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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO  
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## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **PUBLIC HEALTH NUTRITION ADMINISTRATOR**

Announcement Number: DOA 39-21

Open: March 18, 2021 Continuous

#### GENERAL PAY PLAN (GPP)

OPEN: Q-01; \$60,482 P/A –Q-10; \$83,029 P/A

PROMOTION: Q-01; \$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 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 inquires please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

#### Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT [WWW.HR.DOA.GUAM.GOV](http://WWW.HR.DOA.GUAM.GOV). PLEASE EMAIL YOUR APPLICATION(S) TO: [DOAJOBS@DOA.GUAM.GOV](mailto:DOAJOBS@DOA.GUAM.GOV).

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

Five (5) years of professional work experience in the field of nutrition or dietetics with at least three (3) years of progressively responsible experience as a Public Health Nutritionist in an administrative, consultative, or supervisory capacity and graduation from a recognized college or university with a Master's Degree in Public Health Nutrition, Human Nutrition or other nutrition field (for degrees not in Public Health Nutrition, the individual must attain graduate level course work in biostatistics, epidemiology, and health planning and administration); or

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

#### Necessary Special Qualifications

Must be currently licensed to practice by the Guam Board of Allied Health Examiners pursuant to Public Laws 24-329 and 25-192;

Must be registered by the Commission on Dietetic Registration (CDR), the credentialing agency of the American Dietetic Association; and

Must possess a valid driver's license.

#### Nature of work

This is strategic management level nutrition work in a Public Health Department. Employees in this class direct a comprehensive community and departmental nutrition program and services. This position serves as the State Unit Administrator for the federal Women, Infants, and Children (WIC) Program and is accountable to the Western Region, U.S. Department of Agriculture for nutrition program management and development.

#### Illustrative Examples of Work

Directs the local and federal programs and activities of the Nutrition Health Services Section. Develops state health policy on food and nutrition related issues; participates in developing, implementing, monitoring and reviewing health and nutrition standards of care and promotes adoption of a quality assurance system throughout public health nutrition services on the island. Participates in developing state health department's strategic and operational plans; identifies programs/services which should have a nutrition component, and integrates nutrition services into the overall state public health plan and budget justification. Assesses the island's nutrition and diet-related health problems and resources to determine present needs and forecast future needs; participates in the design and implementation of the state health department's management information systems and utilizes this data to document, monitor, and evaluate nutrition services, costs, and outcomes. Serves as a member of the bureau administrator's management team; advises the bureau administrator on nutrition staffing and facility needs; determines data needed for program planning, management, evaluation, and budget justification and determines appropriate methods to collect it; analyzes and summarizes data and reports conclusions in the annual report. Establishes and defines program policies, determines lines of authority and areas of responsibility, and delegates program responsibilities for the Nutrition Health Services Section. Prepares, justifies, and monitors the overall Nutrition Health Services Section budget; prepares grant proposals and contracts to obtain external funding to maintain and/or expand nutrition services. Serves as the department's chief spokesperson on food and nutrition policy and on issues that affect the nutritional health of the island's population.

#### Knowledge, Abilities & Skills

Knowledge of the current scientific research-based principles and practices of dietetics, nutrition, public health and management required to plan, implement, and evaluate the island's nutrition policies and programs. Knowledge of the principles and practices of effective supervision and management. Knowledge of the legal base for federal and state public health and public health nutrition services. Knowledge of departmental policies and procedures, rules and regulations. Ability to generate new hypotheses, cope with unprecedented problems and create new approaches, methods, and interventions. Ability to communicate effectively. Skill in operational health planning, program implementation, and evaluation. Skill in identifying epidemiological, health status, economic, and social trends with implications for the health and nutritional status of the island population. Skill in evaluating data management and information systems in order to manage a large budget, delegate key staff responsibilities, assure program accountability and to translate community assessment data into island-wide nutrition policies and programs. Skill in forecasting fiscal needs, justifying budgets, and grantmanship. Skill in the safe operation of a motor vehicle.

# PUBLIC HEALTH NUTRITION ADMINISTRATOR OPEN COMPETITIVE EXAMINATION

## **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.

## **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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).**

## **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).

  
SHANE G.E. 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.**