



**Laboratory Training Coordinator**  
Division of Public Health  
Public Health Laboratory  
Office of Protection and Safety

**Job Description**

Come join our team as a Training Coordinator in the Georgia Public Health Laboratory's Central Laboratory in Decatur, Georgia.

This position will report to the GPHL Director, Emergency Preparedness and Response. Under limited supervision this position will work under the ASPR (Assistant Secretary for Preparedness and Response) grant to provide technical assistance and training resources to the public health districts and EMS regions in bioterrorism, terrorism and emergency preparedness, specifically as they relate to clinical laboratory activities. While evaluating local, regional, district and state activity for compliance with both state and federal guidelines, this position will also direct a program of activity within the larger statewide program. This position also serves as the Safety Officer for the GPHL.

**Qualifications**

Bachelor's degree AND Four years of experience in a related area.

The successful candidate for this position must comply with the Patriot Act of 2001 and with requirements related to the Select Agent Program including FBI/CJIS security risk assessment. U.S. Citizenship required.

Occasional overnight travel required.

**Preferred Qualifications**

- Experience in pre-hospital and emergency response planning and the development of exercise programs.
- Experience in public health management, emergency management administration or closely related field.
- Experience in human resources and training coordination related to bioterrorism, terrorism and/or emergency preparedness.
- Coordination and negotiation skills
- Master's degree in a related field.
- Consultative or staff development experience.

**Benefits**

In addition to a competitive starting salary (**\$39,058-\$53,700**), we offer a generous [benefits](#) package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation and sick leave, dental, vision, long term care, and life insurance.

Note: Current State employees are subject to the statewide salary plan administration practices. This position is a paygrade 16 on the statewide salary plan.

## Area Information

This position is located in metro [Atlanta](#) (Decatur).

A sprawling metropolis of over four million people, 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: [ph1@dhrjobs.com](mailto:ph1@dhrjobs.com)

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:  
**Training Coordinator- LAB**

The Georgia Department of Human Resources provides services to ensure the health and welfare of Georgians. As an employee of DHR, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

**DHR is an Equal Opportunity Employer**