



Government of Guam
 Department of Administration
 Human Resources Division
Job Announcement



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 Governor
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 Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
DEPUTY FIRE CHIEF

Announcement Number: DOA75-17

Open: January 25, 2017

Close: February 15, 2017

Pay Grade:

OPEN: SL04-1; \$68,152.00 P/A – SL04-10; \$102,228.00 P/A
 PROMOTION: SL04-1; \$68,152.00 P/A – SL04-20; \$144,202.80 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 inquiries please visit Department of Administration website www.doa.guam.gov.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience as a Fire Battalion Chief or higher and possession of a Bachelor's degree in Fire Science, Public Administration, or closely related field from an accredited institution; or Three (3) years and six (6) months of experience as a Fire Battalion Chief or higher and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or Five (5) years of experience as a Fire Battalion Chief or higher.

Necessary Special Qualification

Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4). Must possess a valid driver's license. ***In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:*** National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification, Hazardous Material Incident Commander, Fire Inspector I, Fire Instructor II and Fire Officer IV or Chief Fire Officer or Executive Fire Officer or equivalent.

Nature of work

This is professional administrative work which involves assisting the Fire Chief in directing all operations and activities of the Guam Fire Department.

Illustrative Examples of Work

Plans and administers the operations and activities of the Guam Fire Department, inclusive of fire suppression, prevention, rescue and ambulance service programs. Performs administrative functions including budget development, review and control, personnel management and other related matters. Directs the inspections of all government of Guam buildings, commercial buildings, and private dwellings for fire hazards. Directs the investigations of all fires to determine cause and to take appropriate action. Promotes good public relations with various government agencies, private and business organizations, and community groups; confers and cooperates with military fire officials with regard to fire problems and activities under mutual aid agreement. Independently and in conference with subordinates, plans methods and procedures to meet operational needs and service demands; reviews, records and reports to ascertain present conditions and to obtain information upon which to base departmental programs; reports on progress of work programs and operations affecting fire suppression, prevention and ambulance services. Reviews operating and performance records of division and section chiefs to determine the efficiency and effectiveness of subordinates; orders and reviews the preparation of specialized training programs for Fire Fighters; makes periodic inspections to ensure the maintenance of high level fire suppression efficiency. Prescribes and enforces departmental rules, regulations, policies and procedures. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation. Knowledge of fire protection, prevention and other safety laws of the Territory of Guam. Knowledge of the technical aspects of fire suppression, prevention, rescue, and ambulance Operations. Knowledge of emergency medical treatment techniques and ambulance operations. Ability to effectively supervise subordinates. Ability to administer comprehensive fire suppression, prevention, and ambulance service programs. Ability to interpret and apply the laws of the Territory of Guam and other guidelines applicable to fire suppression and prevention. Ability to analyze and interpret fire suppression data and make recommendations regarding fire prevention. Ability to evaluate operational effectiveness and recommend or implement changes in fire operations to improve effectiveness. Ability to work effectively with the public and employees. Ability to make decisions in accordance with appropriate laws, rules and regulations. Ability to react quickly and calmly in emergencies. Ability to communicate effectively.

DEPUTY FIRE CHIEF

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 475-1141/1128/1120.**

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 capacity 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