

Georgia Department of Corrections



Forsyth Georgia Relocation Outplacement Information

Employment Information Packet

Enclosed is a packet of general employment information that will assist you in your future job search. This packet includes the following literature:

- Outplacement - Questions and Answers
- DOL Career Center Listing
- DOL Unemployment Information
- DOL Map of DOL Offices
- COBRA Health Insurance Information
- Correctional Officer Testing information
- The JobSite.org Web Site Information
- Georgia Merit System Job Testing Information
- State of Georgia Agency Web Site Listings
- Federal Bureau of Prisons Contact Information
- Job Search Web Site Listing
- GDC Vacancy Announcement
- State of Georgia Application for Employment

The **DOL Career Center Listing** provides a reference of all DOL career center contact information.

The **DOL Unemployment Information** lists frequently asked questions. This is relevant information that may be needed if you submit an unemployment claim.

The **DOL Map of DOL Offices** indicates counties in which DOL career centers are located.

The **COBRA Health Insurance Information** has a price list of how much you will be required to pay in order to keep your current Health Insurance.

Correctional Officer Testing information. This document provides you with the dates, times and locations and directions to each Correctional Officer test in the near future.

The **JobSite.org Web Site Information** can be used to add your resume to the Georgia Merit System database and aid you in your job search for State of Georgia jobs. This site can be used to monitor information regarding jobs applied for, testing information, etc.

The **Georgia Merit System Testing Information** has a list of tests that are offered in Atlanta on a walk-in basis. There is also information pertaining to testing outside the Atlanta area. This information is also available at www.thejobsite.org.

The **State of Georgia Website Listing** is a reference source of various State of Georgia government web sites that can be used to aid you in your job search.

The **Federal Bureau of Prisons Contact Information** is provided to you so that you may explore Federal government corrections career opportunities.

The **Job Search Web Site Listing** is a reference source of various web sites that can be used to aid you in your job search.

The **GDC Vacancy Announcement** can be located on the internet at www.gdcjobs.com or by calling the toll-free Job Information Line at 1-888-343-JOBS (5627). This information is updated on Tuesday of each week.

The **State of Georgia Application for Employment** is provided for your convenience.

We hope this information will be of use to you as you begin your search for employment during this difficult time.

Outplacement Questions and Answers

Q: What resources will be offered to me to help with finding employment?

A: This manual is being provided to advise you of the multiple resources that you may access in order to secure employment with another state agency or within the private sector.

Q: When should I begin to seek employment elsewhere if I do not wish to move to Tift?

A: The Georgia Department of Corrections will be moving to Forsyth beginning the spring of 2009. The decision to seek employment elsewhere is a completely personal choice. Of course, we would like for everyone to transfer with us, but we realize that may not be possible.

Q: Why is the agency moving to Tift?

A: GDC has 5 prisons north of Atlanta and 35 south of Macon. It only makes sense to be in the geographic center of the State to better serve the State of Georgia.

Q: What can I expect from now until the move?

A: You can expect to remain employed as long as you continue to meet the expectations for your job. Surveys will be conducted in early 2007 and again in early 2008 to determine the intentions of our staff. You may also expect to receive official notification of the move in mid-2008.

Q: Although the department will be moving and I may not go, will the Department place me in another vacant position within the agency?

A: The Department will make you aware of job opportunities and encourage other state agencies in the Atlanta area to consider you for employment. However, the department will not be responsible for placing employees who elect not to transfer to Tift. We hope you will remain with the agency, however, you may apply for other GDC vacancies that are of interest to you as they become available. We will provide you with resources to help you continue your employment elsewhere.

Q: Will preference in promotions be given to those that transfer to Tift?

A: Every effort will be made to promote qualified GDC staff before hiring staff from other agencies or as new hires.

Q: If I apply for a Correctional Officer position will I be required to take the CO test, and pass the physical examination?

A: Yes, unless currently employed as a Correctional Officer. There are specific exemptions to taking the CO test. SOP IVO03-0013 details the specific exemptions.

Q: If I apply for a Probation Officer position will I be required to take the test?

A: Yes, unless currently employed as a Probation Officer. There are specific exemptions to taking the PO exam. SOP IVO03-0013 details the specific exemptions.

Q: If I accept a GDC position on a lower pay grade (a demotion) will I receive a cut in pay?

A: In most cases, yes. A voluntary demotion typically results in a minimum salary reduction of 5% unless that salary reduction would place the incumbent above the maximum salary for that pay grade or below the minimum salary for the pay grade onto which the employee accepts the voluntary demotion.

Q: Will I be able to continue my health insurance coverage if I choose to resign instead of continuing with the Georgia Department of Corrections?

A: Yes, you will be able to continue health insurance coverage for 18 months. Your packet of information contains a summary of COBRA information. You should contact the Benefits Unit of CPA for additional information and forms.

Q: I am eligible to retire how do I start the process to retire before the move?

A: State employees are eligible to retire under the Employees Retirement System of Georgia if one of the following options apply:

- 10 years of service and are 60 years of age or older.
- 25 years of service (this option carries a reduced benefit if you are not age 60).
- 30 years of service.

If you would like to determine the benefits you would be eligible to receive call the Employee Retirement System at 404-350-6300 or visit www.ersga.org and access the benefits calculator.

