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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'håga)

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

### AMENDMENT OF JOB ANNOUNCEMENT

**September 16, 2021**

**THE FOLLOWING JOB ANNOUNCEMENT BELOW IS AMENDED IN PURSUANT TO 2021 NURSE PROFESSIONAL PAY STRUCTURE AND DIFFERENTIAL (NPPSD), WHICH WAS APPROVED BY THE GOVERNOR OF GUAM ON JUNE 18, 2021.**

**POSITION:** Community Health Nurse II  
**ANNOUNCEMENT NO.:** DOA113-21

**PAY GRADE:** OPEN: N-M -01; \$50,361 P/A –N-M -10; \$69,135 P/A  
PROMOTION: N-M -01; \$50,361 P/A –N-M -18; \$88,761 P/A

For further information, please call (671) 475-1141/1128.

**SHANE G.L. NGATA**  
Personnel Services Administrator  
Human Resources Division



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**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**COMMUNITY HEALTH NURSE II**  
Announcement Number: DOA 113-21

Open: June 4, 2021 Continuous

**GENERAL PAY PLAN (GPP)**

OPEN: NM-01; \$43,792 P/A –NM-10; \$60,001 P/A

PROMOTION: NM-01; \$43,792 P/A –NM-18; \$76,636 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**

Two (2) years of progressively responsible professional experience in community health nursing work, and graduation from a recognized college or university with an Associate's degree or diploma in nursing; or

One (1) year of professional experience in community health nursing work and graduation from a recognized college or university with Bachelor's degree in nursing; or

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

**Necessary Special Qualifications**

Possession of a current license to practice professional nursing on Guam; and  
Possession of a valid driver's license.

**Nature of work**

This is complex professional community health nursing work. Employees in this class perform the full range of complex professional community health nursing duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional and auxiliary nursing staff.

**Illustrative Examples of Work:**

Plans, develops and implements a comprehensive community health nursing service program for a geographic or assigned area by providing individualized nursing services and/or delegating appropriate functions to others on the health team and evaluating the quality and effectiveness of the services provided. Provides skilled nursing care to patients who require complex professional nursing services in the clinic and in the home; teaches and guides members of the family and other members of the health team. Identifies the physical, social and emotional health needs of individuals and families through systematic assessment; utilizing professional skills, health history, physical evaluation, laboratory and other diagnostic/evaluative tools. Develops a comprehensive care plan which includes the preventative, therapeutic and restorative aspects of nursing care. Participates in the orientation and education of subordinate nurses, nursing students and auxiliary personnel. Leads and guides subordinate professional and auxiliary nursing personnel by means of reviewing case records and reports; holding conferences to discuss nursing problems, work load problems, charting and data collection procedures, priority determination. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of the principles, practices and techniques of professional community health nursing. Ability to develop and implement a comprehensive nursing care plan based on a systematic assessment of individual and family needs. Ability to make work decisions in accordance with professional standards, rules and regulations and other program guidelines. Ability to lead the work of others. Ability to observe and interpret the physical manifestations of the patients' conditions and also the social and environmental factors which may hasten or delay recovery. 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 a 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.

## COMMUNITY HEALTH NURSE 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 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.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.**