overall success. Vacancies are advertised both internally and externally on DHS job site at: dhsjobs.dhs.ga.gov/.
2. Continuous recruitment is recommended for jobs where there is an ongoing need to fill vacancies (e.g., jobs with high turnover, hard to fill jobs, etc.).
3. DHS is not required to advertise vacancies in certain circumstances including, but not limited to, the following:
 - a. Working test demotions;
 - b. Adverse actions involving demotions;
 - c. Reassignment of employees;
 - d. Appointment to unique positions (e.g., Commissioner, Division Director, etc.);
 - e. When a pool of qualified candidates has been established for another vacancy within the same job code, within six (6) months prior to a current vacancy, the recruiter will notify the hiring manager that the previous pool of qualified applicants, if not exhausted, will be used in lieu of advertising for current vacancy.

Section B: Process

1. When the hiring manager has a need to fill a vacant position, the job description should be reviewed to ensure accuracy of information such as education, knowledge, skills, abilities, competencies, salary, paygrade, and Fair Labor Standards Act (FLSA) status. The position must be properly budgeted, allocated and classified.
2. The hiring manager or designee must create a Requisition to Hire in HR PASS. The Requisition must be approved by the required authorities and all required documents (i.e. job posting template, resignation letter, promotion letter, or demotion letter of last incumbent in the position, organizational chart, interview questions) must be uploaded.
3. Once the position has been approved, it will be assigned to a recruiter. The recruiter will review the documents and post the job vacancy announcement within three (3) business days.
4. Once the position closes, the recruiter will refer qualified candidates to the hiring managers within five (5) business days.
5. Hiring managers are encouraged to work with their assigned recruiter to determine recruitment for the vacancy. Options which may be considered include, but are not limited to:
 - a. Level of the position;
 - b. Location of the position;
 - c. Critical nature of the position to DHS;
 - d. Effectiveness of previous recruitment efforts in filling this or similar positions;
 - e. Posting vacancies online (i.e. job boards, and social media);
 - f. Frequency of turnover; and
 - g. Newspaper advertising, newsletters, or professional publications.
6. A strategic recruitment effort may include, but is not limited to:
 - a. Attending job fairs, college career days, conferences, and networking events.
 - b. Marketing publications (i.e., flyers, brochures, pamphlets).
7. The DHS Recruitment and Selection Team is available for consultation and strategy development.

Section C: Job Announcements

1. All job announcements should include the following information at a minimum:
 - a. The location of the position
 - b. The scope of the recruitment effort (i.e., internal/work unit only, DHS employees only, State employees only, all qualified candidates);
 - c. Notice that appointment to the position is time-limited or part-time, if applicable; and,
 - d. Minimum and preferred qualifications; job related competencies
 - e. Notice of required educational, criminal history record, motor vehicle, and references checks and pre-employment/random drug testing, if applicable;

- f. Includes the Americans with Disabilities Act (ADA) notification; and,
- g. Any other special requirements (i.e., extensive travel, etc.).

Section D: Selection

1. DHS is an equal opportunity employer and does not discriminate on the basis of age, color, sex, national origin, physical or mental disability, race, gender, creed, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, veteran status, religious or political opinions or affiliations or any other characteristic protected by federal, state or local law.
2. DHS hiring managers are to ensure consistent compliance with all Federal and State Laws and the State Personnel Board Rules relating to selection.
3. The purpose of the selection process is to ensure that the most suitable candidate is selected for each position. The process should be conducted so that perceptions of unfairness is avoided, and the hiring manager is able to justify the decision.
4. In the absence of an exception approved by the OHR Deputy Commissioner or designee, reasonable steps should be taken to ensure that available positions are advertised in a manner that attracts qualified candidates.

Section F: Establishing Selection Criteria

Establishing selection criteria that reflect the required competencies of the position is a critical step in the selection process.

1. It is the responsibility of each hiring manager to ensure only job-related criteria are incorporated in the selection process.
2. Job-related selection criteria reflect the following characteristics:
 - a. Matched to relevant job duties;
 - b. Based on competencies needed at the time of selection; and,
 - c. Emphasize competencies from most to least important.
3. Job-related, nondiscriminatory selection criteria must be established prior to beginning the selection process. The selection criteria should include, but are not limited to education, work experience and/or an evaluation of knowledge, skills, and abilities.

Section G: Screening

1. All candidates must meet the entry qualifications for the position in order to be considered for employment. Applications for employment are to be reviewed at the time of the application.
2. Screenings will be conducted by the assigned recruiter to determine, if candidates meet the required entry and any established preferred qualifications for the position. Additional screenings based on job-related selection criteria are completed by the hiring manager to identify the most qualified candidate prior to interviews.
3. Other screening tools, such as job-related assessments and questionnaires, may be used to gather specific information about entry and/or preferred qualifications or competencies.

4. If it is determined through screening that there are no suitable candidates for an advertised position, the position does not have to be filled from that pool of candidates. If the position is to be filled at a later date, it is to be re-advertised, and all qualified candidates must be given consideration in accordance with the most current job announcement.

Section H: Interviewing

1. Structured interviews shall be conducted by an interview panel. The interviewer(s) should be knowledgeable about the position requirements. The same panel should conduct all interviews for that specific position.
2. Candidates may be asked to provide copies of performance evaluations, attendance records or similar documents as part of the selection process.
3. All interviewed candidates are to be asked the same questions and given the same exercises.
 - a. Behavioral and/or situational type interview questions should be designed to gather responses and must be developed in advance of any interviewing.
 - b. Questions should clearly relate to the responsibilities of the position.
4. An Interview Ranking Scale Form shall be used to allow responses to be rated (i.e., excellent, satisfactory or not acceptable). Interview questions may be provided to candidates during the interview, at the discretion of the hiring manager. If this option is used, all candidates to be interviewed must have the same opportunity to review the interview questions. The questions should remain with the interview panel.
5. Interviewers have the flexibility to ask follow-up probing questions based on a response given by a candidate or information submitted with the job application. Probing questions are asked on an individual basis and must be job-related.
6. Once a selection has been identified, the hiring manager must complete the Hire Form portion of HR PASS and upload all required documents, which include interview notes from all panel members on each candidate interviewed, interview ranking scale form, and two completed professional reference check forms.

Section I: Reference/System Checks

1. Candidates must provide the name, title and telephone number of at least two (2) professional references.
2. Professional reference checks should be completed on all candidate(s) prior to an offer being extended. Reference checks are to be conducted by hiring managers or designee.
3. Hiring managers or designee have five (5) business days to complete the reference check process for the recommended candidate. If unable to complete the reference check within five (5) business days, the hiring manager must move to the next candidate in the hiring process.

Section J: Offer of Employment

1. The hiring manager is responsible for the final selection decision. No offer of employment, either verbal or written, is to be made from the hiring manager. OHR will make the final offer

to the selected candidates after all portions of the background clearance have been successfully completed.

2. Prior to making an offer of employment, the designated HR Representative will conduct a Human Capital Management system check on the selected candidate. If a “Rehire Not Recommended” is recorded or if the candidate has ever been dismissed from State employment, OHR will consult with the hiring manager for a final determination, before offering employment to a candidate with a “Rehire Not Recommended” or prior dismissal.
3. After the Hire Form has been completed, the recruiter will review the submitted documents and authorize the hire in HR PASS.
4. The designated HR Representative will contact the selected candidate to inform them of next steps.
5. The selected candidate will receive a link to initiate background check paperwork. If the candidate is cleared for hire, the designated HR Representative will extend the offer of employment, confirm the start date, notify the hiring manager, and send the offer letter.
6. The selected candidate should complete the necessary new hire paperwork in HR PASS prior to reporting to new hire orientation.

Section K: Notification of Non-Selection

1. The hiring manager shall leave non-selected candidates interviewed in the “interview status” in HR PASS. The recruiter will send non-selection letters to all candidates interviewed, but not selected.
2. Reasons for non-selection are not to be provided verbally or in writing.