Q: Will I be eligible for unemployment benefits?

A: Yes, you should. Contact the Georgia Department of Labor for more information.

Q: Will I receive payment for unused annual leave?

A: Yes, 30 days after separation.

Q: If I have additional questions who should I contact?

A: You may contact Brad Patterson, HR Relocation Coordinator at 404-463-0149 or at pattb00@dcor.state.ga.us or by calling the main Central Personnel Administration number at 404-656-4730.

Georgia Department of Labor Career Centers

<u>Location</u>	<u>Office</u>	<u>Fax</u>
Albany	229.430.5010	229.430.5027
Americus	229.931.2520	229.931.2433
Athens	706.583.2550	706.369.5895
Augusta	706.721.3131	706.721.7680
Bainbridge	229.248.2618	229-248-2681
Blairsville	706.745.6959	706.745.6453
Blue Ridge	706.632.2033	706.632.7316
Brunswick	912.264.7244	912.262.3334
Cairo	229.377.6526	229.377.8013
Camilla	912.522.3630	912.522.3633
Carrollton	770.836.6668	770.836.6770
Cartersville	770.387.3760	770.387.3766
Cedartown	770.749.2213	770.749.2277
Clayton County	678.479.5886	678.479.5256
Cobb/Cherokee	770.528.6100	770.528.6139
Columbus	706.649.7423	706.649.1049
Cordele	229.276.2355	229.276.2706
Covington	770.784.2455	770.784.2459
Dalton	706.272.2301	706.272.2318
Dekalb County	404.298.3970	404.298.3995
Douglas	912.389.4254	912.389.4307
Dublin	478.275.6525	478.275.6599
Eastman	478.374.6994	478.374.6996
Elberton	706.213.2028	706.213.2036
Gainesville	770.535.5484	770.531.5699
Griffin	770.228.7226	770.229.3287
Gwinnett County	770.840.2200	770.613.4848
Habersham Area	706.776.0811	706.776.0822
Hinesville	912.370.2595	912.370.2598
Houston County	478.988.7130	478.988.7140
Jesup	912.427.5842	912.427.5881
Kings Bay	912.673.6942	912.673.7077
LaFayette	706.638.5525	706.638.5529
LaGrange	706.845.4000	706.845.4005
Macon	478.751.6164	478.751.6639
Milledgeville	478.445.5465	478.445.2040
Monroe	770.207.4111	770.207.4114
Moultrie	229.891.7147	229.891.7149
Newnan	770.254.7220	770.254.7277
North Metro	404.679.5200	404.679.4929
Northwest Georgia	706.861.1990	706.861.0062
Rome	706.295.6051	706.295.6050
Savannah	912.356.2773	912.351.3800
South Metro	404.699.6900	404.699.6933
Statesboro	912.681.5156	912.681.5228

Sylvester	229.777.2120	229.777.2121
Thomasville	229.225.4033	229.225.5013
Thomson	706.595.3665	706.595.7209

Location	Office	Fax
Tifton	229.386.3322	229.386.7188
Toccoa	706.282.4514	706.282.4513
Valdosta	229.333.5211	229.333.5301
Vidalia	912.538.3231	912.538.3238
Waycross	912.285.6105	912.287.6550

Georgia Department of Labor

Learn About Unemployment Benefits for Individuals by visiting the Department of Labor website at www.dol.state.ga.us, click on the Learn About Unemployment Benefits section.

Unemployment Insurance (UI) benefits is temporary income for workers who are unemployed through no fault of their own and who are either looking for another job, have definite recall to their jobs within 6 weeks of the last day worked, or are in approved training. The funding for unemployment insurance benefits comes from taxes paid by employers. Workers do not pay any costs. Eligibility for benefits are determined based on past wages, reason for job separation, and availability and job search requirements. Claims for unemployment insurance may be filed at any Georgia Department of Labor Career Center.

When filing a claim, you should bring:

- Your social security number. A claim cannot be filed without a social security number.
- Employer-issued separation letter or notice, if one was provided.
- Names and addresses of all employers for the last 18 months and the dates worked for each.
- Proof of immigration status if not a U.S. citizen.
- Personal check with account number and bank routing number if you want benefits deposited directly into to a checking or savings account.
- Claims are effective on the date they are filed and are not retroactive to the last day worked.

Use the GDOL automated telephone system, OLIVoR, to access additional information.

Telephone numbers are as follows:

Albany	229.430.2979	LaGrange	706.845.4227
Athens	706.369.6081	Macon	478.751.4400
Atlanta	404.656.6000	Milledgeville	478.445.6421
Augusta	706.721.2011	Moultrie	229.891.7140
Brunswick	912.262.3311	Rome	706.295.6145
Columbus	706.649.1141	Savannah	912.353.3168
Dalton	706.272.2193	Statesboro	912.871.1200
Douglas	912.389.4435	Tifton	229.386.7300
Dublin	478.275.6890	Valdosta	229.245.3837
Gainesville	770.535.6955	Waycross	912.287.6690
Griffin	770.412.4716		

Resources for UI Benefits for Individuals

UI Claimant Handbook

View or print this publication, from the DOL website, to learn about UI benefits rights and responsibilities and what individuals receiving benefits may expect from the program.

UI Frequently Asked Questions (FAQ's)

View general UI information, including eligibility for benefits, the appeals process, and special situations from the DOL website.

