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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'hågo)

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Lt. Governor (Sigundo Maga'låhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
ENGINEERING AIDE II
Announcement Number: DOA 43-22

(Competitive Limited Term Appointment)
APPOINTMENT WILL ONLY LAST FOR DURATION OF FEDERAL FUNDS

Open: March 04, 2022 Close: March 25, 2022

GENERAL PAY PLAN (GPP)
OPEN: E-01; \$21,095 P/A –E-10; \$28,959 P/A
PROMOTION: E-01; \$21,095 P/A –E-18; \$37,180 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 inquiries please visit Department of Administration website 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. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Six (6) months of experience in drafting or survey work and graduation from high school supplemented by courses in drafting and basic mathematics; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Nature of work

This is moderately complex drafting or surveying work. Employees in this class perform moderately complex drafting or surveying work independently on an on-going basis and participate in the full range of complex technical duties under closer supervision.

Illustrative Examples of Work

Performs moderately complex drafting work including making calculations, checking plans, writing descriptions of ownership and plastic scribing, striping and color separation. Performs varied drafting work in the preparation for drawing of property maps, site plans, right-of-way and other general specifications and/or schematic plans for documentary and project purposes. Works in a survey party as rodman and/or chainman; assists in establishing lines and grade by using the level rod, flag, tapes, or chain; cut lines or marks and drives stakes for line and grades. Computes lot description for accurate closure; plots traverses, property right-of-way, boundaries and contour lines; provides complete sketches and drawings of preliminary design work. Makes final sketch of proposed drawing; draws charts for representation of statistical data and draws finished designs from sketches. Assembles specifications by securing from a variety of source data such as charts, graphs, blueprints and drawings. Reduces field notes and conducts research work in land records; may assist on field surveys. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the basic principles and practices of drafting. Knowledge of construction materials and of methods and procedures employed in their use. Knowledge of mathematics and its use in field surveying. Ability to use basic survey or drafting equipment. Ability to apply departmental standard concerning inspection and material testing. Ability to perform moderately complex drafting. Ability to make drawings and to copy or trace from completed survey drawings. Ability to make mathematic computation and tabulation with speed and accuracy. Ability to use logarithm, trigonometry and curve data tables. Ability to perform precise engineering computation and reduce to field notes. Skill in the use and care of equipment and instruments in drafting work.

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.

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.

ENGINEERING AIDE II COMPETITIVE LIMITED TERM APPOINTMENT

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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) 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.