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Edward M. Birn
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HRD NO.: 18- 551

JUN 26 2018

MEMORANDUM

To: Director, Department of Administration

From: Human Resources Manager

Subject: Guam P.O.S.T Commission Reading and Writing Proficiency Requirement for inclusion in prospective job announcements.

Buenas yan Håfa Adai! The Police Officer Standards and Training Commission (P.O.S.T Commission) promulgated its rules by way of Public Law 32-232, codified as Title 27 Chapter 3. As a result, the P.O.S.T Commission adopted the Reading and Writing Proficiency as a pre-employment requirement for applicants to positions governed by the P.O.S.T Commission.

The minimum requirements for positions under the purview of the P.O.S.T Commission have been statutorily amended to now include the Reading and Writing Proficiency requirement as part of the Minimum Qualifications.

The Human Resources Office has been working with the Chair of the P.O.S.T Commission in order to determine the method in which we will evaluate applicants for the Reading and Writing Proficiency requirement.

As a result of these discussions, we submit for your approval, the following language to address the Reading and Writing Proficiency requirement to be included in all prospective job announcements for positions listed under the P.O.S.T Commission.

Based on guidance and discussions with the P.O. S. T. Commission it was determined that there are two ways an applicant can meet and provide evidence of meeting this requirement, therefore, for job announcement purposes, the language for this requirement will be identified as an "A" clause and a "B" clause as follows:

Guam P.O.S.T Commission's Reading and Writing Proficiency Requirement
[P.L. 32-232, or Title 27 Guam Administrative Rules, Chapter 3, Section 3104(f)]

A. Applicants must have successfully completed Fundamentals of English/Reading – EN100R and Fundamentals of English/Writing – EN100W, or equivalent, or higher level course(s) which demonstrates college level reading and writing proficiency. Evidence of successfully completing this requirement is the applicant's official transcript from a nationally accredited college or university (i.e. Guam Community College or University of Guam) that reflects a final letter grade of "C or higher" for each course, or equivalent; or higher level course(s).


OR

B. Applicants' placement in EN110 Freshman Composition, or EN111 Writing for Research, or its equivalent courses. Evidence of being placed in at least one of these courses, or its equivalent that must be provided is an official letter that indicates the applicant's results based on their placement examination from a nationally accredited college, or university (i.e. Guam Community College or University of Guam). If the placement results are not on an official letterhead, then a copy of an official receipt showing payment of the placement examination issued by the nationally accredited college or university must be attached to the results.

For positions under the P.O.S.T. Commission which require an assembled examination or Testing (Written Test, Physical Test, or both) the requirement for the Reading and Writing Proficiency, will be addressed as an eligibility criteria, notwithstanding Rule 4.205 of the Department of Administration Personnel Rules and Regulations. This requirement will need to be substantiated in order to be admitted to compete in an assembled examination or testing. If the applicant does not meet this requirement, they will be evaluated as ineligible and will not be able to move on to the testing phase of the recruitment process.

Should you have any questions or need further information, please do not hesitate to contact our office.


SHANE G.L. NGATA

<input checked="" type="checkbox"/> Approved
<input type="checkbox"/> Disapproved

EDWARD M. BIRN, Director Department of Administration
Date: <u>6/26/18</u>