UI Appeals Booklet

View or print this publication for information on how the unemployment insurance benefits appeals process works from the DOL website.

Claim Weekly UI Benefits

Claim weekly unemployment insurance benefits online. A PIN is required.

Georgia UI Rules

Search the Unemployment Insurance rules of the state of Georgia.

UI Laws - GA Code, Chapter 34-8

Search the Georgia Code for UI laws for the state of Georgia.

Direct Deposit of Weekly UI Benefits

Enroll in, change, or cancel direct deposit of unemployment insurance benefits into a checking or savings account. A PIN is required.

Status of Weekly UI/TEUC/TRA Payments

Review the dates and payment amounts of previous weekly unemployment insurance benefits. A PIN is required.

IRS Form 1099G for UI Payments

Access your 1099G. A PIN is required. Unemployment compensation is taxable income and must be reported yearly even if benefits received have been repaid.

Weekly Claimant-Trainee Certification

Claimant-trainees may claim weekly UI benefits while in approved training by printing, completing, and submitting this form. (PDF)

Record of Work Search

Print and use this form to record all weekly job search activity from the DOL website. Work search records may be requested for verification.

Claimant-Trainee Enrollment Certification

Claimant-trainees may claim weekly UI benefits prior to beginning approved training by printing, completing, and submitting this form. (PDF)

Unemployment Insurance Frequently Asked Questions

What is unemployment insurance?

Unemployment insurance is temporary income for workers who are unemployed through no fault of their own and are either looking for another job, have a definite recall within 6 weeks of the last day worked, or are in approved training. The funding for unemployment insurance benefits comes from taxes paid by employers. Workers do not pay any of the costs.

Where do I file a claim for unemployment insurance?

You may file your claim at any Georgia Department of Labor Career Center. To find the office nearest to you, go to Find Us on the DOL website, then select Career Centers.

What do I need to bring with me when I file a claim?

Bring your social security number. We cannot file your claim without it. If you received a separation notice or letter from your former employer, bring it with you when you file your claim. In some cases this will help speed up the process of determining your eligibility for benefits. You will need the names and addresses of your employers for the last 18 months, and the dates you worked at each place. Bring proof of your immigration status if you are not a citizen of the United States. You may have your benefit checks deposited directly to your checking or savings account. If you wish to have this done, bring a check with your account number and your bank's routing number. If you separated from the military in the last 18 months, bring DD214 Member 4. If you worked for the federal government in the last 18 months, bring Standard Form 50 and Standard Form 8. If you do not have Standard Form 50, please bring a W-2 form or pay stubs and your wages will be estimated.

When is my claim effective?

Your claim is effective the date you first file for benefits. GDOL does not backdate claims.

How do I qualify for unemployment insurance benefits?

There are several qualification requirements, but these three are critical:

- You must have earned enough money in the base period to set up a claim.
- You must be unemployed through no fault of your own.
- You must be able to work, be available for work, and be actively seeking work each week you claim benefits.

What is the base period?

The base period is the period of time we look at to determine if you have been paid enough wages to establish a claim. For Georgia, the base period is the first four of the last five calendar quarters completed at the time you file your claim. An alternative base period consisting of the most recently completed four calendar quarters will be used only when a claim cannot be established using the regular base period.

How long must I have worked to establish a claim in Georgia?

Your claim is based on insured wages earned in the base period, which is the first four of the last five calendar quarters completed at the time you file your claim. You must have earned qualifying wages in at least two of the four quarters in the base period. The total wages in the base period must equal or exceed one and one-half times the wages in the highest quarter. A secondary calculation will be made when the sole reason that a claim cannot be established is the one and one-half times requirement. An alternative base period consisting of the most recently completed four calendar quarters will be used only when a claim cannot be established using the regular base period.

What are the minimum and maximum weekly benefits paid in GA?

The minimum is \$40 per week and the maximum is \$300 per week. The amount an individual will receive is based on the amount of wages earned in the base period.

What is the maximum length of time I can draw benefits?

The maximum number of weeks for any claim is 26. The minimum number of weeks is 8. The actual number of weeks established for your claim depends on your earnings in the base period.

What do I have to do to qualify for benefits if I have earned enough money to establish a claim?

Just earning enough money to set up a claim is not enough to receive unemployment benefits. You must also meet other eligibility conditions. You must have a decision made on the reason for separation from your last work. If your most recent job loss was not the result of a lack of work (i.e. layoff, business closure), a decision on the reason for separation is required. A department employee may conduct a telephone interview with you and your former employer to get information about the reason for your separation or any other issues, which might affect your claim. A written decision will be mailed to you, and to your employer if the issue is separation. Other requirements include, but are not limited to, being able to work, being available for work, and actively seeking work.

Can I draw benefits if I quit my job?

If you quit, you may be eligible to draw benefits if you can show that you quit for good work-connected reason(s). Examples of good work-connected reasons are material change in working conditions, material change in working agreement, nonpayment for work, and similar reasons. You will not be able to draw benefits if your reason for quitting was personal even though the personal reason was a good or compelling one. The only way to know for sure whether you are eligible if you quit is to file a claim. The department cannot make a predetermination of eligibility before a claim is filed.

Can I draw benefits if I was fired?

