



Eddie Baza Calvo  
Governor  
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Lieutenant Governor

Government of Guam  
Department of Administration  
Human Resources Division  
**Job Announcement**



Christine W. Baleto  
Director  
Vincent P. Arriola  
Deputy Director

**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**COMMUNICABLE DISEASE CONTROL COORDINATOR III  
(SUPERVISOR)**

Announcement Number: DOA 178-17

Open: September 13, 2017

Close: October 4, 2017

Pay Grade: OPEN: N -01; \$45,014 P/A -N-10; \$61,796 P/A  
PROMOTION: N -01; \$45,014 P/A -N-18; \$79,338 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](http://www.ggrf.com). For other inquiries please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

**Who Can Apply**

Open to all government of Guam employees and the public.

**Qualification Requirements**

Three (3) years of experience in communicable disease control or related work and graduation from a recognized college or university with a Bachelor's Degree in the health sciences or closely related fields; or

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

**Qualification Requirements**

Possession of a valid driver's license.

**Nature of work**

This is a supervisory communicable disease coordination, immunization or quarantine work. Employees in this class supervise a unit performing a variety of complex duties in the immunization, investigation, prevention, control and treatment of communicable diseases.

**Illustrative Examples of Work**

Supervises a centralized immunization program, quarantine and/or a disease control program, including field work activities involved in locating and establishing cases of various communicable diseases or quarantinable disease importations. Provides awareness to parents and public officials on childhood diseases and the local statute of immunization practices to prevent epidemics; assists private clinics and educational institutions to assess the patient/student immunization records. Supervises the maintenance of records of cases and reporting system to ensure accurate collection of data for evaluation, operational and statistical analysis. Coordinates plans, budget, and grant applications of all program activities. Enforces adequate isolation and/or quarantine procedures of persons with communicable diseases. Prepares amendments to regulations and procedures to incorporate the latest medical protocol recommended by the Federal Center for Disease Control. Works with Communicable Disease Control Chief in establishing and updating program operations in communicable disease projects. Coordinates treatment regime, referral procedures and other outside consultation services. Conducts meetings and training sessions for public health department personnel, school health counselors and allied health professionals in communicable disease and immunization matters and in methods, procedures and disease control techniques. Prepares statistical reports. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of the basic principles and practices relating to the control, prevention and treatment of communicable or chronic diseases. Knowledge of the methods and the techniques of detecting various communicable diseases. Ability to prepare operational plans, budget and grant applications. Ability to coordinate and implement an assigned unit. Ability to supervise the work of others. Ability to make work decisions in accordance with program guidelines. Ability to apply pertinent laws, regulations, policies, procedures, and other guidelines governing a specific program. Ability to exercise sound judgment. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skills in the 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 475-1141/1128/1120

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# COMMUNICABLE DISEASE CONTROL COORDINATOR III (SUPERVISOR)

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## **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 2<sup>nd</sup> 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](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or email to [doajobs@doa.guam.gov](mailto: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.**