



Government of Guam
 Department of Administration
 Human Resources Division
Job Announcement



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 Governor
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 Lieutenant
 Governor

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 Director

DEPARTMENTAL COMPETITIVE EXAMINATION	
To establish a list for the position of HISTORICAL PRESERVATION SPECIALIST III	
Area of Consideration: DEPARTMENT OF PARKS AND RECREATION	
Announcement Number: DOA 70-17	Open: January 26, 2017
	Close: February 9, 2017
Pay Grade:	OPEN: M-01; \$40,762 P/A – M-07; \$50,953 P/A
	PROMOTION: M-01; \$40,762 P/A – M-18; \$71,844 P/A
<p>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 inquires please visit Department of Administration website www.hr.doa.guam.gov</p>	

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

Graduation from a recognized college or university with a Bachelor's degree in anthropology, archeology, or closely related field; plus two (2) years experience as a Historic Preservation Specialist II ;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.

Possession of a certificate in open water diving issued by the National Association of Underwater Instructors may be required.

Nature of work

This is complex professional and supervisory work involved in the preservation of historic properties. Employees in this class supervise a program unit under the Historic Resources Division performing archeological work in prehistoric/historic archeology and anthropology duties.

Illustrative Examples of Work

Supervises the review and the evaluation of sites having historical significance for incorporation to the local and national registry of historic places; submits recommendations to the keeper of the National Register. Supervises the maintenance of site and survey reports; supervises the maintenance of the National Register and Guam Register by Historic Places records. Evaluates project designs for any adverse effects on established historical sites. Coordinates programs with the grants officer to ensure compliance to federal grant requirements. Provides information on historic preservation processes and historic sites in response to public inquiries. Conducts site visits to verify characteristics, conditions and significance of historical properties. Prepares recommendations for revisions of policies and procedures for program improvement. Provides technical assistance in the development of projects and proposals. Performs related duties required.

Knowledge, Abilities & Skills

Knowledge of the principles of archeology, anthropology, history, architecture, folklore, and geography. Knowledge of the history, prehistoric and culture context of Guam. Knowledge of federal and local historic preservation laws, regulations and standard operating procedures. Ability to prepare and evaluate field reports. Ability to supervise the programs and activities of an archeological survey team. Ability to make decisions in accordance with appropriate program guidelines. Ability to recommend changes in policies and procedures 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 use and care of archeological equipment and instruments. 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

HISTORICAL PRESERVATION SPECIALIST III (DEPARTMENTAL)

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

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.