Section L: Special Provisions

The following may be applicable at the time employment is offered:

1. **ACKNOWLEDGEMENT OF UNCLASSIFIED POSITION** - the designated HR Representative is responsible for ensuring that candidates (who are classified employees) who are offered unclassified positions read, sign and return the Unclassified Employment Acknowledgement prior to reporting for work in unclassified positions. The Unclassified Employment Acknowledgement form can be found in DHS Policy [302 Classified to Unclassified Employment](#).
2. **PRE-EMPLOYMENT DRUG TESTING** - Some positions in DHS require pre-employment drug testing. As a condition of employment, candidates offered employment in positions subject to pre-employment drug testing must pass the drug test. (See DHS Policy [1302 Alcohol and Drug Testing Programs](#).)
3. **SELECTIVE SERVICE REGISTRATION** - The Military Selective Service Act requires all selected male candidates between the ages of 18 and 25 to present proof of having registered with the Selective Service System or to present proof of being exempt from registration.
 - a. When the offer of employment is made, selected male candidates should be advised that the hiring official must receive this proof within fifteen (15) calendar days of the offer being issued.



Candidates may call the Selective Service System at 1-847-688-6888 if a replacement acknowledgment card is needed to present as proof.

b. If required proof is not received by the deadline, the offer of employment is to be withdrawn.

4. **CRIMINAL HISTORY RECORD CHECK** - All positions require a criminal history record check. (See DHS Human Resources Policy [504 Criminal History Record Checks](#).)

Section M: Records Management

1. Records of all written materials related to the selection process are to be retained for at least three (3) years. Records include but are not limited to the following:

- a. Position Announcement;
- b. All materials submitted by candidates for consideration (e.g., Applications for Employment, resumes, etc.);
- c. List of Available Candidates (if used);
- d. Screenings (e.g., Phone, video, chatbot, etc.);
- e. Composition of the interview team (if used);
- f. Interview questions and/or exercises;
- g. Interview notes (signed and dated by the interviewer):
 - I. Written responses to questions;
 - II. Additional information given to candidates;
 - III. Reference information;
 - IV. Any candidate rating materials used; and
 - V. Any other material considered relevant.

Requests for access to these records should be directed to OHR or General Counsel prior to granting access or otherwise releasing information.

For additional information or assistance, please contact your designated Human Resources Representative.

403 Medical and Physical Examination Program



Georgia Department of Human Services Human Resources Policy #403

Medical and Physical Examination Program

Release Date: July 1, 2002

Revised Date: June 8, 2020

References: O.C.G.A. 45-2-40 — Employees to furnish certificate of physical fitness for employment
Manual for the Medical and Physical Examination Program
Georgia Department of Administrative Services

Next Review Date:

Section A: Program Purpose

1. The Medical and Physical Examination Program (MAPEP) has been developed to:
 - a. Ensure prospective employees are physically capable of carrying out the duties of his or her appointment.
 - b. Protect prospective employees from possible harm associated with employment, which may occur due to preexisting physical conditions.
 - c. Protect the State from potential liability under workers' compensation laws for conditions arising after employment, but caused in whole or part by preexisting physical conditions; and,
 - d. Provide a consistent, job-related process for determining and applying the medical and physical standards.

Section B: Job Categories

1. DHS jobs have been assigned to one of five job categories, which are listed below.
 - a. **Category 1:** Primarily sedentary, light physical work with limited to no unusual working conditions (e.g. Administrative Assistant; Business Operations Manager; Human Resources Specialist).
 - b. **Category 2:** Moderate to heavy physical activity and/or moderate to high interface with working conditions of potential concern for certain health conditions (e.g. Supply/Warehouse Clerk; Housekeeper; Mechanic).
 - c. **Category 3:** Positions involving food preparation or the handling of raw consumable animal products (e.g., Food Service Worker; Plant Operator; Agriculture Inspector).

- d. **Category 4:** Health-related positions involving direct contact with or exposure to airborne or blood-borne pathogens (e.g. Nurse Manager; Health Aide; Radiologist; Dental Hygienist).
 - e. **Category 5:** Strenuous physical activity and/or extreme or potentially life-threatening working conditions requiring a high level of physical capability (e.g., GSP Sergeant; Public Safety Cadet; Special Agent; Correctional Officer; Fire Prevention Specialist; Conservation Lieutenant).
2. A job is assigned to a category based on job responsibilities, functional requirements, working conditions and environmental factors.
 3. Category designation is also affected by the level of medical/fitness screening determined necessary for the job.
 4. Standards of medical and physical fitness have been developed for each job category.
 5. The Medical and Physical Examination Program Job Categories List is included as Attachment #1.
 6. Unique positions may be reviewed to determine the appropriate job category. A request for review should be submitted to the Office of Human Resources (OHR).

Section C: Program Overview

1. The General Information form (MAPEP 10-51-03) is used for all positions regardless of job category designation. For positions in Categories 1 through 4, the prospective employee will self-certify correctness of information and no further medical assessment will be required, unless requested by DHS. If requested for positions in Categories 1-4, Form MAPEP 10- 51-03, and other identified MAPEP materials will be reviewed by a qualified medical practitioner.
2. The MAPEP paperwork and review process must be completed after an offer of employment, but before disbursement of salary.



Any required physical examination must be completed prior to the date of employment, and the reporting of results is to be completed within forty (40) calendar days of employment.

3. For jobs in Category 5, or other position for which a physical examination is indicated, the "General Information" form (MAPEP 10-51-03) and appropriate Medical History forms will be completed, and a physical examination arranged.
4. All medical history forms used for Categories 2-5, if indicated, and physical examination results (typically Category 5), will be reviewed by a licensed physician for determination of the medical and physical fitness of the prospective employee. The results of this determination should be reported to the employing agency on the "Medical Examination Report to Employing Agency" form (MS 10-57).
5. The physical demands of the position and the working conditions under which work is performed will be compared with the health status of the prospective employee. Also, any standards and/or guidelines approved by the State Personnel Board will be considered in the review.
6. Any unusual functional requirements or working conditions are to be noted on the General Information Form (MS 10-51-03) in order to advise the prospective employee and to justify possible further review of medical/fitness condition.

Section D: Physical Examinations

1. For Category 1 through 4 positions, if the employing agency finds upon review of the MAPEP materials that the prospective employee appears capable of performing the duties of the position, no further assessment is needed.
2. If DHS finds information needing review by a medical practitioner, forms will be referred to a physician designated by the Department.
3. If DHS finds that a physical examination is necessary, DHS will indicate the "Additional Test(s) Requested" on the Medical Findings Form (MS 10-56) and refer the prospective employee to a physician designated by the Department, or a licensed medical practitioner of the prospective employee's choice.
4. For job positions, typically Category 5 jobs, for which an examination is initially required:
 - a. DHS will complete appropriate sections of the MAPEP "General Information" form (MAPEP 10-51-03). The employing agency will also complete the "Additional Tests Requested" (page 1, top left) if any; and the "Employer Name and Address" (page 3, bottom right) portions of the "Medical Findings" physical examination form (MS 10-56). The employing agency will provide copies of the "General Medical Guidelines" (Section IV) and the "Specialized Medical Guidelines" (Section V) as attachments to the memorandum to the Examining Physician" (MS 10-55). The employing agency will also indicate which other completed forms (ex. MS 10-52) are being provided with these "Guidelines" as part of the medical package by checking the appropriate boxes on the cover memorandum to the Examining Physician (MS 10-55).
 - b. The prospective employee will complete appropriate sections of the "General Information" form (MAPEP 10-51-03).
5. The agency will retain a copy of the "General Information" form (MAPEP 10-51-03). The prospective employee will be referred with the MAPEP medical package — completed forms (a copy of MAPEP 10-51-03), the job information attachments (see D. below), the "Medical Findings" form (MS 10-56), and the physician cover memorandum (MS 10-55) with general and specialized standards attached — for physical examination to a physician designated by the Department or a licensed medical practitioner of the prospective employee's choice.
6. The licensed medical practitioner will send the completed medical package to the designated representative.
7. A copy of the standards for medical and physical fitness for the specific job and the required MAPEP forms should be provided to each prospective employee upon the offer of employment.

