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Director (Direktot)

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**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 (Sigundo Maga'låhi)

**CLOSING OF JOB ANNOUNCEMENTS**

**April 7, 2023**

The following job announcements below are amended to close on **April 13, 2023**:

<u>JOB ANN. #:</u>	<u>POSITION:</u>	<u>CLOSING:</u>
DOA 219-21	ARCHAEOLOGICAL TECHNICIAN I	4/13/2023
DOA 164-21	CHIEF ENGINEER	4/13/2023
DOA 184-19	ENGINEER I (CIVIL)	4/13/2023
DOA 45-22	ENVIRONMENTAL HEALTH SPECIALIST II	4/13/2023
DOA 120-21	MAINTENANCE LEADER	4/13/2023
DOA 110-22	PERSONNEL MANAGEMENT ANALYST II (CLTA)	4/13/2023
DOA 20-21	REFRIGERATION MECHANIC II	4/13/2023
DOA 42-21	SUPPLY EXPEDITER	4/13/2023
DOA 127-21	CLAIMS PROC. & UTILIZATION REVIEW OFFICER	4/13/2023
DOA 143-21	PUBLIC HEALTH NUTRITION SPECIALIST	4/13/2023
DOA 210-21	PUBLIC WELFARE INVESTIGATION SUPERVISOR	4/13/2023
DOA 64-21	QUALITY CONTROL SUPERVISOR	4/13/2023

For further information, please call (671) 475-1141/1128.

  
SHANE G.L. NGATA  
Personnel Services Administrator  
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



**EDWARD M. BIRN**  
Director (Direktor)

**EDITH C. PANGELINAN**  
Deputy Director (Sigundo Direktor)

# DEPARTMENT OF ADMINISTRATION

## DIPATTAMENTON ATMENESTRASION

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### OPEN COMPETITIVE EXAMINATION

To establish a list for the position of  
**ENGINEER I (CIVIL)**  
Announcement Number: DOA 184-19

Open: December 31, 2019 Continuous

**GENERAL PAY PLAN (GPP)**  
OPEN: L-01; \$37,100 P/A –L-10; \$50,931 P/A  
PROMOTION: L-01; \$37,100 P/A –L-18; \$65,389 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.ogrf.com](http://www.ogrf.com). For other inquiries please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

#### Who Can Apply

Open to all government of Guam employees and the public.

#### Qualification Requirements

Graduation from a recognized college or university with a Bachelor's degree in the field of engineering; or

Possession of an Engineer-in-Training certificate from any state or territory of the United States; or

One (1) year of experience in the applicable field of engineering acquired under Professional engineering supervision and guidance, and graduation from a recognized college or university with an Associate's degree in engineering; or

Graduation from a recognized college or university with a Bachelor's or higher degree in engineering technology, physics, architecture or closely related field.

#### Nature of work

This is routine professional civil, mechanical, electrical, telephone, traffic, environmental or architectural engineering work. Employees in this class perform routine professional engineering duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

#### Illustrative Examples of Work

Designs the preparation of roadway plans involving a variety of conventional features; or performs moderately complex design including features as complex interchanges and intersections, extreme terrain problems or other novel and unusual problems. Designs major structures and bridges or performs moderately complex structural engineering work associated with pre-design investigations and preliminary and final design analysis; structurally analyzes and designs determinate and indeterminate structures. Performs stress analyses of components of bridges, culverts, sign supports and special structures; completes structure design including notes and sketches. Supervises and advises structural details on preparation of advance design drawings and reviews plan completed by details; inspects job sites to advise and assist construction personnel with usual structure construction problems. Researches and develops new systems and programs for structural engineering applications; implements computer structural program for analyses and computation of moments, shear, reaction, deflection, and stress data. Serves as project engineer on construction projects involving a variety of conventional problems; reviews and inspects construction plans, specifications and sites; oversees staking of projects; resolves routing problems with contractor; recommends approval of conventional changes and work order, referring unusual deviation and problems to supervisor. Develops preliminary plans and studies; develops engineering plans and specifications for all new construction remodeling and major maintenance, construction and inspection personnel in analyzing problems of mechanical problems. Performs non-routine testing of rails, cements, aggregates, highway chemical, bituminous materials and other items. Performs technical inspections such as ultrasonic, penetrant dye and configuration inspection. Collects, reduces, compiles and analyzes test and field data relating to materials and procedure of highway maintenance and construction. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of the principles and practices applied in civil, mechanical, electrical, telephone, traffic, environmental or architectural engineering. Knowledge of a variety of construction materials and their characteristics relating to engineering. Ability to apply local and national building and safety regulatory codes. Ability to estimate building, labor and material costs. Ability to make computations and calculations involving the applications of engineering principles. Ability to interpret and apply pertinent laws, regulations, policies, procedures and other program guidelines. Ability to prepare, interpret, and utilize plans, designs and specifications. Ability to analyze and present technical data in clear, concise engineering reports. Ability to test the quality and suitability of new methods of construction and various types of materials. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

#### 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.

**ENGINEER I (CIVIL)  
OPEN COMPETITIVE EXAMINATION**

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.

**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 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. 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 [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).

  
MICHAEL W. SCHNIEPP, Acting  
ASSISTANT PERSONNEL SERVICES ADMINISTRATOR  
HUMAN RESOURCES DIVISION

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