



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUÁHAN
(GUBETNAMENTON GUÁHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION
(Dibision Inadilanto Yan Guinaha Para Taotao)
Post Office Box 884 * Hagåtña, Guam 96932
TEL: (671) 475-1123/1201/1265 * FAX: (671) 477-7100



Christine W. Baleto
Director
Joseph L.G. Rios, Jr.
Deputy Director

MEMORANDUM

AUG 23 2016

To: Personnel Services Administrator, Human Resources Division
VIA: Personnel Specialist IV, Classification Branch
From: Personnel Specialist III, Classification Branch
Subject: Amendment of Job Specifications
RE: Territorial Epidemiologist

Buenas yan Háfa Adai! This is written with regard to the July 27, 2016 request from the Department of Public Health & Social Services to amend the minimum qualifications of the Territorial Epidemiologist position. The request is pursuant to Public Law 33-82 which amends §3201.1(a) of Article 2, Chapter 3, Division 1, Title 10, Guam Code Annotated, which was passed on November 9, 2015.

In compliance with the provisions of PL 33-82, the Classification and Pay Branch has amended the existing job specifications of the Territorial Epidemiologist by replacing the minimum qualifications with those detailed in the law. The proposed amendment provides for a broader scope of qualifying conditions which may attract potential candidates to apply for the position which has been listed in our department's "Continuous Announcements" since March of 2015. A copy of the proposed amendment is attached for your review.

The proposed amendment will be posted on the DOA Website for a period of ten (10) working days. In addition, our office will notify all other HR offices via email.

Should you have any questions or require additional information, please do not hesitate to contact the Classification and Pay Branch at 475-1131/1201/1265. *Dángkolo na Agradesimientol!*


CATHERINE L.P. BORJA

Attachment



PROPOSED

8.408

TERRITORIAL EPIDEMIOLOGIST

NATURE OF WORK IN THIS CLASS

Administers the public health epidemiology program and activities.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the functions of the public health epidemiology programs.

Coordinates and supervises epidemiologic investigations and follows-up laboratory reports of communicable diseases to verify the existence or non-existence of disease outbreaks.

Conducts epidemiological studies of diseases or conditions, which may pose an immediate or potential threat to the public well-being.

Advises the Chief Public Health Officer on the necessary steps to take to prevent and/or control existing or threatening disease epidemics.

Supervises the acquisition, compilation, analysis, preservation and distribution of statistical data on communicable and other diseases occurring both within and without the Territory.

Provides consultation services to agencies and individuals, public or private, in need of such assistance.

Promotes cooperation and provides liaison between public and private agencies or individuals concerned with the prevention or control of communicable diseases.

Reviews and formulates or revises polices, regulations and laws necessary to protect the public from the spread of communicable diseases.

Maintains epidemiologic records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of public health, particularly as they relate to the prevention and control of disease.

Knowledge of modern principles and techniques of epidemiologic research and investigation, including the appropriate use of statistical data analysis.

Ability to administer epidemiology programs.



PROPOSED

8.408

TERRITORIAL EPIDEMIOLOGIST

Ability to interpret and apply pertinent laws, policies, rules, regulations and other program guidelines.

Ability to make decisions in accordance with program guidelines.

Ability to evaluate program effectiveness and initiate/recommend necessary changes to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) A Guam physician's license; or
- b) A MD degree from an American Medical Association approved medical school with a minimum of two (2) years of experience in the field of epidemiology; or
- c) A Guam veterinarian's license with a minimum of two (2) years of experience in the field of epidemiology; or
- d) A MPH (epidemiology major) or a graduate degree in epidemiology or biostatistics, both from a U.S. accredited college or university and with one (1) to two (2) years of experience in the field of epidemiology; or
- e) A MSPH degree with a focus in epidemiology or analysis and assessment from a U.S. accredited college or university; or
- f) A PhD degree in epidemiology from a U.S. accredited college or university; or
- g) A graduate degree in epidemiology from a non-U.S. accredited institution, with at least four (4) years of experience designing, overseeing, implementing, and conducting epidemiological studies related to public health; or
- h) A non-epidemiology professional graduate degree, such as a RN, MD/DO, DDS/DMD, DVM or PhD, from a U.S. accredited college or university, with at least four (4) years of experience performing epidemiology work under the guidance of an epidemiologist.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license may be required.



