



EDWARD M. BIRN
Director (Direktot)

BERNADINE C. GINES
Deputy Director (Sigundo Direktot)

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'hågo)

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

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **ANIMAL CONTROL SUPERVISOR** Announcement Number: DOA 178-21

Open: October 4, 2021 Continuous

GENERAL PAY PLAN (GPP)

OPEN: HL04-01; \$27,963.60 P/A –HL04-10; \$41,946.80 P/A

PROMOTION: HL04-01; \$27,963.60 P/A –HL04-20; \$59,169.60 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

One (1) year of experience as an Animal Control Officer II or equivalent work; 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.

Registration as a Certified Pesticide Applicator with the Guam Environmental Protection Agency (GEPA).

Nature of work

This is technical and supervisory work involved in animal control, quarantine and enforcement activities.

Illustrative Examples of Work:

Supervises the maintenance of facilities, grounds and equipment utilized in the capture, impoundment and quarantine of animals; supervises the inventory of supplies and equipment utilized in Animal Control and Animal Quarantine programs; prepares requisitions for ordering supplies and equipment as necessary. Supervises the daily maintenance and care of animal cages and animals under impoundment and quarantine; assigns animal control officers to answer public complaints and requests to pick-up and dispose of sick, aged, injured or unwanted animals and dead animals on public lands. Supervises and coordinates stray and feral animal control programs in response to public complaints or survey results of animal populations; designs field surveys to determine stray, feral or licensed animal populations and selects municipalities where surveys are to be implemented; completes necessary forms for impoundment of stray and feral animals. Supervises eradication activities of feral animals and maintains complete records concerning animal control activities; supervises the preparation, storage, distribution and disposal of poison baits utilized in the control of feral animals. Assigns animal control officers to investigate reports of animal bite cases and oversees completion of proper quarantine procedures for biting animals; assigns public complaints for investigation to animal control officers. Supervises rabies screening activities for impounded or quarantine animals at Animal Shelter Section or Animal Quarantine Section; supervises rabies vaccinations of animals as a part of licensure requirements. Supervises euthanasia activities for unwanted or unclaimed animals; supervises the collection of brain, stool, blood and other samples from animals to determine the presence of rabies or other diseases which may be transmitted to human. Supervises and coordinates citation issuing activities for violators of Animal Control Laws. Conducts selected stages of in-service training for new employees concerning Animal Control and Animal Quarantine Programs. Analyzes data and technical reports from Animal Control Officers and prepares technical recommendations to justify corrective action or program changes; reviews daily log records for Animal Control Quarantine Programs; prepares budgetary reports, quarterly reports, and monthly reports concerning Animal Control or Animal Quarantine activities; formulates performance guidelines for animal control officers and conducts performance evaluations of personnel. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the care and handling of animals. Knowledge of animal regulations, investigations and inspection procedures. Knowledge of the various methods of vaccination, eradication and disposal of animals. Knowledge of the diseases of animals. Ability to supervise the work of others. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and recommend/implement changes in policies and procedures to improve effectiveness. Ability to communicate effectively, orally and in writing. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

ANIMAL CONTROL SUPERVISOR 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 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.