



Lourdes A. Leon Guerrero
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Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Edward M. Birn
Director
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OPEN COMPETITIVE EXAMINATION	
To establish a list for the position of	
COMMUNICABLE DISEASE CONTROL PROGRAM ADMINISTRATOR	
Announcement Number: DOA34-19	Open: April 04, 2019 Close: April 24, 2019
Pay Grade:	OPEN: Q -01; \$60,482 P/A –Q-10; \$83,029 P/A PROMOTION: Q -01; \$60,482 P/A –Q-18; \$106,599 P/A
<p>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</p>	

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of experience in diseases epidemiology including one (1) year as a supervisor and graduation from a recognized college or university with a Bachelor's Degree in Biological, Physical or Health Science; or

Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities, and skills.

Nature of work

Administers the program and activities of the territorial wide Communicable Disease Programs.

Illustrative Examples of Work

Directs the planning, development, coordination and implementation of the territory's disease control programs such as Tuberculosis, Venereal Disease, Leprosy, childhood immunization disease, foreign quarantine, Hepatitis, Enteric diseases, sexually transmitted diseases including AIDS, and other infectious diseases. Directs continuous studies and surveillance of infectious disease reports to identify increasing trends. Supervises the dissemination of information to medical and other health care professionals and to the general public. Reviews grant applications for conformance to established guidelines. Analyzes the epidemiological methods and procedures utilized and the investigative data accumulated by the staff for compliance to program requirements. Directs epidemiologic investigations and educational activities. Develops and implements policies and procedures for efficient administration of disease control programs. Provides technical and advisory assistance to public and private health care providers on infectious disease control measures. Keeps abreast of developments and changes in local and federal laws regarding communicable diseases; prepare and recommend amendments when necessary. Confers with federal health agencies to establish, upgrade and modify program operations in accordance with federal program standards. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principals and practices of infectious disease control. Knowledge of communicable diseases, their diagnosis, treatment and prevention. Ability to analyze disease trends and develop epidemiologic control strategies. Ability to apply pertinent laws, regulations and policies governing public health programs. Ability to administer the activities of the communicable disease programs. Ability to evaluate operational effectiveness and recommend changes in policies and procedures. Ability to make decision in accordance with existing laws, rules and regulations and to apply departmental policies. Ability to prepare operational plans, budget requests and technical reports. Ability to communicate effectively, orally and in writing.

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 Recruitment Branch at 475-1141/1128/1120

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 you 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.

COMMUNICABLE DISEASE CONTROL PROGRAM ADMINISTRATOR

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

Written test not required. 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.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email to doajobs@doa.guam.gov


For: 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.