



EDWARD M. BIRN
Director (Direktot)

ELIZABETH T. FISHER

Deputy Director (Sigundo 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'hága)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'láhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **FISH AND WILDLIFE TECHNICIAN I**

Announcement Number: DOA116-23

Open: August 3, 2023 Close: CONTINUOUS

GENERAL PAY PLAN (GPP)

OPEN: H-01; \$32,355 P/A –H-10; \$44,417 P/A

PROMOTION: H-01; \$32,355 P/A –H-18; \$57,026 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

Graduation from high school or possession of a certificate of high school equivalency (GED) and one (1) year of experience as a Biological aide; or

Graduation from high school or possession of a certificate of high school equivalency (GED) and two (2) year's experience in field or laboratory work raising livestock, poultry, or other animals; gardening or farming; construction or carpentry; or

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

Necessary Special Qualifications

Possession of a valid driver's license may be required.

Nature of work

Under the general supervision of professional biologists, conducts technical field and laboratory work in the areas of fish, wildlife, and endangered species conservation, management, and research. Employees in this class perform the full range of duties under general supervision of professional and senior technical staff.

Illustrative Examples of Work

Independently conducts technical biological work of moderate complexity such as deer counts, station counts for birds; mans and runs hunter check stations, conducts necropsies of study animals, takes and records standardized biological measurements, collects tissue samples from study animals, identifies instances of disease or abnormalities; sets up and uses specialized equipment for the live capture of fish, snakes, birds, and mammals; monitors breeding biology of endangered species; takes and records moderately complex biological data; may perform routine analysis of data. Conducts inshore and offshore fisheries surveys which requires an acquired knowledge of species identification, an understanding of fishing effort, and knowledge of fisheries measurement techniques. Monitors bird, snake, and mammal breeding activity, observes and records behavioral observation of breeding pairs. Designs, fabricates, constructs and installs special devices, equipment and facilities used in fish and wildlife programs such as fences, bird cages, animal traps, signs, components used in making fish-aggregating-devices; performs work based on a brief description of desired results of project; uses power tools such as hand saws, drills, chain saws, bush cutter, and soldering gun in performing duties. Reconnoiters and identifies study sites in the field. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of basic principles of fish and wildlife conservation and management and the basic techniques used in the field. Knowledge of the taxonomic character used to determine the identity of Guam's less common fish species. Skill in the care and feeding of captive animals. Skill in performing routine maintenance of facilities and scientific equipment used in fish and wildlife programs. Skill in designing and coordinating, fabricating and constructing fences, animal traps, bird cages, signs, fisheries aggregating devices and other specialized equipment. Skill in the use of basic power tools such as hand saw, drill, and chain saw. Skill in the safe operation of a motor vehicle and power tools. Ability to conduct biology surveys such as deer counts, fishermen interviews, and fishermen participation counts, and station counts for birds. Ability to make observations and record simple moderately complex biological measurements and observations. Ability to use taxonomic keys and visual aides to properly identify general in field and species upon return to office. Ability to work effectively with the public and fellow employees. Ability to identify by sight, sound and sign of the resident mammal species found on Guam. Ability to communicate effectively. For positions assigned to fisheries section. Ability to perform scientific identification in the field of Guam's common fish species (100 most commonly caught species). Knowledge of the taxonomic characters used to determine the identity of Guam's less common fish species.

FISH AND WILDLIFE TECHNICIAN I OPEN COMPETITIVE EXAMINATION

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 475-1141/1128.**

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 9:00 a.m. – 4:00 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 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.


EDWARD M. BIRN
DIRECTOR

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.