



Looking for Work That Matters?

We're Hiring! Join Our Team.

We are Accepting Applications for the Following Position: **Business Support Analyst 3 (10060)**

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 07/17/2026

APPLICATION DEADLINE: 08/17/2026

EXCEPTIONAL BENEFITS INCLUDE:

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| ▪ 13 Paid Holidays | ▪ Pension Plan | ▪ Worksite Wellness |
| ▪ 3 Weeks Annual Leave | ▪ Employer 401K Match | ▪ Diverse Workforce |
| ▪ 3 Weeks Sick Leave | ▪ Payroll Deductible Health Benefits | ▪ Opportunities for Growth |
| ▪ Flexible Schedules within our core working hours of M-F 8:15am-5pm | ▪ Payroll Deductible Flex Benefits | ▪ Hybrid teleworking option for eligible positions after probation |
| | ▪ Flexible Spending Accounts | |

LOCATION: Richardson Health Center

DIVISION/DEPARTMENT: Environmental Health

SALARY INFORMATION: \$59,716.40 Annually / Pay Grade L / Job Code GSP132

DUTIES: Coordinates business management for the Environmental Health Division, performing complex administrative duties, data analysis, and reporting to support management decisions. Responsibilities include identifying trends, overseeing procurement, and leading administrative staff.

Typical Duties and Responsibilities

- **Administrative Team Leadership:** Oversees staff, assigns workloads, and handles performance management.
- **Purchasing and Procurement:** Manages purchase requisitions, verifies budgets, and reconciles orders.
- **Financial Administration:** Monitors departmental financial transactions, revenue processing, and reports.
- **Travel and Training:** Processes travel authorizations and coordinates administrative logistics for training sessions.
- **Program and Office Administration:** Manages shared inboxes and office inventory.

Key Competencies

- **Supervisory Leadership & Communication:** Develops staff and exchanges complex information effectively.
- **Financial & Analytical Skills:** Manages budgets and interprets data for decision-making.
- **Organization & Initiative:** Prioritizes tasks and implements process improvements.

MINIMUM QUALIFICATIONS: Associate degree in business or related field from an accredited college or university and three (3) years of experience related to area of assignment; or one (1) year of experience required at the lower level Busi Support Analyst 2 (GSP131).

Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

PREFERRED QUALIFICATIONS:

- Three (3) to five (5) years of experience performing complex administrative, operational or financial work
- Experience preparing reports for executive leadership

- Proficiency with Microsoft Excel, including pivot tables
- Experience with Microsoft Power BI or similar platforms.
- Experience managing projects, grants, contracts, procurement activities, or program administration functions
- Strong understanding of budgeting, financial analysis, and expenditure monitoring
- Experience coordinating activities across multiple departments, external agencies, vendors, or stakeholders
- Experience developing, implementing, and documenting business processes, policies, and procedures
- Ability to work independently, prioritize competing assignments, and exercise sound judgment with minimal supervision
- Experience training, mentoring, onboarding, or providing guidance to junior staff members
- Strong written and verbal communication skills with the ability to present complex information to diverse audiences

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:* jannise.gray1@dph.ga.gov.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.