



Government of Guam
Department of Administration
Human Resources Division



Eddie Baza Calvo
Governor
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Lieutenant Governor

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Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
TELEVISION CHIEF ENGINEER

Announcement Number: DOA 20-17

Open: October 13, 2016

Continuous:

Pay Grade:

OPEN: L-01; \$37,100.00 P/A – L-07; \$46,375.00 P/A

PROMOTION: L-01; \$37,100.00 P/A – L-18; \$65,389.00 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

Open to all government of Guam employees and the public.

Qualification Requirements

Satisfactory completion of apprenticeship training in electronics work and two (2) years of skilled experience involving installation, testing, maintenance, and repair of television broadcasting electronic equipment; or

Six (6) years of progressively responsible experience in the installation testing, maintenance and repair of electronic equipment, including two (2) years of experience at the skilled level involving television broadcasting electronic equipment; or

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

Nature of work

This is supervisory and skilled technical work in the installation, operation, maintenance and repair of television electronic broadcasting and related equipment. Employees in this class assume full responsibility for the station's conformance with Federal Communications Commission technical regulations.

Illustrative Examples of Work

Supervises and participates in the installation, testing, maintenance and repair of all television electronic broadcasting and related equipment and related equipment. Controls the operation of the transmitter to keep the output level and frequency of the outgoing broadcast within legal requirements. Develops, schedules, and supervises a continuous maintenance and repair program for all television electronic equipment; insures that all station equipment are functioning properly. Makes time and material estimates. Reviews work in progress inspects completed jobs. Supervises the maintenance of records of repairs and operating expenses and inventory and replacement orders. Studies developments in television broadcasting equipment and determines their merits and practicability for incorporation in the station equipment. Prepares periodic broadcasting and equipment reports for the Federal Communication Commission. Administers agency policies for personnel, training and safety. Recognizes unsafe conditions and plans work in accordance with accepted and recognized safety procedures and practices. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the standard principles, methods, practices, techniques, tools and testing equipment used in the installation, testing, operation, maintenance and repair of television studio and transmitter broadcast equipment. Knowledge of Federal Communication Commission regulations relative to television broadcasting. Knowledge of electronic components and circuits. Ability to supervise the work of others. Ability to make work decisions in accordance with laws, rules and regulations and to apply agency policies to work problems. Ability to develop and maintain an adequate preventive and operational maintenance schedule. Ability to prepare broadcasting and equipment reports in keeping with Federal Communication Commission regulations. Ability to understand electronic specifications and manuals. Ability to enforce safe work practices on the job. Ability to work effectively with the public and employees. Ability to communicate effectively, orally, and in writing. Skill in the electronic trade.

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.

TELEVISION CHIEF ENGINEER

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.