PROPOSED

8.408

TERRITORIAL EPIDEMIOLOGIST

ESTABLISHED:	JULY 1981				
AMENDED:	MARCH 2006				
	AUGUST 2016				
PAY GRADE:	S Step 1: \$70,873 - Step 10: \$97,294				
STATUTE:	10 GCA §3201.1(a) as amended by PL 33-82				
HAY EVALUATION:	KNOW-HOW:	F	II	3	400
	PROBLEM SOLVING:	E	4-	43%	175
	ACCOUNTABILITY:	E	2	C	<u>200</u>
	TOTAL POINTS				<u>775</u>

This standard was revised pursuant to PL33-82 and supersedes the standard established July 1981 and amended March 2006.

CHRISTINE W. BALETO, Director
Department of Administration



GOVERNMENT OF GUAM
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

JUL 27 2016

DEPARTMENT OF ADMINISTRATION

MEMORANDUM

TO: Director, Department of Administration
FROM: Director, Department of Public Health and Social Services
SUBJECT: Request to Amend Territorial Epidemiologist Position

JUL 28 2016

Mc
DIRECTOR'S OFFICE

This is a request to amend the minimum qualifications of the Territorial Epidemiologist position based on Public Law 33-82 which was passed in November 2015.

We anticipate that once the minimum qualifications are amended, there will be more potential candidates applying for the position which has been listed in the "Continuous Announcements" since March of 2015.

Should you require additional information, please contact Josephine T. O'Mallan at 735-7142 or email josephine.omallan@dphss.guam.gov.


JAMES W. GILLAN

Department of Administration
Human Resources Division

AUG 05 2016

Classification & Pay Branch



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

NOV 13 2015

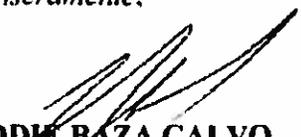
Honorable Judith T. Won Pat, Ed.D
Speaker
I Mina'trentai Tres Na Liheslaturan Guåhan
155 Hessler Street
Hagåtña, Guam 96910

Dear Madame Speaker:

Transmitted herewith is Bill No. 76-33 (COR), "AN ACT TO AMEND § 3201.1(a) OF ARTICLE 2, CHAPTER 3, DIVISION 1, TITLE 10, GUAM CODE ANNOTATED RELATIVE TO THE QUALIFICATIONS OF THE TERRITORIAL EPIDERMIOLOGIST OF THE DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES," which was signed into law on the 9th day of November 2015, as Public Law 33-82.

2015 NOV 13 PM 4:52

Senseramente,


EDDIE BAZA CALVO

33-15-1080
Office of the Speaker
Judith T. Won Pat, Ed.D

Date: 11/13/15
Time: 4:00 PM
Received By: CR

1080

I MINA'TRENTAI TRES NA LIHESLATURAN GUÅHAN
2015 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'LÅHEN GUÅHAN

This is to certify that Substitute Bill No. 76-33 (COR), "AN ACT TO AMEND § 3201.1(a) OF ARTICLE 2, CHAPTER 3, DIVISION 1, TITLE 10, GUAM CODE ANNOTATED, RELATIVE TO THE QUALIFICATIONS OF THE TERRITORIAL EPIDEMIOLOGIST OF THE DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES," was on the 27th day of October 2015, duly and regularly passed.



