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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
ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR
Announcement Number: DOA 148-22

Open: June 27, 2022 Continuous

GENERAL PAY PLAN (GPP)

OPEN: R-01; \$65,623 P/A –R-10; \$90,087 P/A

PROMOTION: R-01; \$65,623 P/A –R-18; \$115,661 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

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Graduation from a recognized college or university with a Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; three (3) years of work experience in environmental health, protection, sanitation, or safety; and two (2) years of supervisory work experience in environmental health, protection, sanitation, or safety; or

Graduation from a recognized college or university with a Bachelor's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; four (4) year of work experience in environmental health, protection, sanitation, or safety; and two (2) years of supervisory work experience in environmental health, protection, sanitation, or safety; or

Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of 30 semester hours or 45 quarter hours in basic sciences, and a course in college algebra or higher level math; six (6) years of work experience in environmental health, protection, sanitation, or safety; and two (2) years of supervisory work experience of environmental health, protection, sanitation, or safety.

Necessary Special Qualifications

Must possess a valid Guam driver's license.

Credentialed as a Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) with the National Environmental Health Association, or from any State equivalent association, organization, or entity recognized by that State's environmental health regulatory agency may be required.

Nature of work

This is a professional senior management class in the Environmental Public Health Officer series administering the staff and programs of a bureau. Employees in this position must apply their comprehensive experience and knowledge in the principles and theories of environmental public health and drug diversion. Incumbents in this position generally work under the general direction and supervision of the Chief Environmental Public Health Officer in the major areas of health and sanitation, food safety, plans and specifications, consumer commodities, controlled substances, mosquito surveillance and control, animal and vector control, and radiological health.

Illustrative Examples of Work

Administers one of the bureaus through the implementation of governing mandates, rules, and regulations; promotion of education and awareness; and the completion of bureau goals and objectives to prevent injuries, diseases, disabilities, and deaths associated with environmental hazards. Formulates, implements, evaluates, and controls the long-term and short-term goals and objectives of the bureau programs for protecting public health and improving the services it provides to the people. Develops, reviews, assesses, and finalizes the bureau's strategic plan, annual goals and objectives, and policies and procedures. Determines existing and anticipated needs of bureau services to the public. Prioritizes compliance activities based on various internal and external factors. Prepares and submits the bureau's annual budget proposal to fund its personnel and operation based on the bureau's long-term and short-term goals and objectives. Supports, justifies, responds, reports, and/or intervenes, when necessary, to administrative actions pursued by the bureau with potentially significant implications. Reviews, revises, and approves for finalization, all written communications, draft rules and regulations, proposed legislations, requisitions, investigation reports, written requests, notifications, permits, registrations, and any other official documents originating from the bureau. Reviews and finalizes grant applications and manages grant awards. Coordinates all draft rules and regulations originating from the bureau. Implements best practices to prevent or minimize the transmission of diseases. Prepares draft testimonies for proposed legislation relevant to the bureau introduced for public hearing. Advises and keeps the division chief apprised of all relevant activities of the bureau. Performs the role of Acting Chief Environmental Public Health Officer and Incident Commander to take over the management of disease outbreaks whenever assigned. Represents the division, when necessary, on matters of the bureau's environmental public health programs. Performs other related duties.

Knowledge, Abilities & Skills

Knowledge of statutes and rules and regulations governing environmental public health programs and drug diversion. Knowledge in the principles and theories of physical, biological, and chemical sciences; and statistics, algebra, epidemiology, and analytical laboratory operation applicable to environmental public health and safety. Knowledge in the principles and theories of drug diversion enforcement and fundamental (environmental) engineering. Knowledge of environmental public health principles and theories for community health and protection. Knowledge of the principles, theories, and practices of environmental public health inspections, investigations, regulations, and enforcement. Ability to make decisions in accordance with appropriate program guidelines, or outside such guidelines, if none exists, when necessary. Ability to supervise subordinates in environmental health activities. Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs. Ability to prepare recommendations for the removal or reduction of environmental public health violations. Ability to plan, organize, analyze, and evaluate facts and improve operation. Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies, and procedures to improve effectiveness. Ability to recognize critical issues pertaining to environmental public health and take appropriate actions. Ability to prepare and review technical reports and recommendations. Ability to work effectively with the public and employees. Ability to communicate clearly, concisely, and effectively both orally and in writing. Ability to assess the effectiveness and efficiency of inspections, investigations, and surveys of industrial, residential, or business establishments. Skill in safe operation of a motor vehicle. Skill in the use of computers and other modern office equipment.

ENVIRONMENTAL PUBLIC HEALTH OFFICER 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 2nd floor, ITC building, Tamuning, between the hours of 9:00 a.m. – 4:00 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.