Section E: Review and Decision

1. The physical demands of the job and the working conditions under which work is performed will be compared with the health status of the prospective employee. A determination will be made regarding the prospective employee's physical capability to perform the essential functions of the job.
2. If the medical practitioner identifies a condition that would hinder a prospective employee from fulfilling the prescribed duties of the job, reasonable accommodation will be considered. A determination of whether reasonable accommodation can be offered will be made on a case-by-case basis.

3. A prospective employee who does not meet the medical, psychological or physical standards of a job, with or without reasonable accommodation, cannot be employed in that job.

Section F: Appeal

1. A prospective employee may file an appeal contesting any requirement of the Medical and Physical Examination Program.
 - a. The appeal must be filed in writing with the OHR Director.
 - b. The appeal must be filed within ten (10) calendar days of becoming aware of the contested requirement.
2. The appeal will be reviewed, and a written response will be issued to the prospective employee within fifteen (15) calendar days of receiving the appeal. This response is the final decision on the appeal.
3. A copy of the appeal and final decision will be provided to the Department of Administrative Services Commissioner.

Section G: Recordkeeping

1. All medical information obtained as a result of the Medical and Physical Examination Program is confidential and will be accessible only on a need-to-know basis.
2. This information will be filed separately from other personnel records.

For additional information or assistance, please contact your local Human Resource Office, or email DHS-Policies@dhs.ga.gov.

