



Government of Guam
 Department of Administration
 Human Resources Division
Job Announcement



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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

ENVIRONMENTAL PUBLIC HEALTH OFFICER III

Announcement Number: DOA37-19 **Open:** April 04, 2019
Close: April 24, 2019

Pay Grade: OPEN: N -01; \$45,014 P/A –N -10; \$61,796 P/A
 PROMOTION: N -01; \$45,014 P/A –N -18; \$79,338 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; and two (2) years of 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; and three (3) years of work experience in 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; and five (5) years of work experience in environmental health, protection, sanitation, or safety.

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; and five (5) years of work experience in environmental health, protection, sanitation, or safety.

Necessary Special Qualification

Must possess a valid Guam driver's license

Nature of work

This is a senior level professional class in the Environmental Public Health Officer series coordinating one or more of several programs. Employees in this position must apply their vast experience and advanced knowledge in the principles and theories of environmental public health and drug diversion deemed exceptionally or unusually complex. Incumbents in this position generally work under the general direction and supervision of an Environmental Public Health Officer Supervisor 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

Conducts highly complex or sensitive compliance inspections and violation investigations. Leads the operation of one or more major division programs by preparing its annual goals, objectives, and budget through the assessment of available resources; by public need, demand, and expectations; and by adherence to established strategic plan. Reviews and evaluates the accomplishments, data, and challenges of assigned program(s) to improve its effectiveness and efficiency. Conducts, leads, and/or coordinates the investigations of large food-borne illness outbreaks and other communicable disease outbreaks when assigned. Prepares draft communications, rules, regulations, policies and procedures, office reports, recommendations, and other documents of the assigned program. Plans the program's island-wide educational and awareness campaign and prepares its educational and informational documents, such as handouts, brochures, posters, etc. Develops and provides program training and education to staff, other agencies, and regulated individuals. Attends, represents, and participates in meetings, conferences, seminars, emergency activities, and trainings relevant to assigned programs. Inspections of licensed Facilities and the investigations of individuals suspected of possessing and using unlicensed ionizing radiation emitting devices. Conducts investigations of possible disease outbreaks associated with food facilities, institutional facilities, hotels and temporary workforce housing, cosmetic establishments, laundries and dry cleaners, swimming pools, and mortuaries. Assists in the epidemiological investigations by performing laboratory follow ups, data collection and analysis, and sample collection. Conducts investigations into the transaction, or attempted transaction, of forged or altered prescriptions for pharmaceutical controlled substances. Participates in the research and compilation of basic information for use in the regulation or policy development. Participates in preparing for public meetings, hearings, and workshops. Performs other related duties.

Knowledge, Abilities & Skills

Knowledge of basic 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 of principles, practices, and techniques relating to the protection of public's health and the enforcement of environmental public health and drug diversion laws and regulations. Knowledge of English usage, spelling, grammar, and punctuation. Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs. Ability to plan, organize, analyze, and evaluate facts. Ability to prepare recommendations for the removal or reduction of environmental public health violations. Ability to use field equipment to measure, monitor, collect, and sample environmental qualities or conditions. Ability to handle laboratory equipment and materials. Ability to apply field investigative techniques, data gathering, and basic research. Ability to prepare technical reports and other written documents, and maintain records in an organized manner. Ability to conduct inspections, investigations, and surveys of industrial, residential, or business establishments. Ability to work effectively with

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the public and employees. Ability to communicate clearly, concisely, and effectively both orally and in writing. Skill in the safe operation of a motor vehicle. Skill in the use of computers and other modern office equipment. Skill in the operation and care of basic field instruments and laboratory equipment.

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.

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.