If you were fired from your job, you will not be able to draw benefits if your former employer can show that you were fired for failure to follow rules, orders, or instructions, or for misconduct on the job. The only way to know for sure whether you are eligible if you are fired is to file a claim. The department cannot make a predetermination of eligibility before a claim is filed.

Are there other requirements if I draw benefits?

Yes. If you are awarded benefits based on your reason for separation from your last work, you must meet other weekly requirements. You must be able to do some kind of work that is available in your area and that you are qualified to do. You must be available for work without placing undue restrictions on your availability, such as lack of childcare, lack of transportation, or other restrictions. You must be actively seeking work each week and you must be looking for full-time employment. You must not refuse any offer of suitable work or referral to suitable work without good cause. You must be registered for work with the department's Employment Service Division, and you must respond to any notices to come in for services. If you work and earn any money while you are drawing benefits, you must report all earnings for the week in which the money is earned, not for the week the money is paid.

Does severance pay have an effect on my benefits?

You are usually not eligible for unemployment insurance benefits during a period covered by severance pay paid to you by your employer. The only way to know for sure whether severance pay is disqualifying is to file a claim.

Does retirement pay have any effect on my benefits?

If you are receiving a retirement pension from a base period employer, the pension may be deductible from your weekly benefit amount if your employer contributed 50% or more toward the pension fund. If the pension payment is determined to be deductible, the department will reduce your weekly benefit amount dollar for dollar by the weekly amount of the pension that is attributable to the employer. NOTE: If your pension is from an employer you worked for before the base period, it is not deductible. The receipt of Social Security is also not deductible, although you do have to be available for full-time work.

How do workers' compensation payments affect my claim?

If you are receiving Temporary Total or Temporary Partial Workers' Compensation payments, you are not eligible for unemployment insurance in Georgia. The only way to know for sure is to file a claim.

How do I claim benefits each week after I file?

Once you file your claim, you will be required to certify your eligibility for each week you claim benefits. Most people claim benefits by using the telephone response system, known as OLIVoR, over the Internet, or in person at a GDOL Career Center.

When do I get my first check?

The department will send you a written decision (called a determination) telling you whether benefits may be paid or not. This determination is usually issued about 14 to 21 days after the day you file. If benefits are allowed on your claim, your first check will usually be mailed on the same day as the written decision. You must claim benefits each week prior to receipt of your determination in order to receive payment for those weeks. If you requested direct deposit of your check to your bank account, the first check will be deposited the same day the determination allowing benefits is mailed. The funds will be available the second business day after deposit. You may inquire by using OLIVoR or the Internet to verify the date your check was either mailed or deposited directly to your bank account.

My checks always arrive on Thursday and today it didn't. What should I do?

Wait. Although checks often arrive on the same day of the week, they occasionally arrive later due to mail service or government holidays. If you have not received your check within 10 days of the date you certified, you should contact your local career center.

Are unemployment benefits taxable?

Yes. Any unemployment insurance benefits you receive are fully taxable income if you are required to file a tax return. At the time you file your claim, you may elect to have the department withhold state and/or federal tax on the benefits you receive. You may change this withholding election one time during the year. The department will send you a 1099-G form at the end of the calendar year showing how much in benefits you received during the previous year. It also shows the amount of taxes, if any, which were withheld. You should use this form when you file your income taxes to report benefits received and any taxes withheld by the department. Questions about filing should be directed to the IRS, to the State Department of Revenue, or to a tax consultant.

I received two determinations on my claim. One says I can draw benefits and the other says I cannot. Which is correct?

The department will release a determination on each separate issue on your claim. As a result, you may sometimes receive more than one determination. A decision imposing any kind of disqualification takes precedence over a decision allowing benefits. For example, you could receive a decision allowing benefits because you were laid off due to lack of work, but be ineligible because you do not have child care to enable you to look for another job.

What if I disagree with the decision made on my claim?

The only way for a decision to be reviewed and potentially reversed is to file an appeal. You have the right to file an appeal of any decision made by the department on your claim. The appeal rights expire 15 days after the date the decision is released. The Commissioner of Labor does not have the authority to intervene in the appeals process. If the decision is on your separation from work, your employer also has the right to appeal. An administrative hearing officer will conduct the appeal.

How long does it take to get an appeal?

Once an appeal is filed, it usually takes from 2 - 2 1/2 weeks for a hearing to take place. The department is required to send written notice of the hearing time, date, and all issues to be discussed. This notice must be mailed at least 10 days before the hearing takes place. A written decision is mailed to all interested parties.

What if I disagree with the decision of the hearing officer?

You may appeal to the Board of Review. The Board is a three-member panel appointed by the Governor. The Board reviews the entire record of the hearing held by the administrative hearing officer and all other relevant materials. The Board does not hold in-person hearings and does not take new evidence or testimony. The Board reviews the case and either affirms, modifies, or reverses the decision of the hearing officer. The Board's written decision is mailed to all interested parties.

Can I appeal the Board of Review's decision?

The Board's decision may be appealed to the Superior Court of the county in which the work was performed. A petition for review must be filed with the court. The department does not file these appeals. NOTE: If the work on which the claim was based was performed out of state, the appeal of the decision of the Board of Review must be filed in Fulton County Superior Court.