403 A1 Medical and Physical Examination Job List



**Georgia Department of Human Services
Human Resources Policy #403 A1**

Medical and Physical Examination Job List

| Job Code | Job Title | MAPEP |
|----------|------------------------------|-------|
| 40815 | Accountant | 1 |
| 40814 | Accountant 1, Professional | 1 |
| 40805 | Accountant 2, Professional | 1 |
| 40804 | Accountant 3, Professional | 1 |
| 40806 | Accountant, Paraprofessional | 1 |
| 40807 | Accounting Clerk | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 40801 | Accounting Director 2 | 1 |
| 40803 | Accounting Manager 1 | 1 |
| 40802 | Accounting Manager 2 | 1 |
| 40215 | Accounting Manager, OCSS | 1 |
| 71305 | Activity Therapist | 2 |
| 71328 | Activity Therapist (CSH) | 2 |
| 71315 | Activity Therapy Coordinator | 2 |
| 71303 | Activity Therapy Leader | 2 |
| 71319 | Activity Therapy Supervisor | 2 |
| 60104 | Administrative Assistant | 1 |
| 60044 | Administrative Coordinator, Statewide | 1 |
| 40002 | Administrative Operations Coordinator 1 | 1 |
| 40001 | Administrative Operations Coordinator 2 | 1 |
| 40003 | Administrative Operations Manager | 1 |
| 60187 | Administrative Operations Specialist | 1 |
| 14227 | Adoptions Coordinator Team Leader, Regional | 1 |
| 14222 | Adoptions Coordinator, Regional | 1 |
| 14226 | Adoptions Placement Coordinator | 1 |
| 14225 | Adoptions Policies & Contracts Manager | 1 |
| 14223 | Adoptions Resources Recruitment Manager | 1 |
| 71821 | Advocacy Compliance Training Director, Reg | 1 |
| 14063 | Aging Services Coordinator | 1 |
| 14053 | Aging Services Team Leader | 1 |
| 80105 | Applications Systems Manager | 1 |
| 60502 | Artist 2 | 1 |
| 60508 | Artist, Graphic | 1 |
| 40038 | Assistant Director, DHS Office | 1 |
| 19671 | Assistant Director, ORS | 1 |
| 95014 | Attorney 1 | 1 |
| 95015 | Attorney 2 | 1 |
| 71326 | Audiologist (DHS) | 1 |
| 60301 | Audio-Visual Program Supervisor | 1 |
| 60303 | Audio-Visual Specialist 1 | 2 |
| 60302 | Audio-Visual Specialist 2 | 2 |
| 40407 | Audit Manager | 1 |
| 40406 | Audit Supervisor | 1 |
| 40404 | Auditor 1 | 1 |
| 40405 | Auditor 2 | 1 |
| 40403 | Auditor, Junior | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 15015 | Automotive Service Attendant | 2 |
| 71001 | Autopsy Assistant (CSH) | 4 |
| 70202 | Barber/Beautician | 4 |
| 70203 | Barber/Beautician Supervisor | 4 |
| 70904 | Behavior Specialist | 4 |
| 70944 | Behavior Specialist (CSH) | 4 |
| 70933 | Behavior Technician | 4 |
| 40202 | Billing Clerk 2 | 1 |
| 40218 | Billing Services Manager, Regional | 1 |
| 40627 | Budget & Planning Coordinator | 1 |
| 40601 | Budget Administrator | 1 |
| 40607 | Budget Analyst (Hospital) | 1 |
| 40604 | Budget Analyst 1 | 1 |
| 40603 | Budget Analyst 2 | 1 |
| 40619 | Budget Analyst, Paraprofessional | 1 |
| 40605 | Budget Assistant | 1 |
| 40613 | Budget Director, Dept. (DHS) | 1 |
| 40602 | Budget Officer | 1 |
| 40616 | Budget/Planning Administrator | 1 |
| 80112 | Business Analyst | 1 |
| 80111 | Business Analyst Associate | 1 |
| 80113 | Business Analyst Supervisor | 1 |
| 40023 | Business Manager, Hospital | 1 |
| 50402 | Butcher | 3 |
| 30201 | Carpenter | 2 |
| 14101 | Caseworker, Public Health | 1 |
| 20031 | Chief Engineer, DHS | 1 |
| 14401 | Child Support Enforcement Agent | 1 |
| 14407 | Child Support Enforcement Locate Technician | 1 |
| 14404 | Child Support Enforcement Manager | 1 |
| 14406 | Child Support Enforcement Regional Manager | 1 |
| 14402 | Child Support Enforcement Supervisor | 1 |
| 14005 | Children's Home Assistant Superintendent | 1 |
| 14004 | Children's Home Superintendent | 1 |
| 14415 | Claims Manager (DFCS) | 1 |
| H6001 | Clerical Worker | 1 |
| 60107 | Clerk 1, General | 1 |
| 70706 | Client Trainer | 1 |
| 71411 | Clinical Associate | 4 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| 71414 | Clinical Director | 1 |
| 70408 | Clinical Lab Director, PH | 1 |
| 70407 | Clinical Laboratory Aide | 4 |
| 70406 | Clinical Laboratory Associate | 4 |
| 70425 | Clinical Laboratory Director | 4 |
| 70409 | Clinical Laboratory Manager | 4 |
| 70412 | Clinical Laboratory Technician | 4 |
| 70411 | Clinical Laboratory Technologist | 4 |
| 70502 | Communicable Disease Specialist | 4 |
| 70501 | Communicable Disease Supervisor | 4 |
| 70503 | Communicable Disease Team Supervisor | 4 |
| 81121 | Communications Equipment Officer | 1 |
| 61502 | Community Resource Dev. Dir./Atl Reg | 1 |
| 60717 | Compliance Analyst | 1 |
| 60728 | Compliance Review Team Leader | 1 |
| 60718 | Compliance Reviewer | 1 |
| 18004 | Construction & Real Property Supervisor. | 1 |
| 18007 | Construction and Real Property Manager | 1 |
| 18005 | Construction/Real Property Specialist | 1 |
| 70954 | Consumer Specialist (DHS) | 1 |
| 95101 | Contract Specialist 1 | 1 |
| 95102 | Contract Specialist 2 | 1 |
| 95118 | Contracts Liaison, Human Service | 1 |
| 95121 | Contracts Manager, Human Service | 1 |
| 95117 | Contracts Specialist, Regional (DHS) | 1 |
| 95122 | Contracts Technician, Human Service | 1 |
| 95123 | Contracts/Operations Coordinator | 1 |
| 60933 | Correspondence/Information Specialist | 1 |
| 14513 | Counselor, Substance Abuse | 4 |
| 14062 | County Director 5 | 1 |
| 60605 | Courier, Pharmacy | 2 |
| 31917 | Courier, Stock Worker | 2 |
| 30003 | Craftsman, General Trades | 2 |
| 14408 | CSE Review/Modification Agent | 1 |
| H3002 | Custodial Services Worker | 2 |
| 80015 | Data Management Specialist | 1 |
| 80086 | Data Manager (DHS) | 1 |
| 80502 | Data Transcriber 1 | 1 |
| 80503 | Data Transcriber 2 | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| 80504 | Data Transcriber Supervisor | 1 |
| 80114 | Database Administrator | 1 |
| 70305 | Dental Assistant | 4 |
| 70315 | Dental Director, District | 4 |
| 70307 | Dental Director, Institutional | 4 |
| 70316 | Dental Health Program Director, PHSO | 1 |
| 70318 | Dental Hygienist (CSH) | 4 |
| 70302 | Dental Hygienist, Institutional | 4 |
| 70303 | Dental Hygienist, Public Health | 4 |
| 70319 | Dental Technician | 4 |
| 70304 | Dentist, Institutional | 4 |
| 14118 | Deputy County Administrator, Fulton | 1 |
| 14058 | Deputy Director, Aging | 1 |
| 14437 | Deputy Director, Child Support Enforcement | 1 |
| 70882 | Deputy Superintendent | 1 |
| 60503 | Desktop Publishing/Forms Design Specialist | 1 |
| 70816 | Developmental Disabilities Chief | 1 |
| 14606 | DFCS Community Resource Specialist | 1 |
| 14034 | DFCS County Admin. (Fulton) | 1 |
| 14037 | DFCS County Director 1 | 1 |
| 14038 | DFCS County Director 2 | 1 |
| 14039 | DFCS County Director 3 | 1 |
| 14032 | DFCS County Director 4 | 1 |
| 14036 | DFCS Deputy County Director 4 | 1 |
| 14035 | DFCS Deputy County Director 5 | 1 |
| 14439 | DFCS Economic Support Screener | 1 |
| 14117 | DFCS Field Director | 1 |
| 14011 | DFCS Program Consultant | 1 |
| 14056 | DFCS Section Director 2 | 1 |
| 14055 | DFCS Section Manager 1 | 1 |
| 14006 | DFCS Services Generalist | 1 |
| 16927 | DFCS Training Project Leader | 1 |
| 14012 | DFCS Unit Chief | 1 |
| 14059 | DHS Council Director | 1 |
| 50503 | Dietary Services Director | 1 |
| 50506 | Dietetic Program Manager, Clinical | 1 |
| 50501 | Dietetic Technician | 3 |
| 50502 | Dietitian, Clinical | 1 |
| 50504 | Dietitian, Clinical (CSH) | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 61716 | Director 1 | 1 |
| 17332 | Director Assistant, Office of Fraud and Abuse | 1 |
| 10016 | Director, Dev. Dis. Training & Work Therapy | 1 |
| 40418 | Director, DHS Office of Audits | 1 |
| 14213 | Director, Office of Adoptions (DHS) | 1 |
| 19672 | Director, Office of Fraud and Abuse | 1 |
| 16914 | Director, Office of HR and Organizational Dev | 1 |
| 14417 | Disability Adjudicator (DFCS) | 1 |
| 70802 | District Health Coordinator | 1 |
| 71415 | District Health Director | 1 |
| 70806 | District Health Program Manager | 1 |
| 14025 | Div of Aging Svcs Program Administrator | 1 |
| 14041 | Div of Aging Svcs Program Consultant | 1 |
