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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO

Lt. Governor (Sigundo Maga'låhi)

AMENDMENT OF JOB ANNOUNCEMENT

February 07, 2024

THE FOLLOWING JOB ANNOUNCEMENT BELOW IS AMENDED IN PURSUANT TO PUBLIC SAFETY & LAW ENFORCEMENT PAY.

POSITION: CORRECTION OFFICER I

ANNOUNCEMENT NO.: DOA42-19

OPEN: 4/10/2019 CONTINUOUS

PAY GRADE:

OPEN: HL21-01; \$32,997.00 P/A HL21-10; \$49,497.00 P/A

PROMOTION: HL21-01; \$32,997.00 P/A HL21-20; \$69,820.00 P/A

POSTION: POLICE OFFICER TRAINEE

ANNOUNCEMENT NO: DOA43-19

OPEN: 4/10/2019 CONTINUOUS

PAY GRADE:

OPEN: FL21-01; \$29,133.00 P/A FL21-10; \$43,700.00 P/A

PROMOTION: FL21-01; \$29,133.00 P/A FL21-20; \$61,644.00 P/A

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


SHANE G.L. NGATA

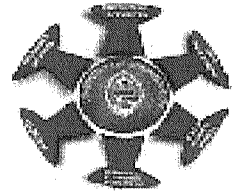
Personnel Services Administrator
Human Resources Division

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.



Lourdes A. Leon Guerrero
Governor
Joshua F. Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Edward M. Birn
Director
Edith C. Pangelinan
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
CORRECTION OFFICER I

Announcement Number: DOA42-19

Open: APRIL 10, 2019

Close: CONTINUOUS

Pay Grade: 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 plan, 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 inquiries please visit Department of Administration website www.doa.guam.gov.

Who Can Apply

Open to government of Guam Employees and the public.

Qualification Requirements

(a) Graduation from high school; or

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

Necessary Special Qualification

Possession a valid driver's license.

In addition to meeting the NSQs above, the following requirements must be verified upon job offer:

Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories; Must be fingerprinted; Must not have been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence, regardless of being pardoned or commuted by I Maga'láhen Guahan regarding such conviction; Must never have been dismissed for cause as a peace officer or resigned for the sole purpose of negating or averting a pending or anticipated disciplinary action; Must have good moral character as determined by a background investigation (verification of this NSQ will be required upon job offer); Must be free of any physical, emotional or mental conditions, which might adversely affect the performance of duty as a peace officer; Must pass an oral interview selection examination; Must submit to and pass a drug screening test, including but not limited to a urinalysis test; Must submit to psychological testing; and Must submit to and pass a polygraph examination.

Nature of Work

This is routine correctional work involved in the custody and rehabilitation of inmates. Employees in this class perform routine correctional duties independently after initial training but work under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Stands watch in control room, gate or cell. Patrols campus grounds. Makes inmate counts and ensures constant surveillance of compound. Maintains visitation controls. Searches inmates and visitors entering and leaving the correctional campus. Reports all unusual incidents of units assigned. Assists in the supervision of inmates in housing units, recreation fields, work details and at other approved locations. May transport inmates to and from facility, hospital, court, work details and other approved destinations. Performs other related duties as required.

Knowledge, Abilities and Skills

Ability to learn and implement the methods and techniques used in supervising inmates. Ability to learn, interpret and enforce institutional policies, rules and regulations. Ability to maintain order and discipline in a penal institution. Ability to learn to operate a variety of institutional equipment and devices including firearms. 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 employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Testing Branch at 475-1120/1271.**

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

Passage of the Department of Administration's Correction Officer I Examination (consists of a written test and physical abilities test) is required. Applicants will be rated and ranked according to the qualification requirements and exam results. Applicants who are qualified for the exam will be notified of the exam, date, time, and location by mail, phone or in-office and/or website posting. A study guide for the written test is available on the DOA HR webpage at www.hr.doa.guam.gov.

Physical Fitness Qualification Test (PFQT)

For informational purposes, each agency employing Category 1 and Category 2 peace officers shall be responsible for the administration of the Physical Fitness Qualification Test (PFQT) shall meet a uniform minimum physical fitness standard in order to obtain and maintain their certificates from the P.O.S.T. Commission.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her 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 Tested Designated Position (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 convictions 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 accommodations should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1120/1271. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.


For **SHANE G. L. NGATA**
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

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