



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant
Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Christine W. Baletto
Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
CHIEF OF CUSTOMS AND QUARANTINE
(Deputy Director)

Announcement Number: DOA 36-17

Open: November 9, 2016

Close: December 5, 2016

Pay Grade: OPEN: QL04-01; \$56,492.80 P/A – QL04-10; \$84,739.20 P/A
PROMOTION: QL04-01; \$56,492.80 P/A – QL04-20; \$119,533.40 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of experience as an Assistant Chief of Customs and Quarantine Officer and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral sciences or related field; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

Nature of work

This is highly responsible management work in assisting the Director of the Customs and Quarantine Agency in the planning, directing, and implementing Agency programs and activities.

Illustrative Examples of Work

Coordinates and maintains liaison with various state, federal, and regional law enforcement entities and various civil organizations regarding customs and quarantine enforcement. Directs the administration and enforcement of the various customs and quarantine laws, regulations, policies and other program requirements. Directs and coordinates the formulation of budget proposals to provide funding for new or continuing operations to maximize efficiency and productivity. Directs and administers overall personnel resources, equipment, supplies and facilities of the organization. Represents the Director of Customs and Quarantine in meetings, conferences or other related activities. Reviews activity reports to determine progress and status in attaining objectives and revises short-term objectives and programs in accordance with current conditions. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, practices and techniques used in the enforcement of customs and quarantine laws, rules, regulations and other program requirements. Knowledge of the principles, practices and techniques of modern public administration. Ability to administer a comprehensive customs and quarantine enforcement program. Ability to interpret, apply and enforce pertinent laws, rules, regulations and other program guidelines. Ability to interpret and make decisions in accordance with appropriate program guidelines. Ability to evaluate program effectiveness and initiate/recommend changes to enhance existing methods. Ability to work effectively with employees and the public. Ability to communicate effectively, both orally and in writing. Ability to maintain and analyze reports and to prepare technical and administrative reports. Ability to prepare, justify and administer annual operational budgets.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Physical Fitness Qualification Test (PFQT)

For informational purposes, Each agency employing Category 1 and Category 2 peace officers shall be responsible for the administration of the Physical Fitness Qualification Test (PFQT) shall meet a uniform minimum physical fitness standard in order to obtain and maintain their certificates from the P.O.S.T Commission. The PFQT standard shall be equivalent to the U.S. Air Force fitness test, as currently embodied in Air Force Instruction 36-2905, dated October 21, 2013, or as amended in accordance with Public Law 32-232."

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1174

CHIEF OF CUSTOMS AND QUARANTINE

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam

Examination Requirements

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

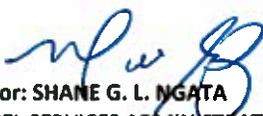
If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com/doa/index_doa.htm or email to doajobs@doa.guam.gov


For: SHANE G. L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.