| 14024 | Div of Aging Svcs Program Manager | 1 |
| 70841 | Division Chief (CSH) | 1 |
| 14054 | Division Deputy Director | 1 |
| 20537 | Drafter | 1 |
| 61071 | DUI Program Coordinator | 1 |
| 14416 | Economic Support Administrator | 1 |
| 80406 | EDP Process Control Tech. 2 | 1 |
| 10004 | Education Supervisor | 1 |
| 70418 | EEG/EKG Technician | 4 |
| 30401 | Electrician 1 | 2 |
| 70403 | Electrocardiograph Technician | 4 |
| 70404 | Electroencephalograph Technician | 4 |
| 70415 | Electroencephalograph Technician Supervisor | 4 |
| 30504 | Electronic Equipment Technician | 2 |
| 31514 | Elevator Specialist | 2 |
| 14473 | Eligibility Program Director (FCDFCS) | 1 |
| 70606 | Emergency Medical Technician (CSH) | 4 |
| 70603 | Emergency Medical Technician (DHS) | 4 |
| 70602 | EMS Coordinator, District | 1 |
| 80001 | Engineer, Manager Enterprise Network | 1 |
| 30312 | Engineering Project Manager | 1 |
| T2001 | Engineering Services Worker | 1,2* |
| 20705 | Environmental Engineer, PH State Office | 2 |
| 19427 | Environmental Health District Director | 1 |
| 19432 | Environmental Health Officer Admin | 1 |
| 19423 | Environmental Health Spec. 1 (County PH) | 2 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 19424 | Environmental Health Spec. 2 | 2 |
| T1901 | Environmental Safety Worker | 1,2* |
| 90013 | Epidemiologist 1 | 4 |
| 90014 | Epidemiologist 2 | 4 |
| 90015 | Epidemiologist 3 | 4 |
| 90016 | Epidemiologist, Chief | 4 |
| 90017 | Epidemiologist, Medical | 4 |
| 14414 | Error Control Specialist | 1 |
| 19658 | Evaluation and Monitoring Coordinator | 1 |
| T3001 | Facilities Management Worker | 1,2* |
| 17413 | Facilities Police Captain | 5 |
| 17409 | Facilities Police Corporal | 5 |
| 17412 | Facilities Police Lieutenant | 5 |
| 17411 | Facilities Police Sergeant | 5 |
| 30047 | Facilities Support Svcs Director | 1 |
| 14114 | Family Connections Case Manager | 1 |
| 14113 | Family Connections Coordinator | 1 |
| 14456 | Family Indep Case Manager Associate | 1 |
| 14412 | Family Independence Case Manager 1 | 1 |
| 14454 | Family Independence Case Manager 2 | 1 |
| 14413 | Family Independence Case Mgt. Supervisor | 1 |
| 14409 | Family Independence Program Director | 1 |
| 14108 | Family Service Worker 1 | 2 |
| 14107 | Family Service Worker 2 | 2 |
| 40042 | Financial Project Director | 1 |
| 40015 | Financial Services Manager, Fulton DFCS | 1 |
| 40027 | Financial Services Manager, Regional Facilities | 1 |
| 40028 | Financial Services Supervisor | 1 |
| H4001 | Financial Services Worker | 1 |
| T4001 | Financial Services Worker | 1 |
| 17442 | Fire and Safety Director | 5 |
| 17309 | Firefighter | 5 |
| 17313 | Firefighter Captain | 5 |
| 17312 | Firefighter Lieutenant | 5 |
| 17311 | Firefighter Sergeant | 5 |
| 95124 | Fiscal Contracts Administrator (Aging) | 1 |
| 95027 | Fiscal Contracts Manager | 1 |
| 60179 | Fleet Specialist, DHS | 1 |
| 30907 | Floor Care/Project Specialist | 2 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| T5001 | Food Management Worker | 3 |
| 50305 | Food Service Director | 3 |
| 50307 | Food Service Director (DHS) | 3 |
| 50301 | Food Service Employee 1 | 3 |
| 50302 | Food Service Employee 2 | 3 |
| 50303 | Food Service Manager | 3 |
| 50304 | Food Service Supervisor | 3 |
| H5001 | Food Services Worker | 3 |
| 70839 | Forensic Services Supervisor | 4 |
| 70807 | Forensic Services Technician 1 | 4 |
| 70808 | Forensic Services Technician 2 | 4 |
| 70948 | Forensic Specialist | 4 |
| 17487 | Fraud Investigation Unit Supervisor (FCDFCS) | 1 |
| 14411 | Fraud Prevention Investigator | 1 |
| 17485 | Fraud Prevention Investigator (Fulton) | 1 |
| 40615 | Fund Source Manager | 1 |
| 70007 | Graduate Intern | 1,2,3,4* |
| 41121 | Grants & Contracts Manager | 1 |
| 41104 | Grants Administrator | 1 |
| 41107 | Grants Program Consultant | 1 |
| 30701 | Grounds Maintenance Director | 1 |
| 30702 | Grounds Maintenance Manager | 2 |
| 30704 | Groundskeeper | 2 |
| 30705 | Groundskeeping Supervisor | 2 |
| 81132 | GSAMS Coordinator | 1 |
| T7002 | Health Care Assistant | 1,2,4* |
| H7001 | Health Care Worker | 4 |
| 70704 | Health Education Consultant, PHSO | 1 |
| 70817 | Health Information Mgt Director, CSH | 1 |
| 70832 | Health Services Program Supervisor | 1 |
| 70833 | Health Services Technician 1 (I/S) | 4 |
| 70834 | Health Services Technician 2 (I/S) | 4 |
| 80701 | Help Desk Support Specialist | 1 |
| 80518 | HMIS Technician | 1 |
| 71321 | Horticultural Therapist | 2 |
| 30029 | Hospital Operation Support Director Reg | 1 |
| 70848 | Hospital Clinical Services Coordinator | 1 |
| 80153 | Hospital Information Services Director | 1 |
| 80008 | Hospital Information Systems Director | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| 31101 | Hospital Property Control Officer | 2 |
| 70884 | Hospital Superintendent/Chief Facility Admin | 1 |
| 30031 | Hospital Support Svcs Manager (Grwd) | 1 |
| 30901 | Housekeeper | 2 |
| 30908 | Housekeeping Assistant Director | 2 |
| 30905 | Housekeeping Director (Hospital) | 1 |
| 30903 | Housekeeping Manager | 2 |
| 30902 | Housekeeping Team Leader | 2 |
| 70201 | Houseparent | 4 |
| 16071 | HRM Planner | 1 |
| 60043 | Human Resources Admin Serv Supervisor | 1 |
| 16026 | Human Resources Assistant | 1 |
| 14652 | Human Services Technician (Houseparent) | 1 |
| 30801 | HVAC Repair Technician | 2 |
| 80123 | Information Systems Agency Team Leader | 1 |
| 80124 | Information Systems Agency Team Manager | 1 |
| 80122 | Information Systems Unit Chief, DHS | 1 |
| T8001 | Information Systems Worker | 1 |
| 80076 | Information Tech Section Mgr | 1 |
| 16903 | Information Tech Training Specialist | 1 |
| 80804 | Information Technology Coordinator, DHS | 1 |
| 60904 | Institution Communications Director | 1 |
| 19812 | Institution Safety Manager | 2 |
| 10012 | Instructional Aide | 1 |
| 10006 | Instructor 1 | 1 |
| 10005 | Instructor 2 | 1 |
| 10007 | Instructor 3 | 1 |
| 11405 | Instructor, Technical | 1 |
| 11408 | Instructor, Vocational | 1 |
| 19663 | Interagency Initiatives Coordinator | 1 |
| 60056 | Interagency Program Manager | 1 |
| 14000 | Interpreter, DHS | 4 |
| 14001 | Interpreter, Public Health | 4 |
| 17468 | Investigations Specialist, DHS | 1 |
| 17341 | Investigator (CSH) | 1 |
| 17405 | Investigator (DHS) | 1 |
| 17404 | Investigator 2 (DHS) | 1 |
| 17470 | Investigator, WIC | 2 |
| 17403 | Investigator-in-Charge (DHS) | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| H3001 | Labor Trades Worker | 2 |
| T9001 | Laboratory Services Worker | 4 |
| 80002 | LAN Engineer | 1 |
| 30703 | Landscape Gardener | 2 |
| 31305 | Laundry Director | 1 |
| 31304 | Laundry Manager | 2 |
| 31303 | Laundry Supervisor | 2 |
| 31302 | Laundry Worker | 2 |
| T1701 | Law Enforcement Worker | 1,2,5* |
| 18303 | Leasing Unit Supervisor, DHS | 1 |
| 95406 | Legal Assistant | 1 |
| 95413 | Legal Secretary (CSE) | 1 |
| 95231 | Legal Services Manager | 1 |
| 95209 | Legal Services Officer (DHS) | 1 |
| 95506 | Legislative Coordinator | 1 |
| 10703 | Librarian 1 | 1 |
| 10704 | Librarian 2 | 1 |
| 31306 | Linen Worker (Hospital) | 2 |
| 31515 | Locksmith | 2 |
| 60601 | Mail Services Clerk | 2 |
| 60602 | Mail Services Lead Worker | 2 |
| 30009 | Maintenance Assistant Director | 1 |
| 30036 | Maintenance Director (CSH) | 1 |
| 30011 | Maintenance Director (DHS) | 1 |
| 30015 | Maintenance Engineer | 2 |
| H3003 | Maintenance Worker | 2 |
| 50401 | Meat Processing Plant Manager | 3 |
| 32003 | Mechanic | 2 |
| 32035 | Mechanic (CSH) | 2 |
| 32005 | Mechanic Foreman | 2 |
| 32007 | Mechanic Shop Supervisor | 2 |
| 14405 | Medicaid Eligibility Specialist (DFCS) | 1 |
| 70421 | Medical Assistant, Clinical (CSH) | 4 |
| 70835 | Medical Record Info Technician | 1 |
| 70825 | Medical Records Director | 1 |
| 70813 | Medical Transcriptionist | 1 |
| H7002 | Mental Health Worker | 2 |
| 40046 | MH Regional Admin Manager | 1 |