COBRA Insurance Information

The Consolidated Omnibus Reconciliation Act (COBRA) of 1986 requires that the Plan offer you, your spouse or an eligible dependent the opportunity to continue health care coverage if Plan coverage is lost due to a qualifying event.

COBRA requires the plan to offer each qualified beneficiary who lost coverage due to a qualified event an opportunity to elect continuation of coverage under the Plan. For COBRA purposes, a qualified beneficiary includes any individual who, on the day before the qualifying event, is covered under the plan.

Also, during a period of COBRA continuation coverage, if you or your spouse gives birth to a child, or if a child is placed with you for adoption, you may elect COBRA continuation coverage for that child.

The chart below shows the qualifying events that may entitle Plan members to elect COBRA continuation coverage and how long COBRA continuation coverage can last. For COBRA purposes, a "qualifying event" is an event that causes you, your spouse or covered dependent to lose coverage under the Plan.

COBRA Coverage Overview		
Who can apply?	Qualifying Events	How long COBRA coverage can last?
You	<ul style="list-style-type: none"> • You resign or terminated (for reasons other than gross misconduct) • You are laid off • You lose SHBP eligibility because your work hours are reduced • You coverage ends while you are on an unpaid leave of absence 	<ul style="list-style-type: none"> • 18 months • 29 months - If you are disabled and meet certain requirements
Your Spouse & Eligible Dependents	<ul style="list-style-type: none"> • You resign or terminated (for reasons other than gross misconduct) • You are laid off • You lose SHBP eligibility because your work hours are reduced • You coverage ends while you are on an unpaid leave of absence • You divorce or become legally separated • You die • Your dependent becomes ineligible • You become entitled to Medicare 	<ul style="list-style-type: none"> • 18 months - If you lose coverage due to termination of employment (for reasons other than gross misconduct) • 29 months - If your spouse or eligible dependent child is disabled and meets certain requirements • 36 months - If you die or your dependent loses coverage because of divorce or legal separation, marriage of dependent, loss of student status, reaching the age limit for dependent coverage, or if you become entitled to Medicare

GDC Correctional Officer Testing Information

Visit www.gdcjobs.com for specific testing
information and dates

Georgia Merit System Information

The Job Site

How To Apply Electronically:

- ◆ Go to *The Job Site* on the internet at www.thejobsite.org
- ◆ Click on “*Applicant Resource Center*”.
- ◆ Click on “*CareerSearch Now*”, found in the left margin.
- ◆ On the map page, click on “*Statewide*” to indicate the geographic area in which you are willing to work. (You will specify actual locations later in the process).
- ◆ At the 5-item query page, you may indicate how you wish the job postings to be “filtered” or sorted. You may indicate preferences on any or none of the 5 questions. Finally, click the “*Find Job Opportunities...*” button at the bottom of the page.
- ◆ From the displayed list of jobs, click on the title of interest and read the job announcement. Be sure that you have read the **ENTIRE** job announcement. Some agencies may require additional steps in their application process.
- ◆ To apply for a title of interest, click the red “*APPLY-Add to My Jobs*” button, located to the right of the job title box or at the bottom of the page.
- ◆ Follow the instructions to either “*Create My JobSearch*” or “*Login to My JobSearch*” (if you created a user ID and password earlier). Once you have finished the input for one of these options, click the “*Go!*” button.
- ◆ View the menu of options (Edit Resume, View Resume, etc.). Click the “*My Jobs*” button.
- ◆ View the jobs in which you have indicated an interest (those announcements on which you clicked the red “*APPLY-Add to My Jobs*” button earlier). In the right column, click “*Apply Now!*”
- ◆ Complete the on-line application form (Resume Builder) according to the provided instructions.
- ◆ Upon completion of the Resume Builder, click the “*My JobSearch*” button in the left margin.
- ◆ View the menu of options. Click the “*My Jobs*” button.
- ◆ View the job titles you have selected. **Make sure there is a check mark to the left of each job title for which you wish to be considered.** If the “*Apply Now!*” button still appears to the far right of any job title, click that button to connect your electronic resume to that job title. Complete any other screens that are displayed. (**NOTE:** The application process is incomplete until this final step is accomplished AND all steps are completed according to the agency’s job announcement.)

The Job Site – Walk-In Testing

Walk-In Testing Available In Atlanta:

Tests for the jobs below are given on a **first-come, first-served walk-in** basis in Atlanta, in the Georgia Merit System Testing Center (Room 404 West Tower, Floyd Building--across from the State Capitol).

YOU SHOULD SUBMIT AN ONLINE APPLICATION IN ADVANCE, BUT YOU WILL NOT NEED TO HAVE AN APPOINTMENT TO TEST.

Please note that your application for a walk-in session is good for 60 days. If you do not appear for testing within that time, it will be necessary to re-apply.

Please arrive no later than 15 minutes prior to the session for check-in.

You will need to bring with you:

- A current photo ID,
- Any veteran's preference documents you wish to submit, and
- *Your My JobSearch UserId* generated by applying on-line and completing the resume builder at this site.

NOTE: The schedule below does not apply on State holidays. Prior arrangements are necessary for testing accommodations for a disability. Please call (404) 656-2728 for additional information.

