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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **COMMUNICABLE DISEASE CONTROL COORDINATOR II** Announcement Number: DOA 116-21

Open: June 16, 2021 Continuous

GENERAL PAY PLAN (GPP)

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. For other inquires please visit Department of Administration website 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. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience in communicable disease control or chronic disease control work and graduation from a recognized or accredited 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.

Necessary Special Qualifications

Possession of a valid driver's license.

Nature of work

This is complex professional work involved in the investigation, prevention and control of communicable disease or chronic diseases. Employees in this class perform the full range of complex professional duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional/technical staff.

Illustrative Examples of Work:

Plans and organizes a communicable or chronic disease control program. **Communicable Disease:** Coordinates and conducts the screening and detection process for communicable diseases. Coordinates field work needed in locating patients, contacts and suspects of various communicable diseases; ensures that the necessary treatment and control procedures are followed by patients to prevent any further spread of the disease. Coordinates maintenance of records of cases and reporting system to ensure accurate collection of data for evaluation, operational and statistical analysis. Prepares plans, budget, and grant applications for communicable disease activities. Reviews the law, regulations and procedures pertaining to communicable diseases and prepares/recommends amendments as necessary to reflect new ideas, techniques, procedures and requirements. Works with CDCC Chief in establishing and updating program operations in communicable disease projects. Evaluates the effectiveness of control activities and services of the health department and other program activities and recommends changes necessary to enhance program effectiveness. Conducts meetings and training sessions for public health department personnel, school health counselors and allied health professionals in communicable disease matters and in methods, procedures and disease control techniques. Transports specimen to laboratory using sanitary techniques. Maintains liaison with the military, private clinics and hospitals to encourage surveillance and reporting to Public Health of suspected or confirmed communicable disease cases. Reviews the latest medical protocol recommended by the Federal Center for disease control. Establishes and maintains an accurate and confidential medical record system for all communicable disease patients and contacts. Trains CDC investigators in the latest techniques of field follow-up and case interviewing. Prepares statistical and technical reports. Performs related duties as required. **Chronic Disease Control:** Develops procedures for the Chronic Disease Registry and the screening process for blood pressure and blood sugar at public and private agencies. Collaborates with program health educator in the planning, coordination, implementation, and evaluation of health education activities. Coordinates with nutrition personnel in the evaluation of nutrition services in the chronic disease clinics to maintain disease control of patients with hypertension and diabetes. Evaluates program effectiveness by compiling statistical data of patient incidences. Monitors the status of the public health chronic disease program patients and Salud Y Manamko program patients through the use of the daily Chronic Disease Clinic reports. Prepares plans, budget and grant applications for chronic disease activities. Serves as official representative of the CDPC program communities. Prepares reports and maintains records. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices relating to control, prevention and treatment of chronic diseases. Knowledge of the methods and the techniques of detecting various communicable or chronic diseases. Ability to prepare plans, budget and grant applications for a specified program. Ability to lead the work of others. Ability to make work decisions in accordance with program guidelines. Ability to interpret and apply pertinent laws, regulations, policies, procedures, and other guidelines governing program operations. Ability to exercise sound judgment. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the 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.

COMMUNICABLE DISEASE CONTROL COORDINATOR II OPEN COMPETITIVE EXAMINATION

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 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. **OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: 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. For further information, you may email doajobs@doa.guam.gov.



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.