| 70822 | MH/MR Service Director 1 | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 70821 | MH/MR Service Director 2 | 1 |
| 70815 | MH/MR Shift Supervisor | 4 |
| 71146 | MH/MR Shift Supervisor (LPN) | 4 |
| 70823 | MH/MR Team Leader | 4 |
| 70837 | MH/MR Team Leader (CSH) | 4 |
| 71147 | MH/MR Team Leader (RN) | 4 |
| 19668 | MHM RSA Certification Review Manager | 1 |
| 19625 | MHM RSA Assoc. Director Regional Mgmt | 1 |
| 19627 | MHM RSA Certification Reviewer | 1 |
| 60018 | MHM RSA Consumer Assistance Coordinator | 1 |
| 60016 | MHM RSA Consumer Protection & Per Imp Coord | 1 |
| 70885 | MHM RSA Deputy Director | 1 |
| 95126 | MHM RSA Dir Fac Sys Risk Mgt | 1 |
| 70856 | MHM RSA Facility Administrator | 1 |
| 71416 | MHM RSA Medical Director/Medical Sup | 1 |
| 61049 | MHM RSA Methadone Services Coordinator | 1 |
| 61718 | MHM RSA Policy Coordinator | 1 |
| 70858 | MHM RSA Prevention Specialist | 1 |
| 61047 | MHM RSA Program Consultant | 1 |
| 61062 | MHM RSA Program Specialist | 1 |
| 61072 | MHM RSA Project Specialist | 1 |
| 41009 | MHM RSA Reg Medicaid Fin Spec | 1 |
| 70881 | MHM RSA Regional Executive Director | 1 |
| 16025 | MHM RSA Regional Fac Asst HR Dir | 1 |
| 16081 | MHM RSA Regional Facilities HR Dir | 1 |
| 95013 | MHM RSA Regional Risk Management | 1 |
| 70876 | MHM RSA Regional Utilization Manager | 1 |
| 17494 | MHM RSA Risk Mgt Invest Coordinator | 1 |
| 70887 | MHM RSA Section Director | 1 |
| 80006 | Micro Systems Support Specialist | 1 |
| 80016 | Micro Systems Support Technician | 1 |
| 80507 | MIS Field Support Desk Supervisor | 1 |
| 30037 | Motor Pool/Mechanic Shop Manager | 2 |
| 15009 | Motor Transport Dispatcher | 1 |
| 15011 | Motor Transport Supervisor | 1 |
| 80018 | Network Administration Team Leader (DHS) | 1 |
| 80004 | Network Administrator | 1 |
| 80003 | Network Specialist | 1 |
| 70416 | Nuclear/Ultrasound Radiology Technologist | 4 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| 71128 | Nurse | 4 |
| 71113 | Nurse (Inpatient) | 4 |
| 71103 | Nurse Clinical Specialist | 4 |
| 71135 | Nurse Consultant, PH State Office | 4 |
| 71157 | Nurse Coordinator, OHIS (CSH) | 4 |
| 71162 | Nurse Coordinator, Patient & Family Education | 4 |
| 71119 | Nurse Coordinator, PH | 4 |
| 71102 | Nurse Day Administrator (Savannah) | 4 |
| 71114 | Nurse Executive (Hospital) | 1 |
| 71115 | Nurse Executive, Associate (Hospital) | 4 |
| 71169 | Nurse Executive, Reg Facilities | 1 |
| 71108 | Nurse Infection Control (Inpatient) | 4 |
| 71133 | Nurse Manager | 4 |
| 71112 | Nurse Manager (Inpatient) | 4 |
| 71117 | Nurse Manager, County | 4 |
| 71111 | Nurse Night/Evening Administrator | 4 |
| 71123 | Nurse Practitioner | 4 |
| 71132 | Nurse Specialist | 4 |
| 71121 | Nurse Specialist, PH | 4 |
| 19609 | Nurse Surveyor (ORS) | 4 |
| 16902 | Nurse Trainer | 1 |
| 71158 | Nurse, Agricultural Occupational Health | 4 |
| 71168 | Nurse, Assistant Chief (PHSO) | 4 |
| 71137 | Nurse, Camp | 4 |
| 71101 | Nurse, Charge (Inpatient) | 4 |
| 71134 | Nurse, Chief | 1 |
| 71156 | Nurse, Health Clinic Manager (Gracewood) | 4 |
| 71109 | Nurse, Licensed Practical (Inpatient) | 4 |
| 71129 | Nurse, Licensed Practical (LPN) | 4 |
| 71125 | Nurse, Licensed Practical PH | 4 |
| 71122 | Nurse, Public Health | 4 |
| 71155 | Nurse, Sterile Supply Supervisor (CSH) | 4 |
| 71116 | Nursing & Clinic Director, District | 1 |
| 71131 | Nursing & Clinical Assistant Director, District PH | 4 |
| 71142 | Nursing Assistant Lead, Certified | 4 |
| 71141 | Nursing Assistant, Certified | 4 |
| 71167 | Nursing Program Evaluator (PHSO) | 4 |
| 71118 | Nursing Supervisor, PH | 4 |
| 71606 | Nutrition Assistant | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 71607 | Nutrition Manager | 1 |
| 71608 | Nutrition Program Consultant | 1 |
| 71604 | Nutrition Program Manager | 1 |
| 71601 | Nutrition Services Director | 1 |
| 71602 | Nutritionist | 1 |
| 71609 | Nutritionist, Chief | 1 |
| 71603 | Nutritionist, Clinical | 1 |
| 71313 | Occupational Therapist | 2 |
| 71312 | Occupational Therapy Dept. Director | 2 |
| 60111 | Office Assistant | 1 |
| 60106 | Office Manager | 1 |
| 14214 | Office of Adoptions Program Manager | 1 |
| 80049 | Office of Information Technology, Asst Director | 1 |
| 60162 | Office Services Supervisor (TRS) | 1 |
| 48002 | Office Supervisor (REV) | 1 |
| 16078 | OHRMD Section Manager | 1 |
| 70828 | Operating Room Technician | 4 |
| 60716 | Operations Analysis Manager | 1 |
| 60712 | Operations Analysis Technician | 1 |
| 60713 | Operations Analyst 1 | 1 |
| 60714 | Operations Analyst 2 | 1 |
| 60715 | Operations Analyst 3 | 1 |
| 40037 | Operations Manager | 1 |
| 31114 | Operations Services Section Manager | 1 |
| 60003 | Operations Support Coordinator | 1 |
| 60002 | Operations Support Manager | 1 |
| 60031 | Operations Support Manager | 1 |
| 16904 | Organizational Development Consultant | 1 |
| 16940 | Organizational Development Consultant 2 | 1 |
| 19661 | ORS CCL Applicant Services Director | 1 |
| 19667 | ORS CCL Program Consultant | 1 |
| 19654 | ORS Complaint Intake Surveyor (Nurse) | 4 |
| 19638 | ORS Deputy Section Director | 1 |
| 19657 | ORS Personal Care Home Program Administrator | 1 |
| 19639 | ORS Regional Director | 1 |
| 60065 | ORS Rules Coordinator | 1 |
| 19673 | ORS Section Director | 1 |
| 70106 | Orthotic Maintenance Technician | 2 |
| 70105 | Orthotic Technician 1 | 2 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 70107 | Orthotic Technician 2 | 2 |
| 70929 | Outdoor Therapeutic Program, Counselor | 4 |
| 70927 | Outdoor Therapy Program Camp Director | 1 |
| 70928 | Outdoor Therapy Program Supervisor | 4 |
| 31501 | Painter | 2 |
| 14442 | Parent Locate Manager, State | 1 |
| 13002 | Parks Manager | 1 |
| 40203 | Patient Accounts Officer | 1 |
| 40207 | Patient Accounts Technician (Hospital) | 1 |
| 71338 | Patient Activities Supervisor | 2 |
| 70705 | Patient/Family Educator | 1 |
| 70838 | Patients Records Technician | 1 |
| 41205 | Payroll Clerk | 1 |
| 41204 | Payroll Paraprofessional | 1 |
| 41203 | Payroll Supervisor 1 | 1 |
| 41202 | Payroll Supervisor 2 | 1 |
| 14008 | Personal Advocate | 1 |
| 16003 | Personnel Analysis Section Manager | 1 |
| 16008 | Personnel Analyst 1 | 1 |
| 16009 | Personnel Analyst 2 | 1 |
| 16011 | Personnel Analyst 3 | 1 |
| 16001 | Personnel Director | 1 |
| 16002 | Personnel Director, Deputy | 1 |
| 16609 | Personnel Hearing Representative | 1 |
| 16006 | Personnel Manager | 1 |
| 16004 | Personnel Officer | 1 |
| 16005 | Personnel Officer, Assistant | 1 |
| 16018 | Personnel Operations Section Mgr | 1 |
| 16007 | Personnel Representative | 1 |
| T1601 | Personnel Services Worker (Extended Svcs Wkr) | 1,2,3,4,5* |
| 16801 | Personnel Technician 1 | 1 |
| 16802 | Personnel Technician 2 | 1 |
| 16012 | Personnel Transactions Manager | 1 |
| 40017 | PH District Administrator | 1 |
| 70423 | PH Laboratory Service Manager | 4 |
| 71202 | Pharmacist | 1 |
| 71209 | Pharmacist (CSH) | 1 |
| 19632 | Pharmacist Surveyor (ORS) | 1 |
| 71205 | Pharmacist, Clinical | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 71208 | Pharmacist, Clinical (CSH) | 1 |
| 71206 | Pharmacy Director | 1 |
| 71212 | Pharmacy Director, Assistant | 1 |
| 71204 | Pharmacy Director, PH | 1 |
| 71207 | Pharmacy Director, PH (DHS) | 1 |
| 71214 | Pharmacy Director, Reg Facilities | 1 |
| 71203 | Pharmacy Manager | 1 |
| 71201 | Pharmacy Technician | 1 |
| 71211 | Pharmacy Technician (CSH) | 1 |
| 70417 | Phlebotomist | 4 |
| 60801 | Photographic Records Technician 1 | 2 |
| 60802 | Photographic Records Technician 2 | 2 |
| 60803 | Photographic Records Technician Supervisor | 2 |
| 70818 | PHSO Asst. Immunization Program Manager | 1 |
| 70505 | PHSO Branch Director | 1 |
| 70814 | PHSO Immunization Field Rep | 1 |
| 70008 | PHSO Program Administrator | 1 |
| 70002 | PHSO Program Consultant 1 | 1 |
| 70006 | PHSO Program Consultant 2 | 1 |
| 70001 | PHSO Program Director | 1 |
| 71317 | Physical Therapist | 2 |
