



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement
CORRECTION OFFICER I



Edward M. Birn
Director
Vincent P. Arriola
Deputy Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
CORRECTION OFFICER I

Announcement Number: DOA 01-19

Open: January 7, 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 inquires 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.

Guam P.O.S.T. Commission's Reading and Writing Proficiency Requirement
[P.L 32-232, or Title 27 Guam Administrative Rules, Chapter 3, Section 3104(f)]

A. Applicants must have successfully completed Fundamentals of English/Reading – EN100R and Fundamentals of English/Writing – EN100W, or equivalent, or higher level course(s) which demonstrates college level reading and writing proficiency. Evidence of successfully completing this requirement is the applicant's official transcript from a nationally accredited college or university (i.e. Guam Community College or University of Guam) that reflects a final letter grade of "C or higher" for each course, or equivalent; or higher level course(s).

OR

B. Applicants' placement in EN110 Freshman Composition, or EN111 Writing for Research, or its equivalent courses. Evidence of being placed in at least one of these courses, or its equivalent that must be provided is an official letter that indicates the applicant's results based on their placement examination from a nationally accredited college, or university (i.e. Guam Community College or University of Guam). If the placement results are not on an official letterhead, then a copy of an official receipt showing payment of the placement examination issued by the nationally accredited college or university must be attached to the results.

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'lahaen Guahan regarding such conviction; Must never have been dismissed for cause as a police 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.

CORRECTION OFFICER I

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

The Guam P.O.S.T. Commission's Reading and Writing Proficiency Requirement must be met in order to be admitted to take the examination for the Correction Officer I. 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. The PFQT standard shall be equivalent to the U.S. Air Force fitness test, as currently embodied in Air Force Instruction 36-2905, dated October 21, 2013, or as amended in accordance with Public Law 34-49.

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.

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.



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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. LONGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION