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# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO  
Governor (Maga'håga)

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Lt. Governor (Sigundo Maga'låhi)

## OPEN COMPETITIVE EXAMINATION

### To establish a list for the position of **CONSERVATION RECRUIT** Announcement Number: DOA52-21

Open: April 7, 2021 Close: April 20, 2021

#### GENERAL PAY PLAN (GPP)

OPEN: FL-04-01; \$24,689.00 P/A – FL04-10; \$37,034.20 P/A

PROMOTION: FL-04-01; \$24,689.00 P/A – FL04-20; \$52,241.00 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)

#### Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT [WWW.HR.DOA.GUAM.GOV](http://WWW.HR.DOA.GUAM.GOV), CLICK ON THE EMPLOYMENT TAB. APPLICATIONS MAY BE SUBMITTED ELECTRONICALLY BY CLICKING ON THE [SUBMIT APPLICATION](#) LINK ON OUR WEBSITE/EMPLOYMENT TAB FOR THE CONSERVATION RECRUIT POSITION LISTED. IN-OFFICE AND/OR ELECTRONIC SUBMISSIONS MUST BE RECEIVED BY 5:00 PM ON THE CLOSING DATE, APRIL 20, 2021.

#### Testing Requirements:

Passage of the Department of Administration's Conservation Recruit Examination consisting of a 3-part examination (written test, physical abilities test, and swimming test) is required. Applicants will be rated and ranked according to the qualification requirements and test results.

Applicants will qualify for testing after having met all the Qualification Requirements and Necessary Qualification Requirements stated below. Applicants who are qualified for testing will be notified of the respective test, date, time, and location by mail, e-mail, telephone or in-office and/or website posting.

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

Graduation from high school or attainment of a general equivalency diploma; and successful completion of the Guam Community College Pro-Tech Institute's Criminal Justice Academy, or an equivalent Peace Officer Standard Training (POST) certified program from an accredited institution.

#### Necessary Special Qualifications

Must be a U.S. citizen or permanent resident of the Territory of Guam; or a citizen of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia. Must possess a valid Guam Driver's license. Must possess a valid Guam firearm identification card. Must be in good health and physical condition.

#### Nature of work

This position involves receiving on-the-job training in performing clearly defined routine fish and wildlife conservation work. Employees in this class perform restricted conservation inspection and enforcement duties under the close supervision of a Conservation Officer II or above. Work is monitored through observation, and quality of participation and reports submitted.

#### Illustrative Examples of Work:

Performs the following on-the-job training duties: Conducts routine surveillance and inspections of designated fishing and hunting areas on foot, vehicle, and boat to ensure that laws, codes, regulations, and other standards relating to the conservation of fish and wildlife are complied with. Inspects various private and public fisheries and wildlife storage facilities. Enforces the cattle rustling laws of the Territory of Guam.

#### Knowledge, Abilities & Skills

Knowledge of local and federal fish and wildlife conservation laws, rules, regulations, policies, and procedures. Ability to understand and follow oral and written instructions. Ability to communicate effectively. Skill in the safe operation of a motor vehicle, boat, and related equipment. Skill in the use and care of firearms. Skill in swimming. Skill in administering first aid.

#### 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.

## CONSERVATION RECRUIT 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 Testing Branch at 475-1271/ 475-1225/ 475-1248; or email [angelica.diaz@doa.guam.gov](mailto:angelica.diaz@doa.guam.gov)

### 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

Passage of the Department of Administration's Conservation Recruit Examination (consists of a written test and physical abilities test, and a swimming 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, e-mail, telephone 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](http://www.hr.doa.guam.gov), click, on branches/ Test Development and Validation Branch and scroll down to study guides to select the appropriate study guide for the Conservation Recruit.

### 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. APPLICATIONS MAY BE SUBMITTED ELECTRONICALLY BY VISITING OUR WEBSITE [WWW.HR.DOA.GUAM.GOV](http://WWW.HR.DOA.GUAM.GOV) AND CLICK ON THE EMPLOYMENT TAB AND LOCATE THE CONSERVATION RECRUIT AND CLICK ON THE [SUBMIT APPLICATION](#) LINK ASSOCIATED WITH THE CONSERVATION RECRUIT POSITION LISTED.**

### For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1271/1225/1248. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). For further information, you may email [angelica.diaz@doa.guam.gov](mailto:angelica.diaz@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.**