| 71329 | Physical Therapy/Occupational Ther Technician | 1 |
| 71401 | Physician | 4 |
| 71412 | Physician, Administrative (PH) | 1 |
| 61039 | Planner 1 | 1 |
| 61041 | Planner 2 | 1 |
| 60402 | Planner, Conference | 1 |
| 60403 | Planner, Conference (DHS) | 1 |
| 31601 | Plumber | 2 |
| 17467 | Police Corporal (CSH) | 5 |
| 60029 | Policy Administrator (DHS) | 1 |
| 60034 | Policy Analyst 1 (DHS) | 1 |
| 60053 | Policy, Records Mgt & ADA Coordinator (DHS) | 1 |
| 14221 | Post Adoption Services Administrator | 1 |
| 70854 | PRES Director (Gracewood) | 1 |
| 70852 | Primary Care/Managed Care Coordinator | 1 |
| 60806 | Print Shop Supervisor | 2 |
| 60804 | Printing Equipment Operator 1 | 2 |
| 60805 | Printing Equipment Operator 2 | 2 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 31701 | Procurement & Services Officer 1 | 2 |
| 31721 | Procurement Assistant | 1 |
| 31722 | Procurement Coordinator | 1 |
| 31703 | Procurement Officer 1 | 1 |
| 31704 | Procurement Officer 2 | 1 |
| T1001 | Professional Education Worker | 1,2* |
| T7001 | Professional Health Care Worker | 1,4* |
| T1401 | Professional Social Services Worker | 1,4* |
| 60112 | Program Assistant (DHS) | 1 |
| 60113 | Program Associate (DHS) | 1 |
| 61083 | Program Director 1 | 1,2,3,4* |
| 61084 | Program Director 2 | 1,2,3,4* |
| 40422 | Program Evaluation Analyst | 1 |
| 40423 | Program Evaluation Manager | 1 |
| 61129 | Program Evaluator | 1 |
| 61074 | Program Operations Manager | 1 |
| 19664 | Program Policy Specialist | 1 |
| 19665 | Program/Regulatory Consultant | 1 |
| 80102 | Programmer Analyst 1 | 1 |
| 80103 | Programmer Analyst 2 | 1 |
| 80104 | Programmer Analyst 3 | 1 |
| 16087 | Project Administrator | 1 |
| 60068 | Project Director 1 | 1 |
| 60069 | Project Director 2 | 1 |
| 60709 | Property Management Specialist, DHS | 1 |
| 30014 | Property/Asset Manager, DHS | 1 |
| 30001 | Property/Supply Supervisor 1 | 2 |
| 30002 | Property/Supply Supervisor 2 | 2 |
| 70941 | Psychologist | 4 |
| 70943 | Psychologist (CSH) | 4 |
| 70925 | Psychologist, Forensic | 4 |
| 70902 | Psychology Services, Chief | 1 |
| 70702 | Public Health Education Director | 1 |
| 70701 | Public Health Educator | 1 |
| 70851 | Public Health Planner | 1 |
| 70811 | Public Health Technician | 4 |
| 60968 | Public Information & Media Manager | 1 |
| 61064 | Public Policy Coordinator (Dev Dis Council) | 1 |
| 60969 | Public Relations & Information Coordinator | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| 60909 | Public Relations & Information Program Manager | 1 |
| 60907 | Public Relations & Information Specialist 1 | 1 |
| 60908 | Public Relations & Information Specialist 2 | 1 |
| 60944 | Public Relations Director | 1 |
| 31738 | Purchasing Operations Specialist (DOT) | 1 |
| 61136 | QA/Fraud Invest. Section Manager (FCDFCS) | 1 |
| 61105 | Quality Assurance Specialist (DeKalb) | 1 |
| 61118 | Quality Assurance Specialist (DFCS) | 1 |
| 61119 | Quality Assurance Specialist (Fulton) | 1 |
| 61133 | Quality Assurance Supervisor (Fulton) | 1 |
| 61113 | Quality Control Specialist | 1 |
| 61114 | Quality Control Supervisor | 1 |
| 61137 | Quality Improvement Division Coordinator | 1 |
| 61102 | Quality Improvement Manager, Continuous | 1 |
| 61132 | Quality Management Associate (Hosp) | 1 |
| 61106 | Quality Management Coordinator (DHS) | 1 |
| 61107 | Quality Management Director | 1 |
| 70431 | Radiograph Development Technician | 2 |
| 70402 | Radiology Technologist | 4 |
| 70419 | Radiology Technologist Supervisor | 4 |
| 60105 | Receptionist | 1 |
| 60221 | Records Management Officer | 1 |
| 60219 | Records Management Technician | 1 |
| 30039 | Reg Fac Materials Mgt Director | 1 |
| 16935 | Reg Fac Staff Dev & Training Director | 1 |
| 40032 | Reg Facilities Finance Director | 1 |
| 19817 | Regional Fac Safety Env Health Manager | 1 |
| 61063 | Regional Transportation Coordinator | 1 |
| 70932 | Residential Services Coordinator | 4 |
| 70422 | Respiratory Therapist | 4 |
| 41314 | Risk Management Coordinator, DHS | 1 |
| 19815 | Safety and Accreditation Manager (SWSH) | 2 |
| 15214 | Sanitation Equipment Operator (CSH) | 2 |
| 31301 | Seamster | 2 |
| 31307 | Seamster Supervisor | 2 |
| 60101 | Secretary 1 | 1 |
| 60102 | Secretary 2 | 1 |
| 60103 | Secretary 3 | 1 |
| 60114 | Secretary, Executive (DHS) | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|---|--------------|
| 95405 | Secretary, Legal | 1 |
| H1701 | Security Personnel | 2,4* |
| 14046 | Senior Services Center Manager (Douglas DFCS) | 1 |
| 60035 | Sexual Predator Registry Manager | 1 |
| H6002 | Skilled Trades Worker | 1,2* |
| 14202 | Social Services Administrator | 1 |
| H1401 | Social Services Aide | 1,2* |
| 14212 | Social Services Case Management Associate | 1 |
| 14203 | Social Services Case Manager | 1 |
| 14205 | Social Services Case Mgr, Advanced | 1 |
| 70914 | Social Services Coordinator | 4 |
| 70938 | Social Services Coordinator (Hosp) | 1 |
| 70915 | Social Services Coordinator 1, Licensed | 4 |
| 70912 | Social Services Coordinator 2 | 4 |
| 70913 | Social Services Coordinator 2, Licensed | 4 |
| 14211 | Social Services Program Director | 1 |
| 70939 | Social Services Program Manager LCSW | 4 |
| 70945 | Social Services Provider (CSH) | 4 |
| 70917 | Social Services Provider 1 | 4 |
| 70918 | Social Services Provider 1, Licensed | 4 |
| 70908 | Social Services Provider 2 | 4 |
| 70916 | Social Services Provider 2, Licensed | 4 |
| 70909 | Social Services Provider, Hospital | 4 |
| 14204 | Social Services Specialist | 1 |
| 14201 | Social Services Supervisor | 1 |
| 70924 | Social Services Technician 1 | 4 |
| 70923 | Social Services Technician 2 | 4 |
| 70922 | Social Services Technician 3 | 4 |
| T1402 | Social Services Technician Worker | 1,4* |
| 70953 | Social Services Technician, Community 2 | 4 |
| 70911 | Social Services Technician, Hospital | 4 |
| 14231 | Social Services Treatment Specialist | 1 |
| 70903 | Social Services, Chief Hospital | 1 |
| 14047 | Social Services/Substance Abuse Program Mgr | 1 |
| 80052 | Software Support Specialist, DHS | 1 |
| 80726 | Software Training & Support Mgr | 1 |
| 30049 | Special Assistant, OTS | 1 |
| 61024 | Special Transportation Coordinator, DHS | 1 |
| 19643 | Specialist Surveyor (ORS) | 4 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| 71301 | Speech Language Pathologist | 1 |
| 16923 | Staff Development/Training Coordinator (CSH) | 1 |
| 16909 | Staff Development/Training Coordinator 1 | 1 |
| 16911 | Staff Development/Training Coordinator 2 | 1 |
| 19619 | Standards Surveyor (ORS) | 1 |
| 61403 | Statistical Analyst 1 | 1 |
| 61402 | Statistical Analyst 2 | 1 |
| 61404 | Statistical Technician | 1 |
| 61407 | Statistical Unit Chief, DFCS (DHS) | 1 |
| 61401 | Statistics Team Leader | 1 |
| 30802 | Steamplant Operator | 2 |
| 30803 | Steamplant Supervisor | 2 |
| 70827 | Sterile Supply Technician | 4 |
| 70829 | Sterile Supply Technician 2 | 4 |
| 31902 | Stock Worker | 2 |
| 61207 | Store Manager 1 | 2 |
| 31901 | Storekeeper | 2 |
| 61004 | Strategic Planner 4 | 1 |
| 40012 | Superintendent Assistant, Administrative | 1 |
| 19707 | Support Services Supervisor | 2 |
| T6001 | Support Services Worker | 1 |
| 80005 | Systems Analyst | 1 |
| 80508 | Systems Support Analyst | 1 |
| 10205 | Teacher (CSH) | 1 |
| 10204 | Teacher (DHS) | 1 |
| 16934 | Technical Recruiter | 1 |
| 81106 | Telecommunications Analyst | 1 |
| 81136 | Telecommunications Manager (DHS) | 1 |
| 30004 | Trades Supervisor | 2 |
| 16913 | Training & Development Manager | 1 |
| 14605 | Training Instructor 1 | 1 |
| 14604 | Training Instructor 2 | 1 |
| 16095 | Training Operations & Facilities Mgr | 1 |
| 16916 | Training Program Administrator | 1 |
| 16917 | Training Program Manager (DJJ) | 1 |
| 16908 | Training Specialist | 1 |
| 61907 | Transportation Funds Coordinator | 1 |
| 61082 | Transportation Program Specialist | 1 |
| 60058 | Transportation Services Manager, DHS | 1 |

