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**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

**HUMAN RESOURCES DIVISION**  
(Dibision Inadilanto yan Guinaha Para Taotao)

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**OPEN COMPETITIVE EXAMINATION**

To establish a list for the position of  
**ANIMAL CONTROL OFFICER II**

Announcement Number: DOA115-24

Open: April 05, 2024 Close: April 25, 2024

**PUBLIC SAFETY & LAW ENFORCEMENT PAY SCALE**

OPEN: HL04-01; \$32,997 P/A – FL04-10; \$49,497 P/A

PROMOTION: HL04-01; \$32,997 P/A – FL04-20; \$69,820 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 inquires 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**

Two (2) years of experience as an Animal Control Officer I or equivalent work and graduation from high school; or

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

**Necessary Special Qualification**

Possession of a valid driver's license.

**Nature of work**

This is complex technical work involved in animal control, quarantine and enforcement activities. Employees in this class perform complex technical duties including independent work in specialized areas and serve as team or group leaders over lower level technical staff.

**Illustrative Examples of Work**

Leads the work of lower level technical staff in animal control, quarantine and enforcement activities. Selects, installs and operates appropriate equipment designed to capture stray or feral animals; conducts field surveys to determine numbers and location of stray, feral or licensed animals within municipalities; implements impoundment procedures for stray or feral animals. Investigates complaints of animal bite cases and quarantines all biting animals; investigates public complaints regarding stray or feral animals; answers questions regarding the licensing and disposal of animals; advises animal owners and the public concerning quarantine measures and other animal regulations, laws and ordinances. Enforces animal control laws; issues citation for non-compliance. Observes and makes clinical evaluations of impounded or quarantined animals for detection of rabies; administers rabies vaccinations to animals. Euthanizes unwanted and unclaimed animals; dissects animals under rabies observation and removes brains, collects stool, blood and other samples from animals for laboratory analysis. Eradicates and disposes of feral animals which destroy property and endanger the health and safety of residents; prepares, stores, distributes and disposes of poison baits utilized in the control of feral animals. Writes reports and makes technical recommendations concerning use and deployment of animal control equipment, status of chronic animal control problems and corrective measures. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of the care and handling of animals. Knowledge of animal regulations, investigation and inspection procedures. Ability to lead the work of others. Ability to enforce regulations with tact, firmness and impartiality. Ability to think and act quickly and calmly in emergencies. Ability to communicate effectively, orally and in writing. Ability to communicate effectively with the public and employees. Ability to maintain records and prepare activity reports. 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 a high school diploma or a successful completion of a 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**

## ANIMAL CONTROL OFFICER II 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. 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 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. DUE TO THE GOVERNOR'S "STAY-AT-HOME" ORDER, JOB ANNOUNCEMENT CLOSING DATES MAY BE SUBJECT TO CHANGE, AMENDED CLOSING DATES WILL BE ISSUED SHOULD ANY CHANGES BE MADE. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS 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).

  
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