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Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Christine W. Baleta
Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
LICENSED PRACTICAL NURSE I

Announcement Number: DOA 68-17

Open: January 26, 2017
Continuous

OPay Grade: OPEN: NH-01; \$27,911 P/A – NH-07; \$34,889 P/A
PROMOTION: NH-01; \$27,911 P/A – NH-18; \$48,845 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 inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Necessary Special Qualifications

Possession of a current license as a Practical Nurse on Guam; Possession of a valid driver's license may be required.

Qualification Requirements

Graduation from a recognized school of practical nursing.

Nature of work

This is routine practical nursing work. Employees in this class perform routine practical nursing duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Prepares, administers and records medications and simple treatments according to physicians' orders and under close supervision of a professional nurse. Provides a suitable environment for patients and administers simple, therapeutic measures for patients as directed by the physician or assigned by the professional nurses. Prepares patients and assists the physician or professional nurse in the examination of patients and diagnostic procedures. Observes records and reports to the physician or professional nurse any deviations from normal conditions and signs and symptoms which may be indicative of change. Prepares equipment for simple treatments, including sterilization and observation of aseptic techniques. Takes and records routine screening tests, such as hearing and vision tests under the supervision of a professional nurse. Administers first aid during emergencies and performs CPR when required. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of practical nursing theory, current practices and techniques. Ability to learn and apply nursing techniques and practices appropriate to the assignment. Ability to make work decisions in accordance with nursing standards, rules and regulations and other program guidelines. Ability to follow physician's orders precisely or determine if additional consultation is required. Ability to observe and interpret the physical manifestations of the patients' conditions, and the social and environmental factors which may hasten or delay recovery. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare charts. Skill in the safe operation of a motor vehicle may be required.

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.

LICENSED PRACTICAL NURSE I

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 or her designee for all eligible 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) 475-1141/1120 or the Department of Labor, One Stop Career Center at (671) 475-6400. 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.