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DEPARTMENT OF ADMINISTRATION

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HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of **EMPLOYMENT DEVELOPMENT WORKER II**

Announcement Number: DOA 108-21

Area of Consideration: DEPARTMENT OF LABOR

Open: June 4, 2021 Close: June 17, 2021

GENERAL PAY PLAN (GPP)

OPEN: J-01; \$31,076 P/A –J-10; \$42,661 P/A

PROMOTION: J-01; \$31,076 P/A –J-18; \$54,771 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

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

Qualification Requirements

One (1) year of experience as an Employment Development Worker I or equivalent work and graduation from high school; or

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

Nature of work

This is moderately complex technical employment service work in interviewing, counseling, and referring job applicants or in the processing and registration of alien laborers. Employees in this class perform moderately complex employment service work independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

Illustrative Examples of Work

Interviews applicants and program participants seeking employment; evaluates applicants employability qualifications; selects and refers job seekers and welfare recipients either to suitable employment on the basis of qualifications and appropriate job openings or to needed training for subsequent employment. Develops job openings and placements with governmental and private organizations for program participants; works with employers and applicants in developing employment agreements. Counsels and assists participants in overcoming a wide variety of problem pertaining to the employment setting and in establishing suitable educational occupational goals; assists applicants in analyzing and evaluating their employment assets and in formulating vocational goals and plans directed toward placement and satisfaction. Follows-up with applicants referred for employment or training to verify results of placement. Evaluates and reviews applications of employers for alien labor certification insuring that all required documents and/or information provided are in order; insures that employers comply with local recruitment efforts, the education and experience requirements of the job are those normally required of the occupation, and the employer is legally in business and is offering a bon-fide job and adequate funds for repatriation of alien workers are provided; reviews and evaluates job applications of aliens to determine if they meet the requirements of the job; interprets and disseminates information relative to all applicable federal laws, rules and regulations, policies and procedures pertinent to the recruitment, importation, and employment of alien laborers; may assist employers in developing and identifying jobs in accordance with their occupational needs. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the goals and objectives of employment interviewing for purposes of employability assessment, job referral, and placement and counseling. Knowledge of applicable employment program laws, regulations, policies and procedures. Knowledge of the skills, abilities and personal qualifications and training needs in a variety of occupations and industries. Knowledge of the employment problems of special applicant groups, including the economically and culturally disadvantaged veterans and older workers. Ability to obtain information through interviews. Ability to interpret and apply pertinent employment program laws, regulations, policies, procedures and guidelines. Ability to develop and negotiate job placements and training agreements. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

EMPLOYMENT DEVELOPMENT WORKER II DEPARTMENTAL 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 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 APPLICATION(S) TO: DOAJOB@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.