

Office of Human Resources
400 Recruitment and Selection

2025-05-15

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401 Recruitment and Selection



Georgia Department of Human Services Human Resources Policy #401

Recruitment and Selection

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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 D July 1, 2002
ate:

Revised D June 8, 2020
ate:

Next Revi
ew Date:

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

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 (FCDPCS)	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	MHMRSA Certification Review Manager	1
19625	MHMRSA Assoc. Director Regional Mgmt	1
19627	MHMRSA Certification Reviewer	1
60018	MHMRSA Consumer Assistance Coordinator	1
60016	MHMRSA Consumer Protection & Per Imp Coord	1
70885	MHMRSA Deputy Director	1
95126	MHMRSA Dir Fac Sys Risk Mgt	1
70856	MHMRSA Facility Administrator	1
71416	MHMRSA Medical Director/Medical Sup	1
61049	MHMRSA Methadone Services Coordinator	1
61718	MHMRSA Policy Coordinator	1
70858	MHMRSA Prevention Specialist	1
61047	MHMRSA Program Consultant	1
61062	MHMRSA Program Specialist	1
61072	MHMRSA Project Specialist	1
41009	MHMRSA Reg Medicaid Fin Spec	1
70881	MHMRSA Regional Executive Director	1
16025	MHMRSA Regional Fac Asst HR Dir	1
16081	MHMRSA Regional Facilities HR Dir	1
95013	MHMRSA Regional Risk Management	1
70876	MHMRSA Regional Utilization Manager	1
17494	MHMRSA Risk Mgt Invest Coordinator	1
70887	MHMRSA 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

Next Review Date: June 13, 2025

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.

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