



GEORGIA DEPARTMENT OF  
COMMUNITY HEALTH  
*Division of Public Health*

*Rhonda M. Meadows, MD, Commissioner*

*Sonny Perdue, Governor*

2 Peachtree Street, N.W.  
Atlanta, GA 30303-3159  
[www.dch.georgia.gov](http://www.dch.georgia.gov)

---

## Operations Analyst Division of Public Health Office of Information Technology

### Job Description:

The Georgia Department of Community Health (DCH), Division of Public Health Office of Information Technology is seeking an **Operations Analyst** for the Office of Information Technology

Under broad supervision directs the analyses of data and development of improvement alternatives for current program/processes. Coordinates the development and completion of written reports, contract over site and software and hardware procurement. Oversees the provision of technical assistance. Assists in the budget planning process. May maintain program linkages and/or serve on major task forces. May provide training to staff.

### Qualifications

Completion of a bachelors degree from an accredited college or university AND One year of related experience OR One year of experience at a level equivalent to the lower level (GSP011) OR Five years of related experience Preference will be given to applicants who, in addition to meeting the above requirements, possess knowledge/experience in one or more of the following:

- Three years of significant knowledge and experience relating to the usage of Information Technology hardware and/or software, contracts administration and financial administration, reporting knowledge such as SPSS or SAS. Visio and Project Management.

### Benefits

In addition to a competitive salary (**\$35,569 – \$48,935**) we offer a generous benefit package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance

### Area Information

This position is located in metro Atlanta.

From a virtually uninhabited railroad terminus in 1837 to a sprawling metropolis of over four million people today, metro Atlanta has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

**Applying for this job**

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

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:  
**Operations Analyst**

Candidates for this position may be subject to employment drug testing and criminal background check.

This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.