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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR**

Announcement Number: DOA59-24

Open: January 12, 2024 Close: February 02, 2024

GENERAL PAY PLAN (GPP)

OPEN: P-01; \$67,696 P/A –P-10; \$92,933 P/A

PROMOTION: P-01; \$67,696 P/A –P-18; \$119,315 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

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Graduation from a recognized college or university with a Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; and three (3) years of work experience in environmental health, protection, sanitation, or safety; or

Graduation from a recognized college or university with a Bachelor's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; and four (4) years of experience in environmental health, protection, sanitation, or safety; or

Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of thirty (30) semester hours or forty-five (45) quarter hours in basic sciences, and a course in college algebra or higher level math; and six (6) years of experience in environmental health, protection, sanitation, or safety.

Necessary Special Qualifications

Must possess a valid Guam driver's license.

Credentialed as a Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) with the National Environmental Health Association, or from any State equivalent association, organization, or entity recognized by that State's environmental health regulatory agency may be required.

Certified pesticide applicator license for the application of pesticides on private and public grounds may be required after employment and when made available through the Department of Public Health and Social Services.

Certified Pool/Spa Operator (CPO) with the National Swimming Pool Foundation may be required after employment and when made available through the Department of Public Health and Social Services.

The following certifications from the National Environmental Health Association may be required after employment and when made available through the Department of Public Health and Social Services: Certified Professional-Food Safety (CP-FS) and Healthy Homes Specialist Credential (HHS).

Nature of work

This is a professional supervisory class in the Environmental Public Health Officer series conducting supervision of staff and programs of one of several sections. Employees in this position must apply their comprehensive knowledge in the principles and theories of environmental public health and drug diversion. Incumbents in this position generally work under the direction of an Environmental Public Health Officer Administrator in the major areas of health and sanitation, food safety, plans and specifications, consumer commodities, controlled substances, mosquito surveillance and control, animal and vector control, and radiological health.

Illustrative Examples of Work

Supervises the staff and operation of an assigned section. Reviews, assesses, integrates, contributes, and implements the section programs' goal and objectives. Evaluates and reviews accomplishments of section programs to determine additional needs, effectiveness, efficiency, strengths, challenges, and improvements for recommendation and/or implementation. Delegates assignments based on available resources, priority, and complexity. Appraises public health impact and social/economic ramifications of the administrative action of a permit (suspension, revocation) pursued by subordinates, and determines if intervention of the action and/or notification to superior is required. Evaluates and reviews the work of staff to ensure adherence to policies and procedures, laws, rules, regulations, and directives. Evaluates and reviews all disease outbreak investigations which were either initiated by the section or referred from others. Provides recommendations and assistance to respective bureau administrator. Represents the division in matters of section programs when necessary. Supervises the implementation of the strategic plan, goals, and objectives. Participates in the preparation, recommendation, and administering of the section's annual budget and annual reports. Supervises the research, development, and evaluation of draft legislations, rules, regulations, and policies and procedures for assigned environmental public health programs. Prepares documents (i.e., Order to Show Cause, Letter of Warning, court injunctions, and administrative penalties) relative to cases involving criminal, civil, and administrative hearings. Prepares and/or reviews correspondences and reports to ensure that the position and opinion of the section programs are properly and effectively expressed in writing. Keeps abreast of new information and technology about the assigned programs by reading articles, newsletters, publications, and other documents researched on the internet or received by the division. When necessary, attends, represents, and participates in meetings, conferences, seminars, trainings, and conducts inspections or investigations. Performs the role of Acting Environmental Public Health Officer Administrator and Incident Commander to take over the management of disease outbreaks which require the response of the entire section, when assigned. Performs other related duties.

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR

OPEN COMPETITIVE EXAMINATION

Knowledge, Abilities & Skills

Knowledge in the principles and theories of physical, biological, and chemical sciences; and statistics, algebra, epidemiology, and analytical laboratory operation applicable to environmental health and safety. Knowledge of fundamental (environmental) engineering. Knowledge of the principles, practices and techniques relating to the protection of the public's health and the enforcement of environmental public health and drug diversion laws and regulations. Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs. Ability to prepare recommendations for the removal or reduction of environmental public health violations. Ability to plan, organize, analyze, and evaluate facts and improve operation. Ability to prepare technical and informational reports and correspondences, and maintain records in an organized manner. Ability to supervise the inspections, investigations, and surveys of industrial, residential, or business establishments. Ability to supervise the work of others. Ability to work effectively with the public and employees. Ability to communicate clearly, concisely, and effectively both orally and in writing. Ability to use field equipment to measure, monitor, collect, and sample environmental qualities or conditions. Ability to supervise the safe operation and maintenance of laboratory equipment and materials. Skill in the use of computers and other modern office equipment. Skill in the operation and care of basic field instruments and laboratory equipment. Skill in the safe operation of a motor vehicle.

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.

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.

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 EMPLOYMENT APPLICATIONS TO: doaajobs@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 doaajobs@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.