



Government of Guam
Department of Administration
Human Resources Division



Eddie Baza Calvo
Governor
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Lieutenant Governor

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Director

Merit Opportunity Job Announcement

DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
CONSERVATION LIEUTENANT

Area of Consideration: Department of Agriculture

Announcement Number: DOA 80-17

Open: January 26, 2017

Close: February 9, 2017

Pay Grade: OPEN: ML04-1; \$40,149.20 P/A – ML04-10; \$60,225.20 P/A
PROMOTION: ML04-1; \$40,149.20 P/A – ML04-20; \$84,953.40 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a 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 inquires please visit Department of Administration website www.doa.guam.gov.

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

Qualification Requirements

Two (2) years experience as a Conservation Sergeant and seventy five (75) semester hours of college credits. (Credit hours earned in a law enforcement academy count towards the requirement.); **OR**

Three (3) years and nine (9) months of experience as a Conservation Sergeant and graduation from high school or attainment of a general equivalency diploma (GED).

Necessary Special Qualification

Must be a resident of the Territory of Guam and a U.S. citizen, or a citizen of the Republic of Palau, Republic of the Marshall Islands, or the Federated States of Micronesia; Must possess a valid Guam driver's license; Must possess a valid Guam firearm's identification card; Must be in good health and physical condition; Must pass a background investigation (persons convicted of a felony, a crime involving moral turpitude, a crime of domestic or family violence, or who are administratively pardoned of any crime are automatically disqualified; must never have been dismissed for cause as a conservation officer or resigned for the sole purpose of negating or averting a pending or anticipated disciplinary action.)

Nature of work

This is responsible tactical command work, which involves directing and supervising law enforcement operations in the performance of specialized conservation functions. Employees in this class work with considerable latitude in the exercise of independent judgment in commanding a section engaged in law enforcement related specialized activities. Work is performed in accordance with established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules and regulations, policies and procedures through conferences, inspections and submission of reports.

Illustrative Examples of Work

Commands, plans, direct and instruct conservation officers in the overall tactical operations and activities of the Law Enforcement Section. Directs conservation officers including orientation, training, counseling, inspection, evaluation and discipline in accordance with departmental standards, policies and procedures. Directs the more difficult investigations of felonies and misdemeanor cases. Advises and/or instructs personnel on methods, techniques, and procedures to be employed; analyzes current procedures and prepares reports and recommendations. Reviews action of subordinate supervisors in regard to employee grievances and general administration of the division. Edits arrest reports, maintains arrest records, court orders and judgment incidents and investigation reports. Prepare annual, progress and quarterly reports, which accurately reflect programs progress. Serves as an advisor regarding operation procedures, methods and problems and submits recommendations for improvements. Analyzes, evaluates, identifies and makes recommendations for improvement and/or corrective action concerning enforcement laws and regulations involving fish, wildlife, and wildland or forestry conservation. Keeps abreast of new laws and ensures their dissemination to conservation officers. Provides technical assistance regarding the implementation and interpretation of proposed laws and regulations. Serves as an advisor regarding internal affairs matters and may be required to participate as a committee member. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of local and federal laws, rules and regulations pertaining to the protection and conservation of fish, wildlife, or wildland or forestry conservation. Knowledge of the modern principles, practices and methods of law enforcement administration, organization and operation. Knowledge of the principles and techniques of investigation and arrest, confiscation and handling of evidence and prosecution procedures. Ability to plan, assign, supervise and review the work of subordinate conservation officers. Ability to establish and maintain effective working relationships with allied agencies, fellow employees and the public. Ability to make decisions, react quickly and calmly in cases of emergencies. Ability to advise, instruct and perform technical work of specialized conservation law enforcement activities. Ability to communicate effectively, orally and in writing. Ability to swim. Skill in the use and care of firearms. Skill in the safe operation of motor vehicles, motorboats and jet skis.

CONSERVATION LIEUTENANT (DEPARTMENTAL)

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."

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 475-1141/1128/1120.

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 or her 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 Tested Designated Position (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 accommodations 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)475-1141/1120. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.


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.