| Job Code | Job Title | MAPEP |
|-----------------|--|--------------|
| 40025 | Transportation Services Unit Chief, DHS | 1 |
| T1501 | Transportation Services Worker | 1,2* |
| 15206 | Truck Driver, Tractor Trailer | 2 |
| 31726 | Unit Chief, Info Tech Administrative | 1 |
| 19626 | Unit Chief/Monitoring & Evaluation | 1 |
| 30005 | Utility Worker, Skilled | 2 |
| 70801 | Utilization Management Coordinator | 1 |
| 19634 | Vector Control Specialist | 2 |
| 19633 | Vector Control Supervisor | 2 |
| H3004 | Vehicle Operator | 1,2* |
| 15204 | Vehicle Operator/Courier | 2 |
| H1402 | Vocational Worker (Extended Services Worker) | 1,2,3,4,5* |
| 61501 | Volunteer Resources Coordinator | 1 |
| 31904 | Warehouse Supervisor (DHS) | 2 |
| 30601 | Water Treatment Plant Operator | 2 |
| 30602 | Water Treatment Plant Supervisor | 2 |
| 80805 | Webmaster | 1 |
| 80809 | Webmaster Assistant | 1 |
| 14663 | Work Therapist | 1 |

403 A2 Medical and Physical Examination Program Rules and Documents

The following link will take you to the document in OTIS:

doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/mapep-rules-and-resources

404 Re-Employment of Retirees and Use of Independent Contractors



Georgia Department of Human Services Human Resources Policy #404

Re-Employment of Retirees and Use of Independent Contractors

Release Date: July 1, 2002

Revised Date: June 14, 2023

References: Federal Law U.S.C. Title 26 – Internal Revenue Code Federal Regulation 26 CFR 31 – Employment Taxes
O.C.G.A. 47-2-110 – Retirement Allowance upon Re-employment Add reference to policy letter that covers retiree rehires.

Next Review Date: June 13, 2025

The Department of Human Services (DHS) recognizes that there are legitimate reasons for re-employment of retired State employees and for contracting for their services. It is critical, however, that the use of retirees as employees or independent contractors fully comply with Federal and State laws and serve Departmental interests.

If a retiree's services are desired after retirement, careful consideration must be given to the nature of the desired services before furthering a relationship with the retiree. A review should be conducted to determine if the services should be provided as an employee or contractor. All decisions must be based on the needs of the agency.

Section A: ERS Restrictions

1. Georgia Law permits Employees' Retirement System (ERS) retirees to be reemployed by ERS-covered employers (including DHS) for up to 1,040 hours per calendar year. If a retiree works more than 1,040 hours in a calendar year, DHS is required to notify ERS. The retiree's retirement benefits are then suspended for the remainder of the calendar year.
2. The 1,040-hour restriction does not apply to ERS retirees who are completing projects for DHS as independent contractors rather than reemployed employees.

Section B: Re-Employment

1. The decision to reemploy a retiree must be based strictly on the identification of important Departmental interests to be served by such re-employment, and a determination that these interests are best served by re-employment of the retiree.

Except as provided below, a retiree should not be reemployed to continue to perform the job the retiree performed before retirement.

Re-employment of a retiree is not a substitute for effective workforce planning, which should occur well in advance of retirement. Planning should occur to ensure that an acting or permanent replacement for the retiree is available at, or shortly after, the point of retirement.

It is permissible for a retiree to be reemployed to provide short-term assistance (not to exceed a total of 1,040 hours) in the transition of responsibility from the retiree to the retiree's replacement, in a high-level management or highly specialized position.

2. Reemployed retirees are "hourly" employees. They are FLSA non-exempt regardless of their assigned job duties and responsibilities.
3. Employees receiving service, disability, or involuntary separation benefits under ERS are not entitled to earn annual or sick leave.
4. If the re-employment of a retiree is expected to last beyond six (6) months, the retiree's re-employment should be on a half-time or other part-time basis, so that the 1,040-hour maximum is not exhausted prematurely.
5. Under no circumstances can a retired employee be permitted to be reemployed for more than 1,040 hours in a calendar year.
6. Under no circumstances can a retiree serving as an independent contractor, after the conclusion of a contract, perform services like those performed under the contract as an employee of the Department.

Section C: IRS Restrictions

1. It is a violation of Internal Revenue Service (IRS) Law to enter into a contract with an individual to perform services when the relationship with the individual is actually one of employment, as defined by IRS regulations. Such a practice creates IRS liability for the Department, including payment of back taxes, fines, and interest, and results in the unintended application of several employment laws (workers' compensation, unemployment insurance, etc.).

Section D: Contracting

1. In all instances when the Department contracts with individuals, including retirees, to perform certain services, the relationship must be genuinely contractual, not employment, in nature.
2. All contracts with individuals are to be reviewed by OHR to ensure that the contract does not actually present an employment relationship.
 - a. The Determining Independent Contractor Status Questionnaire Form must be completed by the DHS organizational unit desiring the contract and reviewed by OHR prior to execution of the contract and performance of any services by the contractor.
3. An independent contract relationship should not be established for the purpose of accomplishing work that is integral to DHS' purpose and function, ordinarily performed by employees or for which there is an ongoing need.
4. Independent contracts can be used to accomplish specific, time-limited projects that are beyond the scope of existing employee resources, and which call for a specific result or "deliverable" to be accomplished by the contractor. Workspace, supplies, equipment, etc. should not be provided

to an independent contractor.

5. A retiree cannot be shifted from re-employment status to contract status in the absence of a true change in the fundamental nature of the relationship.
6. A retiree cannot be shifted from contract status to re-employment status and continue to perform services like those performed under the contract. (Refer to item #6 in Section B.)

Section E: Conflict of Interest

1. All decisions on re-employment of retirees and use of independent contractors must be objective, impartial, and well documented.
2. A retiree, by definition, has had a long-term relationship with the organization. Re-employment of a retiree or establishment of a contract with a retiree may, under certain circumstances, create a perception of preferential treatment or conflict of interest.
3. Everyone involved with making decisions on re-employment or contracting with retirees is responsible and accountable for ensuring that the public interest is served, and that preferential treatment and conflict of interest do not occur.

For additional information or assistance, please contact your local Human Resources Representative.

404 A1 Determining Independent Contractor Status Questionnaire