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# DEPARTMENT OF ADMINISTRATION

## DIPATTAMENTON ATMENESTRASION

### HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)  
Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO  
Governor (Maga'hága)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'láhi)

## OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

### BUYER I

Announcement Number: DOA 74-20

Open: April 27, 2020 Continuous

### GENERAL PAY PLAN (GPP)

OPEN: H-01; \$26,520 P/A –H-10; \$36,407 P/A

PROMOTION: H-01; \$26,520 P/A –H-18; \$46,742 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

One year of experience in the procurement of supplies, materials, or equipment and graduation from high school; **OR**

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

### Necessary Special Qualification

Possession of a valid driver's license.

### Public Law 32-131

Upon selection, the candidate must successfully complete the appropriate level of the Procurement Program Certification from the Guam Community College, pursuant to Public Law 32-131.

### Nature of work

This is routine technical purchasing work in the procurement of supplies, materials and equipment. Employees in this class perform purchasing duties independently on an ongoing basis and participate in the full range of duties under closer supervision.

### Illustrative Examples of Work

Receives and reviews requisitions and proposed specifications. Prepares invitation for competitive bids; secures written and telephone price quotations; prepares and analyzes bid tabulation for compliance with specifications; awards bids. Works with departmental representatives in the procurement of their supply needs. Interviews vendors; investigates sources of supply. Inspects merchandise for compliance with specifications. Maintains files and records. Performs related duties as required.

### Knowledge, Abilities & Skills

Knowledge of modern purchasing practices and procedures and shipping methods. Knowledge of commonly used supplies, materials, and equipment. Knowledge of the sources of supply and of market and price trends. Knowledge of modern office practices and procedures. Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment. Ability to prepare and analyze bids and specifications in the making of awards. Ability to make arithmetic computations. Ability to work effectively with the public and employees. Ability to communicate effectively, orally, and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of motor vehicle.

### Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

### Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

### 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.

**BUYER I  
OPEN COMPETITIVE EXAMINATION**

**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**

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. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).



**MICHAEL W. SCHNIER, Acting  
ASSISTANT 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.**