



**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) 475-1128/1141 • Fax (Faks): (671) 477-3671



**LOURDES A. LEON GUERRERO**  
Governor (Maga'håga)

**JOSHUA F. TENORIO**  
Lt. Governor (Sigundo Maga'låhi)

### DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of  
**FIRE BATTALION CHIEF**  
Announcement Number: DOA 126-23

**Area of Consideration: GUAM FIRE DEPARTMENT**

**Open: September 15, 2022 Close: September 29, 2023**

#### LAW ENFORCEMENT PAY PLAN

**OPEN: OL21-01; \$55,856 P/A –OL21-10; \$83,784 P/A**  
**PROMOTION: OL21-01; \$55,856 P/A –OL21-20; \$118,186 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 inquiries please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

#### Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

#### Qualification Requirements

Two (2) years of experience as a Fire Captain and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or

Three (3) years and six (6) months of experience as a Fire Captain.

#### Necessary Special Qualification

Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4). Must possess a valid driver's license. In addition to meeting the NSQs above, the following Certifications below are required. All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited; [Note: Certifications obtained by other training entities can be accepted if the training entities are accredited by ProBoard and such certifications can be verified using the ProBoard website.] National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification, Hazardous Material Incident Commander, Fire Inspector I, Fire Instructor II and Fire Officer II.

#### Nature of work

This is highly responsible battalion work which involves directing fire suppression, prevention, rescue, and ambulance operations and activities of a fire battalion.

#### Illustrative Examples of Work

Supervises the activities of the fire battalion in fire suppression, prevention, rescue, and ambulance operations; prescribes work methods and procedures to be followed by Fire Fighters; evaluates work conditions and takes proactive measures to improve fire suppression, prevention, rescue and ambulance activities by recommending changes to the Assistant Fire Chief. Responds to fire alarms and takes command of fire suppression, rescue, and ambulance operations. Directs the maintenance operations of fire suppression, rescue, and ambulance equipment and apparatus. Periodically inspects the area served by the battalion to gain familiarity with the location of the fire hydrants, the physical layout of buildings, and to locate actual or potential fire hazards; submits recommendations for improvement of fire prevention efforts. Administers established policies for the training and safety to subordinates. Assists in the annual budget preparation and other related matters. Prepares fire reports regarding alarms, equipment and other matters pertaining to the battalion. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation. Knowledge of departmental operating procedures, rules, and regulations. Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations. Knowledge of first aid principles, practices and techniques. Ability to effectively supervise subordinates. Ability to administer the programs and activities of the fire battalion. Ability to work effectively with the public and employees. Ability to react quickly and calmly in emergencies. Ability to maintain complex records and prepare reports. Ability to communicate effectively. Skill in the use, operation and care of fire suppression equipment and apparatus.

#### 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.

**FIRE BATTALION CHIEF  
DEPARTMENTAL 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 Recruitment Branch at 475-1128/1141.**

**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. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: [www.hr.doa.guam.gov/resources](http://www.hr.doa.guam.gov/resources).

**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 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 APPLICATION(S) TO: [DOAJOBS@DOA.GUAM.GOV](mailto: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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto: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.**