



EDWARD M. BIRN
Director (Direktot)

BERNADINE C. GINES

Deputy Director (Sigunda Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO

Lt. Governor (Sigunda Maga'låhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **SYSTEMS PROGRAMMER** Announcement Number: DOA 68-22

Open: March 14, 2022 Close: April 1, 2022

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

Four (4) years of specialized experience in application programming and systems analysis work and graduation from a recognized college or university with a Bachelor's degree in computer science, business administration, mathematics or related field; or

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

Nature of work

This is complex professional systems programming work involved in the design, programming, and maintenance of computer software and hardware. Employees in this class perform the full range of duties in systems software maintenance and evaluation and perform system tests of modified software. Employees may supervise the work of subordinate programmers and systems analysts.

Illustrative Examples of Work

Performs re-installation, planning and programming for new classes of software and hardware. Designs and analyzes system software to determine optimum configuration; tunes and maintains systems. Reviews and selects software to improve the operating system. Designs data base to ensure data integrity, control and easy access. Programs and documents back-up; restores procedures for system failure. Coordinates work with custom engineer and system engineer to assure operation of new software and hardware. Analyzes system test of new or modified software, runs parallel test with production system. Analyzes system problem to determine cause and apply program temporary fixer supplied by manufacturer. Establishes programming standards and operating procedures standards; helps programmers determine the source of problems with their programs. Orientates employees and supplies documentation procedures to systems analyst, programmer or operator in the use of new or modified system software and hardware. Analyzes impacts of information on structure, management techniques, organizational relationships and strategies. Defines system security and control procedures. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of computer operating systems. Knowledge of computer languages such as FORTRAN, RPG II, COBOL, CICS and Assemble. Ability to design systems software in accordance with company specifications. Ability to perform program maintenance of new software systems. Ability to analyze and devise solutions to problems related to system programming. Ability to establish programming and operating standards. Ability to define systems security and control procedures. Ability to evaluate system's needs and to adjust present operating programming standards and procedures. Ability to prepare reports and maintain records. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Skill in computer systems programming.

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.

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.

SYSTEMS PROGRAMMER 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

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. 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.