Atlanta Testing Schedule		
Job Title(s)	Day(s)	Time(s)
Tax Specialist I Personnel Analyst Driver Examiner	Every First and Third Tuesday	8:30 a.m.
Secretary I, II & III Program Assistant Environmental Health Specialist Programmer	Every Second and Fourth Tuesday	8:30 a.m. and 1:00 p.m.
Child Support Enforcement Agent (Additional Testing Information...)	Every Second and Fourth Tuesday	8:30 a.m. and 1:00 p.m.
Conservation Ranger	Every Second Monday	1:00 p.m.
Correctional Officer	Every Wednesday	1:00 p.m.
Engineering Technician CAD Operator Transportation Enforcement Trainee Revenue Agent 1	Every Second and Fourth Wednesday	8:30 a.m.
Communications Equipment Officer	Every Third Wednesday	8:30 a.m.
Parole Officer Probation Officer I/II Juvenile Probation/Parole Specialist II Social Services Technician Revenue Agent 1	Every First and Third Thursday	8:30 a.m. and 1:00 p.m.

Clerk I & II Office Assistant Accounting Clerk Accountant, Paraprofessional Accountant I, Professional Auditor, Junior Assistant Financial Examiner	Every Second and Fourth Thursday	8:30 a.m. and 1:00 p.m.
Juvenile Correctional Officer	Every First and Third Tuesday	1:30 p.m.
	Every First Wednesday	8:30 a.m.

NOTE: DATES AND TIMES ARE SUBJECT TO CHANGE. PLEASE CALL GEORGIA MERIT SYSTEM TEST ADMINISTRATION AT 404-656-2728 TO CONFIRM.

Correctional Officer Testing Outside of the Atlanta Area

The Correctional Officer test is offered on a **walk-in** basis in selected locations:

Dublin - The third Saturday of each month at both 8:00 a.m. and 1:00 p.m.

Milledgeville - The third Saturday of each month at 8:30 AM and 1:00 PM.

Fort Valley - The third Saturday of each month at 9:00 AM and 1:00 PM.

Savannah - The third Saturday of each month at 8:30 AM and 1:00 PM.

Valdosta - The third Saturday of each month at 8:30 AM.

You may call the Department of Corrections at 1-888-343-JOBS or 404-656-4730, or visit their web site at www.gdcjobs.com to confirm test dates and for directions to the test sites. The Georgia Department of Corrections (GDC) also periodically offers walk-in testing at various other locations. Call GDC Central Personnel Office at 404-656-4730 for more information.

NOTE: A special machine-readable application will be provided to you at the time of testing, even if you have already applied on-line.

Child Support Enforcement Agent – Testing is available through a special walk-in examination program.

Other Jobs Listed Above – Testing for other jobs above is offered in regional test centers around the State of Georgia. To request a regional test center location, applicants should apply for the desired job on-line, complete the *State of Georgia Resume Builder*, and indicate their preferred testing center. Applicants will be sent a written notice providing date, time, and location of testing.

STATE OF GEORGIA AGENCIES

Agency	Website	Address	Contact Number
Administrative Office of the Courts	www.georgiacourts.org/aoc	244 Washington Street Suite 300 Atlanta, GA 30334	404-656-5171
Administrative Service, Department of	www.doas.state.ga.us	200 Piedmont Ave. Suite 1804, West Tower Atlanta, GA 30334-9010	404-656-5514 (Job Line) ↓ 404-656-5673
Agriculture, Department of	www.agr.state.ga.us	19 MLK Jr. Drive Atlanta, GA 30334	1-800-282-5852 (Job Line) ↓ 404-656-3617
AgriRama	www.agrirama.com	P.O. Box Q, Tifton, GA 31793	229-386-3344
Americans with Disabilities Act Coordinators	www.state.ga.us/gsfic/ada/	c/o Georgia State Financing and Invest Commission 2 MLK Jr. Dr. Suite 1002 West Tower Atlanta, GA 30334	404-657-7313
Atlanta Regional Commission	www.atlanta-info.com/	40 Courtland Street Atlanta, GA 30303	404-463-3100
Attorney General, Office Of	www.state.ga.us/ago/	40 Capital Square, SW Atlanta, GA 30303	404-656-3300
Audits, Department of	www.audits.state.ga.us	254 Washington Street Room 214 Atlanta, GA 30334	404-656-2180
Banking and Finance, Department of	www.gadbf.org	2990 Brandywine Road Suite 200 Atlanta, GA 30341	770-986-1633
Board of Regents	www.usg.edu	Office of Media & Regulations 270 Washington Street, S.W. Atlanta, GA 30334	404-656-2250
Building Authority, Georgia	www.state.ga.us/gba	1 MLK Jr. Dr. Atlanta, GA 30334	404-656-3253
Bureau of Investigation, Georgia	www.ganet.org/gbi	3121 Panthersville Rd. P.O. Box 370808 Decatur, GA 30037-0808	404-244-2600
Children and Youth Coordinating Council	www.cycc.state.ga.us	3408 Covington Highway 4th Floor Decatur, GA 30032	404-508-6574
Commission on Equal Opportunity, Georgia	www.gceo.state.ga.us	229 Peachtree St. NE, Suite 710-International Tower Atlanta, GA 30303-1605	404-656-1736

