



Government of Guam
 Department of Administration
 Human Resources Division
Job Announcement



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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
COMMUNITY PROGRAM AIDE II (CLTA)
 (Competitive Limited Term Appointment)
APPOINTMENT WILL ONLY LAST FOR DURATION OF FEDERAL FUNDS

Announcement Number: DOA 73-17	Open: January 26, 2017
	Close: February 16, 2017
Pay Grade:	
OPEN: G-01; \$24,729 P/A – G-07; \$30,911 P/A	
PROMOTION: G-01; \$24,729 P/A – G-18; \$43,585 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.pgrf.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

One (1) year of experience as a Community Program Aide I or equivalent work; or

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

Necessary Special Qualification

Possession of a valid driver's license.

Nature of work

This is complex community work involving elementary application of technical and professional procedures and practices and providing services in assisting clients and applicants in obtaining a wide variety of community services. Employees in this class perform the full range of community program services to clients under general supervision.

Illustrative Examples of Work

Maintains contact and communication with clients receiving services to assist in satisfactory adjustment and the resolution of personal problems. Gives information regarding clients to program specialists to assist them in understanding and counteracting the problems of clients. Interviews clients in conjunction with or at the direction of program specialists to discuss frustrations, disillusionments, and other problems that may result in providing services to the client. Provides detailed explanations to clients regarding the applications and procedural aspects of obtaining available services. Demonstrates and instructs groups in special program areas. Assists in organizing and operating various community activities. locates and identifies persons in need of community services. Escorts and transports clients and applicants to various locations. Attends community meetings to secure and impart information relating to agency services and to act as a liaison between the community and the agency. Performs routine clerical tasks and maintains records. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the goals, objectives, procedures and practices of the assigned program functions. Ability to contact economically and culturally disadvantaged persons, gain their confidence, and identify individuals who are unaware of services available or of their eligibility for such services. Ability to perform arithmetic computations. Ability to work effectively with employees and establish empathetic relationships with persons of ethnic and social backgrounds. Ability to understand and follow oral and written instructions. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

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.

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

COMMUNITY PROGRAM AIDE II (CLTA)

(Competitive Limited Term Appointment)

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 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.