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GOVERNMENT OF GUÅHAN  
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION  
(Dibision Inadilanto Yan Guinaha Para Taotao)  
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Edward M. Birn  
Director  
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## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **COMMUNITY HEALTH NURSE SUPERVISOR I** Announcement Number: DOA 67-19

Open: June 18, 2019 Close: July 10, 2019

**NURSE PAY PLAN (NPP)**  
OPEN: NN-01; \$48,112 P/A – NN-10; \$65,920 P/A  
PROMOTION: NN-01; \$48,112 P/A – NN-18; \$84,196 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](http://www.ggrf.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 government of Guam employees and public.

#### Qualification Requirements

Three (3) years of progressively responsible experience in professional community health nursing work, and graduation from a recognized college or university with a Bachelor's degree in nursing; or

Four (4) years of progressively responsible experience in professional community health nursing work, and graduation from a recognized college or university with an Associate's degree or diploma in nursing; or

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

#### Necessary Special Qualifications

Possession of a current license to practice professional nursing on Guam. Possession of a valid driver's license.

#### Nature of work

This is professional supervisory community health nursing work within an assigned unit.

#### Illustrative Examples of Work

Supervises the community health nursing services and home-care patient services in assigned unit. Reviews and evaluates case records and reports; makes continuous studies and evaluation of conditions affecting health and nursing service, and makes recommendations for improvement. Participates in the formulation and maintenance of community health nursing policies and procedures, and interprets the implication of these policies and procedures. Orientates and trains new nursing personnel; explains community health nursing policies, practices, and techniques; explains priorities and program objectives. Plans and implements a schedule of inventory and requisitions of clinical supplies and equipment. Supervises the preparation and maintenance of case records and other reports. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles, practices, methods and theory of community health nursing, and application of techniques in providing nursing care to individuals and families. Ability to supervise the work of others. Ability to learn and apply community health facilities and services relevant to community health nursing. Ability to make decisions in accordance with program guidelines. Ability to interpret and apply pertinent laws, regulations and other program guidelines. Ability to evaluate operational effectiveness and recommend changes in nursing service, policies and procedures to improve effectiveness. 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 professional nursing techniques and practices. 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 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 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.

COMMUNITY HEALTH NURSE SUPERVISOR I  
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**

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 2<sup>nd</sup> 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](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govquamdocs.com](http://www.govquamdocs.com) or email to [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov)

  
For: SHANE G. LANGATA  
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.

