



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'håga)

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

## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **TELEPROCESSING NETWORK COORDINATOR**

Announcement Number: DOA 33-23

Open: March 17, 2023 Continuous

#### GENERAL PAY PLAN (GPP)

OPEN: K-01; \$33,911 P/A –K-10; \$46,553 P/A

PROMOTION: K-01; \$33,911 P/A –K-18; \$59,768 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.garf.com](http://www.garf.com). For other inquires please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

Two (2) years of experience in computer and peripheral data processing machine operation, and one (1) year of experience in teleprocessing network machine operation and repair; or

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

#### Nature of work

This is complex technical work involved in coordinating and maintaining the Network System Equipment and Program Activities. Employees in this class perform the full range of complex technical duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experience technical staff.

#### Illustrative Examples of Work

Coordinates the usage of the central computer system by users of on-line terminal at various departments/agencies through a teleprocessing network system. Maintains and reassembles the terminal control table as changes, addition/deletions of on-line terminal occurs; maintains sign on table that programs authorized users of the terminal and catalog such table to the core image library. Monitors line operation and defines line problems concerning customers' usage of the system; makes minor repairs to network data terminal equipment such as replacing integrated circuit cards, powerpack and transformers. Instructs users on problem reporting and the use of returnable equipment; instructs compute operators on recovery procedures for the terminal network under the master terminal commands. Maintains records and prepares reports. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the operation of electronic data processing machines and peripheral equipment. Knowledge of the practices, procedures and techniques of electronic data processing and the teleprocessing network. Knowledge of the basic computer programming. Ability to make minor repairs to network data terminal equipment. Ability to recommend improvement in the use and application of the teleprocessing network equipment. Ability to evaluate operational efficiencies and recommend changes to improve effectiveness. Ability to identify the various switches, devices and uses of the peripheral equipment. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Skill in the operation, adjustment and case of teleprocessing network and peripheral equipment.

#### 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.

## TELEPROCESSING NETWORK COORDINATOR OPEN COMPETITIVE EXAMINATION

### 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 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 APPLICATION(S) 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.**