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Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Benita A. Manglona
Director

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Acting Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
VOCATIONAL REHABILITATION ADMINISTRATOR

Announcement Number: DOA 131-14

Open: July 11, 2014
Continuous

Pay Grade: OPEN: Q-1; \$60,482 P/A - Q-7; \$75,602 P/A
 PROMOTION: Q-1; \$60,482 P/A - Q-18; \$106,599 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

Graduation from a recognized college or university with a Master's degree in rehabilitation counseling including the completion of required internship, or a closely related field, and at least three years of experience in vocational rehabilitation services or related service dealing with persons with disabilities of which two years shall be supervisory work; or

Any equivalent combination of experience and training beyond the Master's degree, which provides the minimum knowledge, abilities and skills.

Necessary Special Qualification

Must be certified and maintain certification as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor (CRCC).

Nature of work

Administers island-wide vocational rehabilitation programs for individuals with disabilities.

Illustrative Examples of Work

Manages the Division of Vocational Rehabilitation (DVR); plans, organizes, directs, staffs, and control DVR so as to achieve establish goals and objectives. Services as a non-voting member of the rehabilitation Advisory Council (RAC); attends RAC meetings; acts on request from the Council to remedy of address problems affecting the delivery of rehabilitation programs and services; keeps RAC informed of the needs of DVR. Develops, coordinates, and implements agreements with federal and local operators of community rehabilitation programs for the delivery of rehabilitation services to individuals with disabilities. Develops and provides outreach programs to identify and serve persons with disabilities who are minorities or who have been unserved or underserved by the vocational rehabilitation system. Develops and provides services designed to promote supported employment, independent living community and participation. Prepares state and strategic plans for expanding and improving vocational rehabilitation services for persons with disabilities. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of effective supervision and management. Knowledge of the laws and regulations pertinent to the rehabilitation of persons with disabilities, including the Americans with Disabilities Act and the Rehabilitation Act, as amended. Knowledge of vocational rehabilitation programs and services. Knowledge of available community resources. Knowledge of the principles, practices, and techniques of vocational counseling, evaluation, and training. Knowledge of emotional and psychological problems of persons with physical or mental disabilities. Ability to establish and maintain effective working relationships with others and to establish community support and awareness for vocational rehabilitation goals and objectives. Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines and to make sound management decisions. Ability to communicate effectively. Ability to provide guidance and direction

Written examination

A written test is required. Applicants will be rated and ranked according to the qualification requirements and exam results. A study guide, which describes the Examination, is available at the Recruitment Branch and is free to the Public. Applicants who are qualified for the exam will be notified of the exam date, time and location by mail or by phone.

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

VOCATIONAL REHABILITATION ADMINISTRATOR

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 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 you application. In addition, please resubmit an updated Suitability form if anything occurred that warrant 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 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 an 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 the 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 you 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/doa/index_doa.htm or email 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.