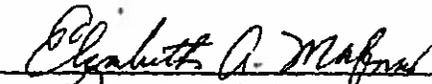
Judith T. Won Pat, Ed.D.
Speaker

Attested:



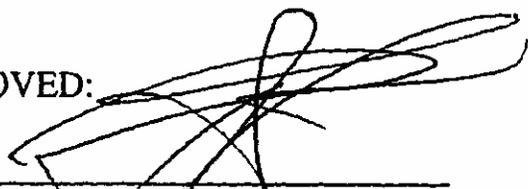
Tina Rose Muña Barnes
Legislative Secretary

This Act was received by *I Maga'låhen Guåhan* this 27th day of October,
2015, at 4:22 o'clock P.M.



Assistant Staff Officer
Maga'låhi's Office

APPROVED:



RAYMOND S. TENORIO
Acting Governor of Guam

Date: _____

NOV 09 2015

Public Law No. _____

33-82

I MINA'TRENTAI TRES NA LIHESLATURAN GUÁHAN
2015 (FIRST) Regular Session

Bill No. 76-33 (COR)

As substituted by the Sponsor;
and amended on the Floor.

Introduced by:

Dennis G. Rodriguez, Jr.
T. C. Ada
V. Anthony Ada
FRANK B. AGUON, JR.
Frank F. Blas, Jr.
B. J.F. Cruz
James V. Espaldon
Brant T. McCreadie
Tommy Morrison
T. R. Muña Barnes
R. J. Respicio
Michael F.Q. San Nicolas
Mary Camacho Torres
N. B. Underwood, Ph.D.
Judith T. Won Pat, Ed.D.

**AN ACT TO *AMEND* § 3201.1(a) OF ARTICLE 2,
CHAPTER 3, DIVISION 1, TITLE 10, GUAM CODE
ANNOTATED, RELATIVE TO THE QUALIFICATIONS
OF THE TERRITORIAL EPIDEMIOLOGIST OF THE
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL
SERVICES.**

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1.** Subsection (a) of § 3201.1 of Article 2, Chapter 3, Division 1,

3 Title 10, Guam Code Annotated, is *amended* to read:

1 “(a) There is hereby established within the Department of Public
2 Health and Social Services ('DPHSS') a Guam Cancer Registry, which *shall*
3 operate under the supervision of the Division of Public Health, Office of
4 Epidemiology and Research, to collect information on all cases of cancer
5 occurring within Guam, to analyze and compare such data in appropriate
6 ways and to annually prepare and distribute a report on their findings. The
7 qualifications of the Territorial Epidemiologist *shall* be:

8 (1) a Guam physician’s license; or

9 (2) a MD degree from an American Medical Association
10 approved medical school with a minimum of two (2) years of
11 experience in the field of epidemiology; or

12 (3) a Guam veterinarian’s license with a minimum of two (2)
13 years of experience in the field of epidemiology; or

14 (4) a MPH (epidemiology major) or a graduate degree in
15 epidemiology or biostatistics, both from a U.S. accredited college or
16 university and with one (1) to two (2) years of experience in the field
17 of epidemiology; or

18 (5) a MSPH degree with a focus in epidemiology or analysis
19 and assessment from a U.S. accredited college or university; or

20 (6) a PhD degree in epidemiology from a U.S. accredited
21 college or university; or

22 (7) a graduate degree in epidemiology from a non-U.S.
23 accredited institution, and with at least four (4) years of experience
24 designing, overseeing, implementing, and conducting epidemiological
25 studies related to public health; or

26 (8) a non-epidemiology professional graduate degree, such
27 as a RN, MD/DO, DDS/DMD, DVM, or PhD, from a U.S. accredited

1 college or university, with at least four (4) years of experience
2 performing epidemiology work under the guidance of an
3 epidemiologist.”

4 **Section 2. Severability.** If any provision of this Act or its application to
5 any person or circumstance is found to be invalid or contrary to law, such
6 invalidity *shall not* affect other provisions or applications of this Act that can be
7 given effect without the invalid provisions or application, and to this end the
8 provisions of this Act are severable.