Commissioner of Insurance, Office of the	www.gainsurance.org	2 MLK Jr. Dr. Suite 704, West Tower Atlanta, GA 30334	404-656-2070
Community Affairs, Department of	www.dca.state.ga.us	60 Executive Park South Atlanta, GA 30329	404-679-4940
Community Health, Department of	www.dch.state.ga.us	2 Peachtree Street N.W. 40th Floor Atlanta, GA 30303-3159	404-656-4507
Composite Board of Medical Examiners	www.medicalboard.state.ga.us	2 Peachtree Street N.W. 36th Floor Atlanta, GA 30303-3465	404-656-3913
Consumer Affairs, Governor's Office of	www2.state.ga.us/gaoca	2 MLK Jr. Dr. Suite 356 Atlanta, GA 30334	404-651-8600
Corrections, Department of	www.gdcjobs.com	2 MLK Jr. Dr. SE, East Tower, Suite 770 Atlanta, GA 30334	404-656-4730 (Job Line) ↓ 1-888-343-JOBS
Court of Appeals	www.gaappeals.us	334 State Judicial Building Atlanta, GA 30334	404-656-3450
Courts Automation Commission	www.gcasite.com	244 Washington Street Suite 300 Atlanta, GA 30334	404-651-6328
Defense, Department of	www.dod.state.ga.us	P.O. Box 17965 Atlanta, GA 30316-0965	404-624-6001 (Job Line) ↓ 404-624-6443
Drivers' Services, Department of	www.dds.ga.gov	2206 East View Parkway Post Office Box 80447 Conyers, GA 30013	678-413-8400
Drugs and Narcotics Agency		40 Pryor Street. SW Suite 2000 Atlanta, GA 30303	404-656-5100
Education, Department of	www.doe.k12.ga.us/index.asp	2054 Twin Towers East Atlanta, GA 30334	404-656-2800
Emergency Management Agency, Georgia	www.gema.state.ga.us	Post Office Box 18055 Atlanta, GA 30316-0055	404-635-7000
Employees' Retirement System	www.ersga.org	Two Northside 75 Atlanta, GA 30318	1800-805-4609
Environmental Facilities Authority, Georgia	www.gefa.org	2090 Equitable Building 100 Peachtree St., N.W. Atlanta, GA 30303-1911	404-656-0938
Forestry Commission, Georgia	www.gfc.state.ga.us	5645 Riggins Mill Road Dry Branch, GA 31202	478-751-3500
Human Resources, Department of	www.dhrjobs.com	Constituent Services 2 Peachtree Street NW Suite 29-213 Atlanta, GA 30303	404-656-6750
Industry, Trade and Tourism, Department of	www.georgia.org	P.O. Box 1776 Atlanta, GA 30301	404-656-3545

Inspector General, Office of the State	www.oig.ga.gov	2 MLK Jr. Dr., S.W, 1102 West Tower Atlanta, GA 30334	404-656-7924
Jekyll Island Authority	www.jekyllisland.com	100 James Road Jekyll Island, GA 31527	912-635-2236
Juvenile Justice, Department of	www.djj.state.ga.us	3408 Covington Highway Decatur, GA 30032	404-508-6500
Labor, Department of	www.dol.state.ga.us	148 Andrew Young International Blvd Atlanta, GA 30303-1751	404-656-3045
Lottery Corporation, Georgia	www.galottery.com	250 Williams Street Suite 3000 Atlanta, GA 30303	404-215-5000 (Job Line) ↓ 404-215-8966
Merit System, Georgia	www.gms.state.ga.us	2 MLK Jr. Dr., S.E. Suite 504 West Atlanta, GA 30334-5100	404-656-2705
Music Hall of Fame, Georgia	www.gamusichall.com	200 MLK Jr. Blvd. Macon, GA 31201	478-750-8555
National Fairgrounds and Agricenter, Georgia	www.gnfa.com	401 Larry Walker Pkwy. P.O. Box 1367 Perry, GA 31069	478-987-3247
Natural Resources, Department of	www.gadnr.org	2 MLK Jr. Dr., S.E. Suite 1252 East Tower Atlanta, GA 30334	404-656-3500 (Job Line) ↓ 404-656-2695
Nonpublic Postsecondary Education Commission	www.gnpec.org	2189 Northlake Parkway Bldg. 10, Suite 100 Tucker, GA 30084-4113	770-414-3300
Office of Homeland Security, Georgia	www.gahomelandsecurity.com	P.O. Box 1456 Atlanta, GA 30371-1456	404-635-7030
Peace Officers Standards and Training Council	www.gapost.org	5000 Austell-Powder Springs Road, Suite 261 Austell, GA 30106	770-732-5974
Physician Workforce, Georgia Board	www.dch.state.ga.us	1718 Peachtree Street, N.W. Suite 683 Atlanta, GA 30309-2946	404-206-5420
Planning and Budget, Office of	www.opb.state.ga.us	270 Washington Street, S.W. 8th Floor Atlanta, GA 30334	404-656-3820 (Job Line) ↓ 404-656-3854
Ports Authority, Georgia	www.gaports.com	P.O. Box 2406 Savannah, GA 31402	912-964-3811 (Job Line) ↓ 912-964-3970
Professional Standards Commission, Georgia	www.gapsc.com	Two Peachtree Street Suite 6000 Atlanta, GA 30303	404-232-2500
Prosecuting Attorney's Council	www.state.ga.us/pacg	3200 Highlands Pkwy. Suite 420 Smyrna, GA 30082-5192	770-438-2550
Public Broadcasting Authority, Georgia	www.gpb.org	260 14th Street, NW Atlanta, GA 30318	404-685-2400

