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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **BIOLOGIST III** Announcement Number: DOA 116-20

Open: September 25, 2020 Close: October 15, 2020

GENERAL PAY PLAN (GPP)
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

Three (3) years of progressively responsible experience in the applicable field of biology, and graduation from a recognized college or university with a Bachelor's degree in biology, wildlife management, fish management, or related fields; 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 valid driver's license.

Possession of a valid scuba diving certificate may be required.

Nature of work

This is complex professional and scientific biological work involved in fish or wildlife management and conservation programs or in environmental management and protection programs. Employees in this class perform the full range of complex professional biological duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

Illustrative Examples of Work

Determines, establishes and applies pertinent biological facts necessary for the development, conservation and management of fish or wildlife resources or for biological environmental control. Conducts research work in the study of the ecology of various forms in their natural environment nutrition, parasites and diseases, development and testing of methods used to control populations of harmful species; conducts specified management studies directed toward specific forms of wildlife and wildlife habitats. Conducts research work involving the quantitative determination of the rearing and planting methods best adapted for maximum success in hatchery operations, and devising methods to regulate fishing to secure a sustained maximum yield. Compiles and analyzes data, and prepares necessary reports using statistical methods. Participates in the formulation of effective conservation regulations and management plans. Analyzes and evaluates environmental impact statements, assessments and development plans. Maintains and performs minor repairs on field and laboratory equipment. May lead the work of lower-level biologists on assigned projects. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of pertinent principles, practices and techniques applied in fishery or wildlife management and conservation or in environmental management and biological control. Knowledge of the habits and ecology of fish and other aquatic organisms, or of birds, mammals and other wildlife species. Knowledge of microbiology and organic and inorganic chemistry as they relate to assigned programs. Knowledge of research and statistical methods and techniques. Ability to determine, establish and apply applicable biological facts necessary for the development conservation and management of fish or wildlife resources, or for biological environmental control. Ability to conduct complex specialized biological research studies and draw sound conclusions and recommendations for the development of management plans. Ability to apply mathematical and statistical methods to biological data. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare technical reports. Skill in the use and care of standard field and laboratory equipment. Skill in the safe operation of a motor vehicle. Skill in the use of scuba gear may be required.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

BIOLOGIST III OPEN COMPETITIVE EXAMINATION

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

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

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. **DUE TO THE GOVERNOR'S "STAY-AT-HOME" ORDER, JOB ANNOUNCEMENT CLOSING DATES MAY BE SUBJECT TO CHANGE, AMENDED CLOSING DATES WILL BE ISSUED SHOULD ANY CHANGES BE MADE. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: doajobs@doa.guam.gov.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


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.