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Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Christine W. Baletto
Director
Vincent P. Arriola
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
BIOLOGIST IV

Announcement Number: DOA 168-17

Open: August 14, 2017
Continuous

Pay Grade: OPEN: O -01; \$49,897 P/A –O-10; \$68,498 P/A
PROMOTION: O -01; \$49,897 P/A –O-18; \$87,943 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 inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of progressively responsible specialized experience in the applicable field of biology and graduation from a recognized college or university with a Bachelor's degree in biology, wildlife management, fish management, or related fields; or

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

Necessary Special Qualification

Possession of a valid driver's license. Possession of a valid scuba diving certificate may be required.

Nature of work

This is a complex professional and supervisory scientific biological work involved in fish or wildlife management and conservation programs, or environmental management and protection programs. Employees in this class supervise a program unit or section performing a variety of complex professional biological research studies.

Illustrative Examples of Work

Plans, coordinates and directs the activities of subordinate biologists and auxiliary personnel within assigned program section or unit. Directs the conduct of field surveys designed to provide data of the phases of fish and wildlife population dynamics and of the phases of habitat evaluation; evaluates biological data and prepares various management reports and recommendations. Develops and executed research and development plans and projects. Participates in the formulation, monitoring and control of budget for assigned functions and operations. Plans and coordinates public educational activities. Prepares technical papers for publication. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of pertinent principles, practices and techniques applied in fish or wildlife management and conservation and development, or environmental protection and management. Knowledge of the habits and ecology of fishes and other aquatic organisms, or of birds, mammals, and other forms of wildlife species. Knowledge of microbiology and organic and inorganic chemistry as they relate to assigned program management. Knowledge of research and statistical methods and techniques and procedures. Ability to supervise the work of others. Ability to determine, establish and apply applicable biological facts, principles, methods, techniques and procedures necessary for the development, conservation and management of fish or wildlife resources or for biological environmental control. Ability to develop and execute biological research studies and projects. Ability to evaluate operational effectiveness and recommend and implement changes in policies, procedures and research methods and techniques to improve program effectiveness. Ability to work effectively with employees and the public. Ability to communicate effectively. Ability to prepare technical and management reports. Skill in the use and care of field and laboratory equipment. Skill in the safe operation of a motor vehicle. Skill in swimming, diving and the use of scuba gear 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

BIOLOGIST IV

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

Written test 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 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

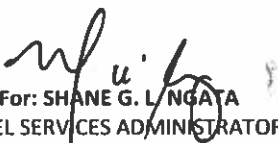
If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have 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. LINGATA
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.