Public Safety Training Center	www.state.ga.us/gpstc	1000 Indian Springs Drive Forsyth, Georgia 31029	478-993-4000
Public Safety, Department of	www.ganet.org/dps	Personnel Office P.O. Box 1456 Atlanta, GA 30371-1456	404-624-7550 (Job Line) ↓ 1-866-JOIN-GSP
Public Service Commission	www.psc.state.ga.us	244 Washington Street, S.W. Atlanta, GA 30334	404-656-4501
Rail Passenger Authority, Georgia	www.dot.state.ga.us/dot/grpa/index.shtml	7 MLK Jr. Dr. Suite 142 Atlanta, GA 30334	404-463-4033
Real Estate Commission, Georgia	www.grec.state.ga.us	229 Peachtree St. NE Suite 1000, International Tower Atlanta, GA 30303	404-656-3916
Regional Transportation Authority, Georgia	www.grta.org	245 Peachtree Center Avenue, NE, Suite 900 Atlanta, GA 30303	404-463-3000
Revenue, Department of	www.gatax.org	1800 Century Center Blvd. N.E. Atlanta, GA 30345-3205	404-417-4477
School Readiness	www.osr.state.ga.us	10 Park Place South Suite 200 Atlanta, GA 30303	404-656-5957
Secretary of State, Office of the	www.sos.state.ga.us	214 State Capitol Atlanta, GA 30334	404-656-2881
Spatial Data Infrastructure, Georgia	www.gis.state.ga.us/	Center for GIS Georgia Institute of Technology 276 Fifth Street Atlanta, GA 30332-0695	404-385-0900
State Accounting Office	www.sao.georgia.gov	200Piedmont Avenue West Tower Atlanta, GA 30334	404-656-2133
State Board of Pardons and Paroles	www.pap.state.ga.us	2 MLK Jr. Dr., S.E. Suite 458, Balcony Level East Tower Atlanta, GA 30334-4909	404-656-5651
State Financing and Investment Commission, Georgia	www.gfic.georgia.gov	GSFIC Human Resources Dept., 2 M.L.K. Jr., Dr. S.E. Suite 1002, West Tower Atlanta, GA 30334	404-656-3400
State Games Commission, Georgia	www.georgiagames.org	P.O. Box 2043 Kennesaw, GA 30156	770-528-3580
Student Finance Commission, Georgia	www.gsfc.org	2082 East Exchange Place Tucker, GA 30084	770-724-9000
Technical and Adult Education, Department of	www.dtae.org	1800 Century Place, N.E. Suite 400 Atlanta, GA 30345	404-679-1600

Technology Authority, Georgia	www.gagta.com	GTA Human Resources Office 200 Piedmont Ave. 1416 West Tower Atlanta, GA 30334	404-463-2300 (Job Line) ↓ 404-463-1066
Transportation, Department of	www.dot.state.ga.us	No. 2 Capitol Square, S.W. Atlanta, GA 30334	404-656-5267
Veterans Services, Department of	www.vs.state.ga.us	Suite E970 Floyd Veterans Memorial Bldg. Atlanta, GA 30334-4800	404-656-2300
World Congress Center Authority, Georgia	www.gwcc.com	285 Andrew Young International Blvd. Atlanta, GA 30313-1591	404-223-4000 (Job Line) ↓ 404-223-4636

Federal Bureau of Prisons
Georgia Prison Contact Information

Opportunities may be available at the following locations:

USP Atlanta

601 McDonough Blvd., S.E.
Atlanta, Georgia 30315-0182
404.635.5100
404.331.2137 – Fax

FCI Jesup

2600 Highway 301 South
Jesup, Georgia 31599
912.427.0870
912.427.1125 – Fax

Website:

www.bop.gov

Miscellaneous Job Search Web Sites

AARP	www.aarp.org
America's Job	www.ajb.dni.us
Career Builder	www.careerbuilder.com
Career Magazine	www.careermag.com
Career Mart	www.careermart.com
Career Shop	www.careershop.com
Employment Guide	www.employmentguide.com
Federal Jobs	www.fedjobs.com
Fed World	www.fedworld.gov
Georgia Department of Corrections	www.qdcjobs.com
Georgia Department of Labor	www.dol.state.ga.us
Georgia Merit System	www.gms.state.ga.us
Get A Job	www.getajob.com
Help Wanted	www.helpwanted.com
Hi-Tech Careers	www.hightechcareer.com
I Hire Law Enforcement	www.ihirelawenforcement.com
I Hire Social Services	www.ihiresocialservices.com
Job Bank USA	www.jobbankusa.com
Job Connection	www.jobconnection.com
Job Hunt	www.jobhunt.com
Job Web	www.jobweb.com
OPM – Federal Jobs	www.usajobs.opm.gov
The Job Site	www.thejobsite.org
U.S. General Store	www.gsa.gov
U.S. Network	www.usjob.net

Visit www.gdcjobs.com for updated vacancy announcements



State of Georgia Application for Employment

Visit

<http://www.gms.state.ga.us/agency/services/forms.asp#employment>